

TMPA COVID-19 Risk Assessment V7 17.1.22
Significant Findings of Risk Assessment



Site / Premises: Thurnby Mead Primary Academy	Assessment Carried Out By Name: Kathryn Henrys Signature: Responsible Manager / Team Leader etc Name: Michelle Woodhouse Signature:	Assessment Serial Number: V7 17.1.22		
Department: Thurnby Mead Primary Academy		Date Carried Out or Reviewed	Date for Next Review	Reviewed By (Name)
Activity / Process: School activities during COVID 19 outbreak at Level (highlight current level) Level 1: COVID 19 is not know to be present in UK Level2: COVID 19 is present, but the number of cases and transmission is low Level 3: COVID 19 epidemic is in general circulation Level 4: COVID 19 epidemic is in general circulation, transmission is high and direct COVID 19 pressure on healthcare services is widespread and substantial or rising Level 5: as Level 4 with material risk to healthcare services being directly overwhelmed by COVID 19. <ul style="list-style-type: none"> During this evolving situation please monitor and follow government guidance given in the web links provided All normal working practices should be assumed to continue unless they need to be changed for the duration. 	23.8.21	27.8.21	K Henrys	
	1.9.21	27.9.21	K Henrys	
	27.9.2021	25.20.21	K Henrys	
	25/10/2021	29.11.21	K Henrys	
	29.11.21	3.1.22	K Henrys	
	3.1.22	17.1.22	K Henrys	
	17.1.22		K Henrys	

Additions and changes to Risk Assessment

Version	Date	Updates
V2	23.8.21	1.3 and 3.6 Further clarification on isolation for households and contacts. 3.7 Potential outbreak monitoring now 10 days. 4.1 Symptomatic or positive tested should not use public or school transport. 4.3 Face coverings recommended in enclosed spaces such as public of dedicated transport where in contact with other persons who you do not normally encounter.
V3	1.9.21	1.3 A PCR must be completed within 2 days of a positive LFT. If more than 2 days then duty to isolate remains. 3. refer to Trust flow chart and template letters in the event of a positive case. 3.5 For isolating following a positive PCR but with out symptoms, if symptoms commence during an isolation period then a new 10 day isolation period commences from the start of symptoms. 3.6 Schools should notify close contacts and advise them to take a PCR. Non vaccinated staff must isolate for 10 days. 10. Registers should be maintained of group work/interventions outside the normal class setting to aid close contact identification.
V4	27.10.2021	6.6 Hall capacity increased to 4 classes for assemblies and singing 2.1 Parent workshops will run in the meeting room, max 8 parents plus tutor
V5	29.11.21	1.2, 2.1 13.1 Face masks should be worn in communal areas by staff and visitors. Ensure there is a contingency stock in school. 3.6 Individuals identified as a close contact of a suspected or confirmed Omicrom variant will be contacted by Track and Trace and should adhere to national guidelines 2.7 School should check the current isolation guidance for students returning from overseas (currently isolating and a PCR test by day 2 after arrival. Isolation ends on a negative result).
V6	3.1.22	1.3 Daily testing for close contacts for 7 days 1.5 CO2 monitors

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		<p>1.7 Contingency plans for staff absence reviewed</p> <p>2.1 Facemasks in classrooms and communal areas.</p> <p>3.3 & 3.5 Self isolation period reduced from 10 days to 7 days providing negative lateral flow tests are carried out on day 6 and 7.</p> <p>3.6 Daily testing for close contacts for 7 days.</p>
V7	17.1.22	<p>1.3 People who have a positive lateral flow device (LFD) test no longer need a follow up polymerase chain reaction (PCR) test and should stay at home and self-isolate immediately.</p> <p>3.2 reporting a positive test result.</p> <p>3.3 Self isolation period reduced to 5 days providing a negative lateral flow tests are carried out on day 5 and the morning of day 6.</p> <p>5.4 visitors and contractors encouraged to take a LFD prior to visiting</p> <p>Government and NHS guidance list updated in line with LA risk assessment.</p>

Risk Rating.

The Risk Rating process is provided for guidance only. It is the risk assessors' evaluation of the risks that is important, and this may differ from the result indicated by the risk rating matrix. Even after taking the risk rating into consideration employers still have a duty to ensure that sufficient and adequate control measures are in place to ensure that any remaining risks are kept as low as is reasonably practicable.

General Principles of Control									
You should:									
<ol style="list-style-type: none"> 1. Ensure good hygiene for everyone. 2. Maintain appropriate cleaning regimes. 3. Keep occupied spaces well ventilated. 4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. 									
What are the Hazards? (What can go wrong)	Who might be Harmed & How?	Existing Control Measures (What are you already doing to manage the hazards/risks?)	Risk Rating with controls in place			Additional Controls Required (Where the existing controls are insufficient to reduce the risk to an acceptable level) Use the scoring table below to assist in planning actions.	Action By Who?	Action By When?	Additional Action Completed (Initials)
			Likelihood	Impact / Severity	Risk Rating Score				
1. Catching or Spreading COVID 19	Staff, Pupils, Visitors	<p>1.1 This risk assessment and any safe systems of work must be communicated to staff before they start work and be available in school. Emailed to staff 20.8.21 and Business Briefing 23.8.21</p> <p>1.2 Parents, Visitors & Contractors, etc are to be informed of the COVID 19 safety precautions of the School (Based upon Government Guidance and this risk assessment).</p> <p>All visitors & contractors are to be made aware of site rules.</p>	2	3	6				

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	<p>PO / supervising staff to undertake induction with parents, visitors and contractors where applicable. The RA will be published on the school website and available at reception.</p> <p>Information and guidance shared through parent letters, contractors' procedures and signage Posters are available for display. These will be displayed in:</p> <ul style="list-style-type: none"> •Reception areas •Toilets •Notice boards in staffrooms, workrooms and staff kitchens •Meeting rooms <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>PO / supervising staff to undertake induction with parents, visitors and contractors where applicable. The RA will be published on the school website and available at reception. Contractors and visitors onto site should be asked to wear face coverings in communal areas</p> <p>Twice weekly Lateral Flow Testing for Covid 19 is now available for persons to carry out at home and can be collected from the school.</p> <p>1.3 Ongoing - Rapid Result Tests (Lateral Flow Tests) Rapid Result Tests (Lateral Flow Tests) are available for All Schools to conduct weekly testing of Staff, and Secondary School age Pupils in order to help detect those who are carrying the Covid 19 virus without displaying symptoms. The testing available consists of two Lateral Flow Tests taken at home each week, 3 to 4 days apart.</p> <p>Lateral Flow Test Results A negative result will allow the tested person to remain in school. A positive result will require the tested person start a 10 day self isolation period and undertake a Confirmatory Covid 19 PCR Test as soon as possible (within 2 days). Failure to obtain a PCR within 2 days will mean that isolation must continue even with a negative PCR.</p> <p>The use of public transport should be avoided where possible by the person testing positive.</p> <p>The results of the PCR Test determining whether self isolation is to continue [positive result], or if the person can return to School [negative result within 2 days of LFT Test].</p>				<p>1.3 people who have a positive lateral flow device (LFD) test result has changed. They are no longer required to have a follow-up polymerase chain reaction (PCR) test, and they should stay at home and self-isolate immediately.</p> <p>People who have a positive LFD test result should only have a follow-up PCR test if:</p> <ul style="list-style-type: none"> • they wish to claim the Test and Trace Support Payment • they have a health condition that means they may be suitable for new coronavirus (COVID-19) treatments • they are taking LFD tests as part of research or surveillance programmes, 	All staff	1.1.2 2	
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	<p>Home testing for primary school staff commences wc 23.8.21 Staff issued with guidance and data protection/GDPR statement and briefed at staff meeting. Guidance saved in COVID19/Lateral testing folder in staff directory.</p> <p>Home lateral flow test risk assessment issued to all staff and staff requiring an individual RA for home testing should speak with their line manager. Staff to collect the LFT and confirm they have read the LFT risk assessment.</p> <p>Schools will assume that staff have undertaken the twice weekly test as agreed and have received a negative test result unless notified by the staff member that the result is positive. Staff should upload their results in line with the guidance and contact SLT immediately on a positive test result.</p> <p>Sufficient supplies of LFT to be maintained in school</p> <p>Trust staff and staff working across more than one site will be encouraged to take a LFT before visiting a new site</p> <p>Contacts If you live with or have been in contact with someone with COVID-19, you will not need to self-isolate if any of the following apply:</p> <ul style="list-style-type: none"> • you're fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS • you're under 18 years, 6 months old • you're taking part or have taken part in a COVID-19 vaccine trial • you're not able to get vaccinated for medical reasons <p>From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. Daily testing of close contacts applies to all contacts who are:</p> <ul style="list-style-type: none"> • fully vaccinated adults – people who have had 2 doses of an approved vaccine • all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status • people who are not able to get vaccinated for medical reasons • people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine 				<p>and the programme asks them to do so</p> <p>they have a positive day 2 LFD test after arriving in England</p>			
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	<p>Unvaccinated adult contracts are to self isolate for 10 days if identified as a close contact.</p> <p>Even where the contacts LFD test result is negative, to further reduce the chance of passing COVID-19 on to others, they are strongly advised to:</p> <ul style="list-style-type: none"> • Limit close contact with people outside their household, especially in crowded, enclosed or poorly ventilated spaces. • Work from home if they are able to. • Wear a face covering in crowded, enclosed or poorly ventilated spaces and where they are in close contact with other people. • Follow the Government guidance on how to stay safe and help prevent the spread. <p>Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts</p> <p>However, if you live with or have been in contact with someone who may have the Omicron variant of COVID-19, this does not apply and you'll still need to self-isolate. NHS Test and Trace will contact you if this is the case.</p> <p>Even if you do not have symptoms, you should still get a PCR test on GOV.UK to check if you have COVID-19 follow advice on how to avoid catching and spreading COVID-19 consider limiting contact with people who are at higher risk from COVID-19.</p> <p>Where tests are carried out at home the results must be reported to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit.</p> <p>Results for tests taken at School will be recorded & reported in line with current School test logging protocols.</p> <p>Lateral Flow incident reporting Incidents regarding LFT testing are to be reported as follows.</p> <p>Home testing Clinical Incidents to – https://coronavirus-yellowcard.mhra.gov.uk & the School Management. Home testing Non-Clinical Incidents to - NHS Test & Trace Service Telephone N° 119 & the School Management.</p> <p>Incidents in School to - It is important that all incidents related to testing are recorded, including void results.</p> <p>Serious incidents, including those that require immediate pausing of all testing on site, should be escalated immediately to the DfE helpline.</p>							
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	<p>Incidents that disrupt testing and/or could potentially impact quality or safety of testing and cannot be resolved locally should be reported to the DfE helpline.</p> <p>Any other incidents that disrupt testing in any way, but that are resolved locally, should be reported to DfE through the Incident Reporting Form on www.Gov.uk. DfE will escalate issues to DHSC through the clinical governance process for rapid testing as required. DfE Coronavirus Helpline 0800 0468687. Records of all incidents are kept.</p> <p>1.4 Ensure Good Hygiene for Everyone. Follow good respiratory hygiene and skin cleaning hygiene measures at all times:</p> <p>-Welfare facilities are provided which contain suitable levels of soap and hand sanitiser.</p> <p>-Ensure frequent hand washing/sanitising is carried out by all persons throughout the day, including as examples -</p> <ul style="list-style-type: none"> • Before & after eating or handling food. • After sneezing, nose blowing & coughing or using tissues. • When accessing frequently touched surfaces & shared areas. • Before & after touching the face. • Upon returning home. <p>-For pupils regular hand washing / sanitising would also include washing / sanitising their hands, on arrival, after breaks, before & after lunch, after using the toilet and when changing rooms (Younger children & SEN pupils may need additional support & encouragement or supervision for this).</p> <p>-All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.</p> <p>-Tissues will be provided for employees, SEN & early years children, along with bins provided for their disposal. All persons should use a tissue when coughing or sneezing and then place the used tissue in the bin before washing their hands. If a tissue is not available coughing or sneezing into the crook of the elbow, with washing hands afterwards is an acceptable alternative.</p> <p>-All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p> <p>-Clear signage and information are to be displayed reminding all persons of hygiene and hand washing requirements.</p>							
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	<p>This information should also be easily understandable to small children where necessary.</p> <p>1.5 Ventilation</p> <p>Doors may be propped open to reduce contact points and increase ventilation, provided fire safety, security & safeguarding requirements are not compromised. Fire doors should not be held open – unless by the use of devices that automatically release them in the event of a fire alarm activation.</p> <p>Consider fitting Maglocks (magnetic release devices) to doors where appropriate, but these must operate in a fail-safe way to ensure fire safety is maintained.</p> <p>Ensure occupied rooms are well ventilated, opening windows where possible (<i>The School management may need to give careful consideration to how far to open windows when rooms are occupied & unoccupied for the maintenance of thermal comfort</i>).</p> <p>Centralised ventilation systems that circulate air between different rooms only are to be turned off, and fresh air ventilation selected.</p> <p><i>Ventilation systems that use a mix of recirculated and fresh air, or single room recirculating units are acceptable, and the use of desk fans etc may help to prevent pockets of stagnant air.</i></p> <p>Desk or ceiling fans can be used provided that the area is well ventilated but they should not be used in poorly ventilated Areas.</p> <p>Areas of poor ventilation should be identified, and measures taken where possible to increase ventilation in these areas. The use of Carbon Dioxide monitors may be useful in identifying areas of poor ventilation. But the manufacturer's instructions for these should be followed to ensure accurate results.</p> <p>Air cleaning & filtration units may be considered in some circumstances where poor ventilation remains an issue.</p> <p>Before starting a lesson indoors, consider if it could be conducted outside instead.</p> <p>Where a room has no natural ventilation the room occupancy level will be reduced, screens will be used in offices to separate users and a Dorgard purchased in order that the door can be pinned open. Signage will remind staff to open windows when a room is occupied.</p>							
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		<p>Teachers/TAs covering class should check that their class CO2 monitor is on periodically throughout the day. If the levels exceed 1500 ventilation should be increased by opening more windows and doors. This should be logged via Every. CO2 monitoring guidance is located in the COVID folder in the staff drive.</p> <p>1.6 Individual risk assessment considerations: -Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed. Staff advised to contract SLT if they feel they require an individual risk assessment.</p> <p>-Clinically Extremely Vulnerable Staff are able to return to School if their work cannot be done at home. If attending site these staff may wish to take additional Covid 19 precautions if required (e.g. limiting close contacts etc), and as agreed in their individual risk assessment.</p> <p>-Clinically Extremely Vulnerable Pupils are able to attend school unless it is advised by their medical support team that they should be shielding.</p> <p>-There is ongoing scientific work in respect of the impact on BAME groups, particularly in front line health/care roles. We are closely monitoring guidance and at the current time this group is not considered to be clinically vulnerable based on the public health list. If this changes our response will be adapted and all employees are assured of a comprehensive risk assessment and measures to mitigate risk. If individual employees would like specific discussion about their role this will be arranged.</p> <p>-An individual risk assessment will be carried out for any person who considers that the control measures in place are insufficient for their personal circumstances.</p> <p>-Individual risk assessments will also be carried out to determine the safety measures for those working with pupils who spit uncontrollably or use saliva as a sensory stimulant.</p> <p>1.7 An Outbreak Management Plan / Contingency plans are in place to revert to a greater level of Covid 19 control measures (possibly based upon previous risk assessment controls) should this be advised by Public Health due to local outbreaks. In the event of an outbreak schools will contact the Trust and adhere to the Trust Outbreak Management Plan.</p>							
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		<p>These contingency plans include the provision of remote learning for pupils where this becomes necessary.</p> <p>1.8 The SLT are to ensure that a system is in place to monitor and enforce the Covid 19 safety arrangements identified in this risk assessment. SLT to undertake regular COVID walk, BM termly and Trust termly. Feedback to be provided to staff. COVID RA standing item on weekly business meeting.</p> <p>1.9 Employee support services (Occupational Health Service / Amica etc) are available to discuss any concerns employees may have directly related to their health, and to provide appropriate support. The full range of support available is identified in the Schools Wellbeing policy.</p> <p>1.10 Staff continually monitor pupil wellbeing, and take appropriate measures as necessary</p>							
<p>2. Catching or Spreading COVID 19</p>	<p>Staff, Pupils, Visitors</p>	<p>2. Non-legislative additional control measures for consideration based upon Government Expectations & Recommendations.</p> <p>2.1 The Government expects and recommends that all non-exempted persons would wear face coverings in crowded areas where they come into contact with others they do not normally meet.</p> <p>With effect from 4.1.22 Face masks should be worn in classrooms for Year 7 and above. In primary schools adults may choose to wear face masks in classrooms.</p> <p>All adults in educational settings should wear face masks in communal areas.</p> <p>ALL adults in both primary and secondary should be encouraged to continue to wear face masks in communal areas (corridors, halls etc) and classrooms unless medically exempt.</p> <p>The school will have a small contingency supply of masks available for people who:</p> <ul style="list-style-type: none"> • are struggling to access a face covering • are unable to use their face covering as it has become damp, soiled or unsafe • have forgotten their face covering. <p>Staff and pupils may consider bringing a spare face covering to wear if their face covering becomes damp during the day.</p> <p>When wearing a face covering, staff, visitors and pupils should:</p> <ul style="list-style-type: none"> • wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on 	<p>2</p>	<p>3</p>	<p>6</p>				

		<ul style="list-style-type: none"> • avoid touching the part of the face covering in contact with the mouth and nose, as it could be contaminated with the virus • change the face covering if it becomes damp or if they've touched the part of the face covering in contact with the mouth and nose • avoid taking it off and putting it back on a lot in quick succession to minimise potential contamination. <p>When removing a face covering, staff, visitors and pupils should:</p> <ul style="list-style-type: none"> • wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing • only handle the straps, ties or clips • not give it to someone else to use • if single-use, dispose of it carefully in a household waste bin and do not recycle • once removed, store reusable face coverings in a plastic bag until there is an opportunity to wash them. • if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric • wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed <p>School reception foyer will be limited to one family and additional families asked to wait outside. Signage will highlight this. Parents may be invited into school for a meeting which should be held in a ventilated room and face coverings may be worn.</p> <p>2.2 During the period of increased measures due to omicron variant of Covid 19 office workers who can work from home should do so. Anyone who cannot work from home, such as those involved in the face-to-face provision of education, should continue to go to their place of work.</p> <p>2.3 All Staff are expected to use their own personal judgement in adopting additional control measures to minimise their own exposure risks to Covid 19.</p> <p>2.4 All persons are expected to limit close contacts as far as is reasonably practicable with those persons they do not normally live with (i.e. considering the frequency, duration & numbers of contacts). In rooms with limited ventilation the room occupancy will be limited and screens used. All face to face parental events will not run in the first instance. In Autumn 2 parent workshops will run in the meeting room. Parents will be socially distanced and the room will be well ventilated. Face masks should be worn. Numbers limited to 8 parents max plus a tutor.</p>							
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		<p>2.5 As meetings outside are less prone to virus spreading, the government expectation is that meetings outside would be prioritised over meetings indoors. Where Teams meetings have worked well, particularly where large groups attend these should continue via Teams (eg Business Meeting). Where face to face meetings cannot be taken outside staff should consider the additional cleaning requirements and ensure that the rooms are well ventilated. SLT to review meetings timetable.</p> <p>2.6 Consideration may be given to maintaining records of staff, visitor & contractor attendance for NHS Test & Trace purposes. All visitors on site to complete a track and trace form at reception. This will be retained for 2 weeks then destroyed.</p> <p>2.7 Individuals should follow national guidelines if returning to the UK from overseas for isolation and PCR tests.</p>							
<p>3.Suspected case whilst on site or Positive PCR Test result</p>	<p>Staff, Pupils, Visitors</p>	<p>3.1 Contact with personnel suspected of having caught COVID-19 will be avoided.</p> <p>3.2 If a person receives a positive Covid 19 PCR Test result or displays symptoms - A high temperature, a persistent cough, or a loss or change to the sense of taste or smell they should:</p> <ul style="list-style-type: none"> • Notify the Headteacher immediately. • Avoid touching anything. • Go home immediately (Children accompanied by their parent, etc). • All other persons are to maintain a safe distance from affected individual. • If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. • Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected, with the waste materials stored securely, double bagged, for 72hrs before disposal. • They must then follow the guidance on self-isolation & testing and not return to school until their period of self-isolation has been completed or have received a Negative PCR Test result. <p>3.3 When a person develops symptoms compatible with COVID 19 (A high temperature, a persistent cough, or a loss or change to the sense of taste or smell) they should leave the site to start a 10 day self-isolation period and</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>See Trust flowchart and letter templates for positive cases.</p> <p>3.2 Parents and Staff are requested to immediately inform the school of Covid 19 PCR Test results.</p> <p>When notified of a positive COVID 19 test result, the school should let the local public health team know by submitting a CRM form. The public health team will let the school know of any cases they are unaware of that have come through our local contact tracing service. The public health team and the school will discuss together any public health measures that should be put in place. This will be dependent on the number and spread of cases but as a minimum all close contacts are asked to get a test.</p> <p>3.3 and 3.5 Self isolation period reduced to 5 days providing negative lateral flow tests are carried out on day 5 and the</p>	<p>All staff</p>	<p>11.1.22</p>	

	<p>undertake a PCR Test as soon as possible, and make the appropriate NHS Test & Trace notification. The use of public transport should be avoided where possible. <i>The school holds a stock of self-testing kits that are available for use where it is considered that this would increase the likelihood of the test being taken.</i></p> <p>3.4 Where a person tests negative for COVID 19 they can return to school <i>(Unless the PCR Test was taken as a result of a positive Lateral Flow Test, but within the self-isolation period over two days later than the LFT Test).</i></p> <p>3.5 Where a person tests positive for COVID 19 they should go home and self-isolate for 10 days (or longer if the high temperature symptom continues). Where there is a positive PCR but no symptoms, if symptoms then commence during the isolation period then the 10 day isolation period re starts from the commencement of symptoms. The use of public transport should be avoided where possible.</p> <p>3.6 The NHS Test & Trace system will take steps to identify close contacts of the person tested positive and instruct accordingly. <i>(In exceptional circumstances, the School may be requested to assist in identifying close contacts).</i> Schools will send letters to parents of children who are close contacts of a positive case. Schools will notify staff. Unvaccinated staff should self isolate for 10 days and should make their Principal aware their vaccination status. Track and Trace may contact individuals who may have been in close contact with a confirmed case. Individuals are no longer required to self-isolate for 10 days if they live in the same household as someone with Covid 19, or are a close contact of someone with Covid 19 - if they are fully vaccinated or below the age of 18 years & 6 months (or have a medical exemption from vaccination). Instead, they will be contacted by NHS Test & Trace and advised to take a PCR Test. All individuals are encouraged to take a PCR Test if advised to do so.</p> <p>From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. Daily testing of close contacts applies to all contacts who are:</p>				<p>morning of day6. People who are self-isolating with COVID-19 have the option to reduce their isolation period after 5 full days if they test negative with a lateral flow device (LFD) test on both day 5 and day 6 and they do not have a temperature. For example, if they test negative on the morning of day 5 and the morning of day 6, they can return to their education or childcare setting immediately on day 6. The first test must be taken no earlier than day 5 of the self-isolation period, and the second must be taken the following day. All test results should be reported to NHS Test and Trace. If the result of either of their tests is positive, they should continue to self-isolate until they get negative results from two LFD tests on consecutive days or until they have completed 10 full days of self-isolation, whichever is earliest. Anyone who is unable to take LFD tests or anyone who continues to have a temperature will need to complete the full 10 day period of self-isolation. This also applies to children under 5, with LFD testing at parental or guardian discretion. <i>These persons are however advised to remain cautious (for example by limiting close contacts with vulnerable persons, working from home where possible and not visit crowded or poorly ventilated spaces.</i></p>			
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	<ul style="list-style-type: none"> • fully vaccinated adults – people who have had 2 doses of an approved vaccine • all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status • people who are not able to get vaccinated for medical reasons • people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine <p>Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts</p> <p>Children and young people who attend an education or childcare setting and who have been identified as a close contact, should continue to attend their setting as normal.</p> <p>3.7 Potential Outbreak: If several positive cases are identified within a 10 day period, this may indicate an outbreak, and in these circumstances the School should contact the DfE Advice Service (Helpline Number 0800 0468687 Option 1). Public Health England’s Local Health Protection Teams will then conduct a rapid investigation and will advise the school on the most appropriate action to take (such as implementing Outbreak Management Plans).</p> <p>3.8 Where persons have been in contact with someone who has been taken unwell with Covid 19 symptoms they do not need to go home to self-isolate unless they develop symptoms themselves, or unless the affected person later tests positive and they are informed to do so by the NHS Test & Trace system. A log of children sent home with symptoms and those reporting symptoms will be maintained by the office team. End dates for self isolation will be monitored. This to be recorded on CPOMs.</p> <p>Staff Sickness absence to be recorded accurately and ensure that any COVID symptom absence highlighted and staff told to be tested.</p> <p>All Incidents to be recorded and reported to Principal.</p> <p>They should wash their hands thoroughly after the contact. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.</p>							
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		<p>3.9 If a pupil with COVID 19 symptoms needs to remain at school until collected they should be located in a room separated from all other persons with the window open if possible, but with the door closed (A local decision should be made regarding whether or not adult supervision is required in the room). The isolation room is the radio room.</p> <p>A separate toilet facility should be used if necessary.</p> <p>Staff should keep 2m away from the pupil where possible. If a member of Staff needs to attend to the pupil by physical contact, PPE appropriate to the level of contact should be worn (Gloves, apron, face mask & eye protection as necessary).</p> <p>The toilet, room used, and any PPE used should be cleaned and disinfected after use.</p> <p>Arrangements should be made for the parent etc to collect the child, and only under exceptional circumstances is school transport to be used to return the child home.</p> <p>(note * some first aiders may not be able to undertake first aid duties as a control measure).</p> <ul style="list-style-type: none"> - If a pupil (or member of staff) falls ill pupil and supervising member of staff to both wear face masks to prevent the spread as soon as symptoms noted. - the isolation room for suspected symptomatic persons in the signed COVID room in the radio room. - parents will be contacted immediately - Staff member to wear apron, gloves and face shield and should sit outside the room if possible with the door open to aid ventilation - In an emergency call 999 - When removing PPE wash and dry hands using disposable towel and dispose of all in bins provided. <p>Staff member to clean surfaces once pupil leaves room, remove PPE and clean.</p> <p>3.10 Remote learning is provided to pupils who are self-isolating, and where they are well enough to participate.</p>							
<p>4. Travel off site</p>	<p>Staff, Pupils</p>	<p>4.1 Children must not board home to school transport if they have Covid 19 symptoms. Where possible a symptomatic or positive tested child should not use public or dedicated school transport.</p> <p>4.2 If the vehicle is being used to transport a child with Covid 19 symptoms, wherever possible,</p> <ul style="list-style-type: none"> • Use a vehicle with a bulkhead for segregation. • Where possible, open vehicle windows for increased ventilation. • The driver and the passenger should maintain a distance of 2 metres from each other. 	<p>1</p>	<p>3</p>	<p>3</p>				

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		<ul style="list-style-type: none"> • The driver should wear PPE, and the passenger should wear a face mask if they are old enough to do so. • The vehicle should be cleaned & disinfected afterwards. • Tissues should be used if coughing/sneezing and recommend using plastic bags for collection and disposal of tissues/waste PPE • Handwashing/sanitising before and after transport activities and when disposing of waste. • No privately owned vehicle should be used to transport children displaying symptoms unless and emergency and approved by the Principal. <p>4.3 On dedicated transport,</p> <ul style="list-style-type: none"> • Hands are to be sanitised on boarding & disembarking. • Frequently touched vehicle surfaces are to be cleaned after each journey, and enhanced cleaning carried out at the end of each day. • Drivers are to have access to and use hand sanitiser throughout the journey and after assisting passengers. • Children are to be encouraged to carry & use tissues on home to school transport. If used, these will need to be disposed of into a covered bin, either on board the vehicle or upon arrival at school. • Ventilation is to be maximised (i.e. opening windows). • The vehicle is to be regularly cleaned. • Face coverings are recommended to be worn in enclosed crowded spaces where other persons who you do not normally meet are encountered, such as when using public or dedicated transport. • The use of the school minibus and associated RA reviewed prior to the minibus being used. Brief drivers on new procedures • Introduce a cleaning schedule to evidence cleaning. <p>4.4 External Visits,</p> <ul style="list-style-type: none"> • The Covid 19 safety measures outlined in this risk assessment, and those of the venue being attended are to be complied with as far as possible during external visits. • Overseas visits are not recommended to be undertaken until the start of the Autumn 2021 Term. 							
<p>5. Contamination during Access to & egress from site</p>	<p>Staff, Pupils, Visitors</p>	<p>5.1 Any persons who are showing any of the signs of COVID -19 may NOT come to school. Signage to remind visitors, parents etc</p> <p>5.2 Hand cleaning facilities or hand sanitiser should be available at the entrances/exits and throughout the school and should be used by all persons when entering and leaving. PO to check all hand sanitisers are in situ and stocked and there is sufficient stock on site.</p>	<p>2</p>	<p>3</p>	<p>6</p>				

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		<p>5.3 Common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, are to be regularly cleaned, particularly during peak flow times. See Cleaning schedule</p>				<p>5.4 All visitors & contractors are to be made aware of site rules. Although not a mandatory requirement for entry, Schools are encouraged to request that parents, visitors & contractors etc take a LFT Test before attending the site.</p>	All staff	11.1.22	
<p>6. Contamination within Internal Areas</p>	<p>Staff, Pupils, Visitors</p>	<p>6.1 All persons are to wash & dry/sanitize their hands upon entering classrooms. PO to check all hand sanitisers are in situ and stocked and there is sufficient stock on site</p> <p>6.2 Strict hygiene rules to be implemented (see 1.4), all staff to be asked to do the following:</p> <ul style="list-style-type: none"> • Wash hands on entry and regularly thereafter. • Use alcohol-based hand sanitiser. • Wash hands if face is touched. • All hand contact surfaces to be regularly cleaned. <p>6.3 Ventilation rules to be followed by all staff (see 1.5):</p> <ul style="list-style-type: none"> • All occupied rooms must have opened windows. • Door guards to be used on fire doors if there are propped open. • Single room recirculating air conditioning units can be used. • Before starting a lesson indoors, consider if it could be conducted outside instead. • CO2 monitors in classrooms monitored by teachers. <p>6.4 Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc. All finance requisitions and payroll claims to be made electronically. Consider additional hand sanitising before, during and after handling paper eg during marking. Classes will be issued with resources to remain in class which will therefore limit the number of users.</p> <p>6.5 Equipment, Activities and resources</p> <ul style="list-style-type: none"> • Limit the use of shared resources. • Staff & pupils have their own allocated individual frequently used resources such as pens & pencils. • All equipment & resources are to be regularly cleaned (including IT equipment), and equipment & resources that are shared between groups are cleaned between each use. 	2	3	6				

		<ul style="list-style-type: none"> • Pupils should be reminded only to bring essential items into the school. • <i>As an alternative to cleaning between each use, equipment & resources etc could be removed and quarantined for 48hrs (or 72hrs for items containing plastics) between use by different persons/classes/groups – But putting resources out of use for extended periods and the potential for premature unauthorised reuse needs to be considered.</i> • Cleaning boxes in all rooms and staff responsible for cleaning resources after use in classrooms eg IT. • PE equipment cleaned after each user • Libraries may be used but children and staff should clean hands before and after visit. There will be enhanced cleaning of surfaces in the library (see cleaning schedule) • Library and reading books will be quarantined before being reissued and process shared with staff. • <p>6.6 Singing activities or playing brass or wind instruments is permitted with the following conditions,</p> <ul style="list-style-type: none"> • Voices are not be raised unduly. • Where possible musical instruments should be cleaned by the pupils using them. • Participants are not sharing instruments. • Good levels of ventilation are provided, with preferably the activity being carried out outdoors. • Where larger groups or choirs are singing the ventilation rate should be at least 10l/sec per person. • Where schools use external music tutors (eg Leics Music) a separate COVID RA will be in place relevant to the instruments used. They will be encourage to take LFT before visiting site and may choose to wear a face mask. Review regular visitors and send them a copy of the new RA. • Consider outside singing or in large ventilated rooms (eg hall). When singing is done in classrooms ensure that the room is well ventilated. • Assemblies and singing in the hall will be limited to a max of 4 classes in the first instance. <p>For advice on practical school science, D&T, etc. see https://www.cleapss.org.uk/</p>							
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		<p>6.7 Hands are to be washed & dried or sanitised after using the lift.</p> <p>6.8 Bins are to be provided in each main room to collect used tissues, and are emptied regularly.</p> <p>6.9 Drinking water fountains are not in use (Additional drinking water facilities may need to be provided - i.e. bottled water).</p>						
7. Contamination in Outdoor Areas	Staff, Pupils	<p>7.1 External play equipment if used, should be cleaned after each use. See cleaning schedule for the cleaning of play equipment (fixed and mobile)</p> <p>7.2 Hand washing & drying facilities are to be provided at the entry/exit points to the playground, and all persons are to wash their hands upon entering and leaving the playground.</p> <p>7.3 Sporting activities should prioritise outdoor sports where possible. Only Team Sports where national governing bodies have developed guidance (and have been approved by the Government such as those on the list of available grassroots sports) are to be undertaken, and the control measures identified in that guidance adopted. Specific guidance on sports can be obtained from https://www.afpe.org.uk/</p> <p>7.4 Where lessons are taken inside or outside, the same ventilation, and hand washing protocols etc should be adopted.</p>	1	3	3			
8. Canteen use - exposure from large numbers of persons	Staff, Pupils	<p>8.1 Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area. The dining halls will be used for lunches. There will be 2 separate sittings to ensure that tables and chairs can be cleaned between use. Children and adults will hand sanitise before and after entering the dining hall.</p> <p>8.2 Where catering is provided on site, where possible food served or displayed should be individually wrapped to avoid contamination. Touching multiple items before making final selection should be discouraged.</p> <p>8.3 Food displays should be protected against contamination by coughing, sneezing, etc).</p> <p>8.4 Any cutlery provided should be handed out by staff wearing gloves or allocated separately to users and not provided in communal storage where users select their own. Children and staff sanitise their hands on entering and</p>	2	3	6			

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		<p>leaving the dining hall and can collect cutlery and pour water from the water jugs provided</p> <p>8.5 Payments should be taken by contactless methods wherever possible.</p> <p>8.6 Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.</p> <p>8.7 Where possible, Kitchen windows should remain open to increase ventilation (Fly-screens should be fitted).</p> <p>8.8 Tables and chairs should be cleaned between each use. LS staffing will clean tables and chairs after each use and before new children use them.</p> <p>8.9 All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>8.10 All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices. Staff room to received additional 2 cleans per day after break and dinner</p>							
9. Use of Changing facilities, toilets, showers and drying rooms	Staff, Pupils	<p>9.1 Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.</p> <p>9.2 Bin liners should be used in all bins.</p> <p>9.3 Wash & dry hands after using the facilities.</p> <p>9.4 Children will attend school in PE kit on PE days in the first instance.</p> <p>9.5 Intimate care to be carried out according to existing school policy. Staff who are required to carry out intimate care may choose to use PPE. All PPE disposed of in line with guidelines and stringent handwashing advice.</p>	1	3	3				
10. Work planning	Staff, Pupils,	<p>10.1 Priority is to be given to outdoor PE activities over indoor ones.</p> <p>10.2 The use of shared resources (i.e. stationery & equipment) is to be limited, and each item regularly cleaned upon change of user. All pupils and staff will be allocated individual stationery. Where resources are shared these will receive additional cleaning or must be quarantined. See Cleaning schedule.</p> <p>10.3 Where SEN pupils are attending School the actual measures to be adopted for each case should be determined by a review of each pupils Health Care/ Support Plan/ Risk Assessment and considering the individual circumstances of each case. SENCO to review requirements for individual pupil risk assessments</p>	1	3	3				

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<p>11. Cleaning</p>	<p>Staff, Pupils, Visitors</p>	<p>11.1 Additional cleaning. A cleaning schedule will be implemented throughout the site, ensuring all areas and equipment are all thoroughly cleaned at least twice per day, focussing on frequently touched surfaces. All frequently touched areas and resources assessed and a cleaning schedule implemented to ensure additional cleaning is undertaken. PO/BM to review cleaning schedule</p> <p>PO responsible for managing cleaning team and adherence to Cleaning protocol and guidance. IR to brief cleaning team. Cleaners will sign daily to confirm all tasks completed and raise any issues with the PO.</p> <p>11.2 Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> • A combined detergent disinfectant solution or chlorine-based cleaner is to be used. (COSHH assessment required) • Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc. • Hand towels and hand wash are to be checked and replaced as needed by the Premises Officer and cleaning staff. • Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. • Cleaners are to wear disposable or washing-up gloves and aprons for cleaning - (if cleaning a heavily contaminated area eye and respiratory protection should also be used). • Where Covid 19 contamination is suspected or identified the waste cleaning materials and used disposable PPE should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished • When disinfecting, use disposable cloths, to first clean hard surfaces with warm soapy water, then disinfect the surfaces. • Cleaners are to wash & dry their hands after removing the PPE. • PO to ensure cleaning team follow cleaning protocol and guidance and cleaning standards are high. <p>11.3 Only cleaning products supplied by the school are to be used (Suppliers may need to be notified if additional stocks are necessary). Classroom box in all classrooms will contain: Anti viral spray, COSHH RA Cloths Gloves, Masks and aprons Tissues</p> <p>11.4 Bin liners should be used in all bins and bins emptied daily. Pedal bins in rooms for potentially contaminated waste (tissues, wipes, PPE) appropriately labelled</p>	<p>2</p>	<p>3</p>	<p>6</p>				
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		<p>11.5 External play equipment is to be included in the cleaning regimes. Review use of outside play equipment and update cleaning schedule. Any shared equipment should be cleaned more frequently or quarantined for 48 hours after use or 72 hours for plastic items.</p> <p>11.6 Where cleaning has been identified in the risk assessment this is normally with standard products such as detergents & bleach. If Covid 19 contamination is known or suspected, then the cleaning should be followed by disinfecting (using chlorine based products). <i>Although disinfecting may also be carried out routinely as an assurance measure.</i></p> <p>11.7 Alternative cleaning & disinfecting methods may be appropriate in some circumstances (e.g. after known contamination), but these should only be carried out following control measures developed from a separate risk assessment and in consultation with the product suppliers.</p>							
11. Deliveries & Waste collection.	Staff, Pupils, Delivery drivers, Waste collection operators	<p>12.1 If practicable drivers should wash or clean their hands before unloading goods and materials. PO to collect and move asap and within 1 hour maximum ensuring careful hand hygiene.</p> <p>12.2 Hands are to be thoroughly washed & dried after handling all deliveries or waste materials.</p> <p>12.3 Waste bags and containers - to be kept closed. PO and Cleaners collect waste and follow cleaning protocol. Refuse collected weekly out of hours.</p>	2	3	6				
13. Contractors	Staff, Pupils, Contractors	<p>13.1 All contractors are to wash their hands upon entering the site. Contractors are asked to wear face coverings in communal areas.</p> <p>13.2 Strict hygiene rules to be implemented, all contractors are to be asked to do the following:</p> <ul style="list-style-type: none"> Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. Repeat the hand washing/sanitising regularly. <p>13.3 The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned. PO to undertake verbal inductions socially distanced and update Contractors induction pack to ensure relevant information is available.</p> <p>The area will be cleaned thoroughly after the work is complete, paying particular attention to door handles and surface that have been touched.</p> <p>13.4 Contractors & Third-Party Organisations working on site are to have their own COVID 19 risk assessments and safe systems of work which are compatible with the school COVID 19 arrangements, or are to comply with the schools arrangements.</p>	2	3	6				

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<p>14. Poor hygiene</p>	<p>Staff, Pupils, Visitors</p>	<p>14.1 Wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS guidance. Appropriate signage displayed around school 14.2 Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</p> <p>14.3 Provide additional hand washing & drying facilities where necessary.</p> <p>14.4 Regularly clean the hand washing facilities and check soap and sanitiser levels. see 9. Cleaning schedule</p> <p>14.5 Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. check all rooms have bins that are appropriately labelled</p> <p>14.6 Sites may need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p>	<p>2</p>	<p>3</p>	<p>6</p>				
<p>15 Lack of awareness</p>	<p>Staff, Pupils, Visitors</p>	<p>15.1 Clear posters, signage and information is to be displayed around the site (and particularly in welfare areas) reminding all persons of hygiene and hand washing requirements. This information should also be easily understandable to small children where necessary.</p> <p>15.2 “Toolbox talks” will be carried out for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms.</p> <p>15.3 Staff are to challenge any person not adhering to the control measures within this risk assessment.</p>	<p>2</p>	<p>3</p>	<p>6</p>				
<p>16. First Aid provision / Medical Needs</p>	<p>Staff Pupils, Visitors</p>	<p>16.1 When physical contact is necessary PPE appropriate to the level of risk is to be worn (Gloves, face mask, apron, eye protection).</p> <p>16.2 Upon completion of first aid, thoroughly wash & dry the hands and any points of contact, and clean & disinfect the affected area.</p> <p>16.3 If dealing with a child with complex medical needs where aerosol generating procedures are performed an FFP3 standard face mask should be worn, for which face fit testing (FFT) must be completed beforehand. Other appropriate PPE may also be required – refer to latest government guidance for the procedure.</p>	<p>2</p>	<p>3</p>	<p>6</p>				

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		<p>All general first aid dealt with in the first aid room or class base. PPE where 2m distancing cannot be maintained (mask, face shield, gloves, apron etc)</p> <p>note * some first aiders may not be able to undertake first aid duties as a control measure.</p> <ul style="list-style-type: none">- If a pupil (or member of staff) falls ill and COVID is suspected pupil and supervising member of staff to both wear face masks to prevent the spread as soon as symptoms noted.- the isolation room for suspected symptomatic persons in the medical room- parents will be contacted immediately- Staff member to wear apron, gloves and face shield and should sit outside the room if possible with the door open to aid ventilation- In an emergency call 999 <p>Staff member to clean surfaces once pupil leaves room, remove PPE and clean. For suspected cases the premises officer should be notified so that the area can be cleaned in line with the Cleaning protocol.</p>							
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Government & NHS Guidance

Coronavirus Guidance

<https://www.gov.uk/coronavirus>

Guidance on infection prevention and control for COVID-19

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

Cleaning Guidance

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Check if you have coronavirus symptoms

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

Travel guidance

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coverings>

Guidance on actions for early years and childcare providers:

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>

Guidance for the full opening of special schools and other specialist settings from the start of the autumn term:

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings>

Guidance on what further education colleges and providers will need to do

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision>

Transport to school

<https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020>

Contingency planning

<https://www.gov.uk/government/publications/how-schools-can-plan-for-tier-2-local-restrictions/how-schools-can-plan-for-tier-2-local-restrictions>

Safe working in education childcare and children social care including the use of PPE

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#aerosol-generating-procedures-agps>

HSE Guidance on alternative cleaning & disinfecting methods using fogging, mists etc

[Disinfecting using fog, mist and other systems during the coronavirus \(COVID-19\) pandemic - HSE news](#)

Grassroots sports guidance for 1st April 2021

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[Coronavirus \(COVID-19\): grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events - GOV.UK \(www.gov.uk\)](#)

Guidance for contacts 14 Dec 21

[Guidance for contacts of people with confirmed coronavirus \(COVID-19\) infection who do not live with the person - GOV.UK \(www.gov.uk\)](#)

Guidance for household contacts 14 Dec 21

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

Guidance for How to stay safe and prevent the spread

[Coronavirus: how to stay safe and help prevent the spread - GOV.UK \(www.gov.uk\)](#)

Guidance for those previously classed as CEV

[Guidance for people previously considered clinically extremely vulnerable from COVID-19 - GOV.UK \(www.gov.uk\)](#)

Schools Covid 19 Operational Guidance December 2021

[Schools COVID-19 operational guidance \(publishing.service.gov.uk\)](#)

Scoring Table

LEVEL OF RISK		OVERALL RATING		HOW THE RISK SHOULD BE TACKLED/MANAGED		
HIGH RISK		15-25		Immediate Management Action		
MEDIUM RISK		9-12		Plan for Change		
LOW RISK		1-8		Continue to Manage		
Likelihood (A)	5 Almost Certain	5	10	15	20	25
	4 Probable /Likely	4	8	12	16	20
	3 Possible	3	6	9	12	15
	2 Unlikely	2	4	6	8	10
	1 Very Unlikely / Rare	1	2	3	4	5
		1 Insignificant / Negligible	2 Minor	3 Moderate	4 Major	5 Critical / Catastrophic

Impact (B)

Risk Score

To calculate the Risk Score in the Risk Assessment Register above, simply multiply the Impact by the Likelihood to identify the level of risk as per the table above.

Risk Scoring Guide

Consider the potential harm or injury that could result from the identified hazard if an accident or incident were to occur, based on the table below.

Impact Criteria (B)	IMPACT	SCORE	HEALTH & SAFETY EFFECT
	Critical/ Catastrophic	5	Multiple deaths of employees, service users, members of the public, etc.
	Major	4	Death of an employee, service user, member of the public, etc.
	Moderate	3	Serious injury (acute, chronic of life-changing) to employee, service user or member of the public requiring medical intervention.
	Minor	2	Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work.
	Insignificant / Negligible	1	A day to day issue/problem but negligible harm would result.

Now consider the likelihood of that harm or injury being realised based on the expected frequencies in the table below.

Likelihood Criteria (A)	LIKELIHOOD	SCORE	EXPECTED FREQUENCY
	Almost Certain	5	Reasonable to expect that the event WILL undoubtedly happen/recur, possibly frequently and is probable in the current year
	Probable / Likely	4	Event is MORE THAN LIKELY to occur, will probably happen/recur, but is not a persisting issue. Will possibly happen in the current year and be likely in the longer term
	Possible	3	LITTLE LIKELIHOOD of event occurring. Not likely in the current year, but reasonably likely in the medium/long term.
	Unlikely	2	Event NOT EXPECTED . Do not expect it to happen/recur. Extremely unlikely to happen in the current year, but possible in the longer term.
	Very Unlikely /Rare	1	EXCEPTIONAL event. This will probably never happen/recur. A barely feasible event.