

# NORTHLEIGH HOUSE SCHOOL RISK ASSESSMENT

**For: Coronavirus (Covid 19), Scarlet Fever and Strep A**

**Name of Assessor:**

**Louise Hayward**

**Date:**

**January 2023**

Risk Area /Activity	People Affected	Initial Risk	Hazard	Control Measures	Final Risk
Spread of Coronavirus (Covid 19), Scarlet Fever, Strep A	Students Staff Volunteers Visitors Contractors	High	Risk of Infection	<p><b><u>Personal School Equipment</u></b></p> <ul style="list-style-type: none"> <li>• Students will need to bring a packed lunch and drinks (see below). Please note that fizzy drinks are not allowed in school and should students run out of fluids, the school will facilitate topping up with water.</li> <li>• Students will be asked to put away their own books, folders into their storage space.</li> </ul> <p><b><u>Hand Washing</u></b></p> <ul style="list-style-type: none"> <li>• Staff to supervise students hand washing/sanitising at regular intervals throughout the school day, to reduce the risk of contamination.</li> <li>• Hand washing facilities with soap and water in place.</li> <li>• Stringent hand washing to take place.</li> <li>• See hand washing guidance.</li> </ul> <p><a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p> <ul style="list-style-type: none"> <li>• Drying of hands with material hand towels (one use only) to be disposed of in bin provided for washing.</li> </ul>	Medium /Low

<https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/>

- Staff encouraged to protect the skin by applying emollient cream regularly.

<https://www.nhs.uk/conditions/emollients/>

- Gel sanitisers will be situated in the heavy traffic areas of school, so staff and students entering the school are able to disinfect their hands upon arrival and throughout the school day.

**Cleaning**

- Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, staircase rails, light switches, reception area using appropriate cleaning products and methods.
- Biodegradable disposal wipes available or spray with washable cloths to clean desks, as well as laptop wipes after each lesson in all classrooms.
- Sports equipment will need to be cleaned and disinfected between uses together with gym stations, table tennis table – balls and bats, air hockey table - pucks, pool table - balls and cues, football table and musical instruments. Students may only use the punching bag, if they bring their own gloves.
- All staff need to ensure that rubbish bins are emptied at the end of each day and therefore bins need to be left in the laundry room so waste does not accumulate in classrooms.

**Social Distancing**

- Social Distancing - Reducing the number of persons in any work area to comply with the social distancing recommended by the Public Health Agency.
- Students who refuse or are unable to social distance may be sent home, in order to ensure the safety of other students and staff.

**Symptoms of Covid-19**

- If anyone does have a high temperature or becomes unwell with a new continuous cough or a high temperature in school, they will be sent home and advised to take a test to confirm whether or not either negative or positive.
- Senior Management Team will maintain regular contact with staff members or students during this time.
- If advised that a member of staff/public or student has developed Covid-19 and were recently on our the school premises, a member of the senior management team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. <https://www.publichealth.hscni.net/>
- If a student or member of staff or volunteer tests positive for Covid-19, the school will follow the public health regulations in place at the time with regard to self-isolation. [When to self-isolate and what to do - Coronavirus \(COVID-19\) - NHS \(www.nhs.uk\)](https://www.nhs.uk/when-to-self-isolate-and-what-to-do-coronavirus-covid-19)

**Testing (where appropriate)**

- <https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers>
- Northleigh has the facility for staff and students to take a lateral flow test at allocated times.
  - Staff have been appropriately trained.
  - Testing is voluntary and those who are tested need to register through the NHS app and will receive a test to confirm their result.
  - If a lateral flow test provides a positive test, then a PCR will need to be completed.
  - Anyone receiving a positive test will need to return home and self-isolate until confirmation of a negative test through the PCR test.
  - Anyone having close contact with an individual testing positive if vaccinated does not have to self-isolate.
  - Anyone having close contact with an individual testing positive, who has not been vaccinated will need to self-isolate for 10 days (current guidelines).

- Consent is required for testing, registration will need to be completed, a sample taken and a result obtained, either negative, positive or invalid.
- If there is an invalid test result another lateral flow test can be retaken.

[Coronavirus \(COVID-19\): test kits for schools and FE providers - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/coronavirus-test-kits-for-schools-and-fe-providers)

**Driving**

- Staff will be able to transport students in the school car or their own vehicles for educational school trips, however, staff and students should still wear a mask due to the close proximity.
- Students should where possible be seated in the back of the vehicle, which should be well ventilated.

**Transport**

- Students to wash their hands upon arrival in taxi company cars or own family cars to ensure that contamination does not take place.
- Taxi companies to have in place Coronavirus Procedures to ensure compliance with Government guidelines.

**Mental Health**

- The senior management team will promote mental health & wellbeing awareness to staff and students during the Coronavirus outbreak and will offer whatever support they can to help.

<https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/>  
[www.hseni.gov.uk/stress](https://www.hseni.gov.uk/stress)

**PPE**

- Teaching staff are able to wear masks if they wish to do so.
- Students are able to wear masks, if this is their preference.

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

- Staff administering first aid must use a disposable mask and gloves due to close proximity.

<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>

### **Symptoms of Scarlet Fever**

- Sore throat
- Headache
- Fever
- A fine, pinkish or red body rash with a sandpapery feel
- On darker skin the rash can be more difficult to detect visually but will have a sandpapery feel

Symptoms may be relieved by drinking cool fluids; eating soft foods if you have a sore throat; taking painkillers to bring down a high temperature; using calamine lotion or antihistamine tablets to ease itching. A GP may prescribe antibiotics to reduce the chance of a serious illness; make it less likely for the infection on to someone else; get better quicker.

Scarlett fever lasts for around 1 week and can be spread to other people up to 6 days before you get symptoms until 24 hours after you take your first dose of antibiotics. If no antibiotics are not taken the infection can spread for 2 to 3 weeks after the symptoms start.

### **Symptoms of Strep A**

- High Fever
- Severe muscle aches
- Pain in one area of the body
- Redness at the site of a wound
- Vomiting or diarrhoea

The Strep A bacteria can cause a range of infections in the skin, soft tissue and respiratory tract. These include: tonsillitis; pharyngitis; scarlet fever; impetigo; cellulitis. Invasive Strep

				<p>A infections can include necrotising fasciitis; necrotising pneumonia and streptococcal toxic shock syndrome.</p> <p>Strep A bacteria can be passed on when you are in close contact with someone who is infected. Usually, the bacteria are spread through coughs and sneezes, however it can also be passed on through close contract or if a wound is infected with Strep A bacteria.</p> <p>Good hand and respiratory hygiene are important for stopping the spread of many bugs, including Strep A. So washing hands and covering your month when coughing or sneezing can help. Keeping away from others who are feeling unwell will also reduce the risk of picking up and/or spreading infections.</p>	
Access to School Site (if there is an outbreak)	Students Staff Volunteers Visitors Contractors	High	Risk of Infection	<ul style="list-style-type: none"> <li>• All students and staff should/will be required to wash their hands on arrival and departure from school.</li> <li>• Staff should/will supervise arrival and departure to ensure that hand washing takes place.</li> <li>• The school will stop all non-essential visitors having access to the school buildings.</li> <li>• Meetings where possible will still take place, either via Microsoft Teams or Zoom to ensure that there is a minimum amount of individuals on the school site.</li> <li>• Meetings which have to take place face to face, will be conducted in one of our outside buildings to avoid other school personnel and ensure that social distancing can be maintained (in good weather, an outside meeting would be preferable).</li> <li>• Monitoring of the school site access points to enable social distancing.</li> <li>• Regularly clean common contact surfaces in reception, office e.g. scanners, screens, telephone handsets, desks, printers, particularly during peak flow times.</li> <li>• Taxi drivers should remain in the vehicles and students will be sent to them at the end of the school day.</li> <li>• Taxi drivers will not be permitted access to the school buildings.</li> </ul>	Medium /Low
Poor Hygiene (if there is an outbreak)	Students Staff Volunteers Visitors Contractors	High	Risk of Infection	<ul style="list-style-type: none"> <li>• Students and staff to wash your hands thoroughly and regularly.</li> <li>• Use soap and water for at least 20 seconds.</li> <li>• Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS.</li> <li>• 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.</li> </ul>	Medium /Low

				<ul style="list-style-type: none"> <li>• Regularly clean the hand washing facilities and check soap and sanitiser levels.</li> <li>• Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</li> <li>• The school will need extra supplies of soap, hand sanitiser and micro fibre towels and these should be securely stored.</li> <li>• Wash hands before and after using toilet facilities.</li> <li>• Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush.</li> </ul>	
Drinks and Food Preparation (if there is an outbreak)	Students Staff Volunteers Visitors Contractors	High	Risk of Infection	<ul style="list-style-type: none"> <li>• No student will be allowed to make drinks or cook any items for lunch in the school kitchen/studio.</li> <li>• Students will need to bring a packed lunch together with enough drinks for the school day. If students require a hot drink, they can bring a flask, students will not be allowed to make hot drinks at school.</li> <li>• Students will be asked to eat their lunch in designated areas in order to maintain social distancing and ensure that the school site is as rubbish free as possible.</li> <li>• Cookery lessons will take place in the studio only.</li> <li>• Students will still have cookery lessons but will need to ensure strict hygiene rules.</li> <li>• There will be a limit of two students who can cook at any one time to ensure social distancing within the studio.</li> <li>• Students will not be allowed to use the school toasters or kettles for the foreseeable future.</li> <li>• The kitchen cannot be used by students to ensure the safety of the Chair of Trustees.</li> </ul>	Medium /Low
Movement Around School (if there is an outbreak)	Students Staff Volunteers Visitors Contractors	High	Risk of Infection	<ul style="list-style-type: none"> <li>• Students where possible are not to arrive at school, before 9.15 am, so that they have contact with the minimum amount of individuals, to minimise the risk to them and others.</li> <li>• Parents dropping off and picking up should stay in their cars and students will be supervised to and from cars by staff to prevent unnecessary movement of individuals within the school grounds.</li> <li>• Students will not allowed in the school office to ensure social distancing and the safety of staff.</li> <li>• Signage will be placed around school to encourage social distancing.</li> </ul>	Medium /Low

				<ul style="list-style-type: none"> <li>• Doors will be propped open, where safe to do so, bearing in mind fire safety (fire doors) and safeguarding, to limit the use of door handles and aid ventilation.</li> <li>• Access to the outside buildings will take place from the front door, rather than through the corridors of the internal school building.</li> <li>• Students and staff should ensure that only one person is on a staircase at any given time, so that social distancing is maintained.</li> <li>• Classrooms to be arranged in order to maintain social distancing whilst teaching takes place.</li> <li>• Where students are taught in a small classroom, in order to social distance, we will endeavour to find alternative accommodation.</li> <li>• The Kitchen in the main school building will not be used for cooking in order to avoid congestion, as this is a walkway through the building.</li> <li>• Our current medical room and bathroom will be out of bounds as this is earmarked for the Chair of Trustees, who lives on the school premises.</li> <li>• A temporary medical room will be located in Fred's room, which has an adjacent bathroom.</li> </ul>	
Timetable (if there is an outbreak)	Students Staff Volunteers	High	Risk of Infection	<ul style="list-style-type: none"> <li>• Students attending school will have a normal timetable from September either in small groups or on a one to one basis, based upon individual needs.</li> <li>• Classrooms have been surveyed with regard to the maximum number of individuals who can occupy the room and social distance effectively.</li> <li>• Classrooms should be properly ventilated and in fine weather, doors and windows opened to enable airflow.</li> <li>• Staff to consider whether a lesson can be delivered outdoors if the outside temperature allows.</li> <li>• Staff will have access to cleaning equipment to enable surfaces to be sanitized between lessons.</li> <li>• If further measures need to be put in place due to high infection rates, students may be split into groups and allocated a home room in order to prevent gatherings of a large number of students. The home rooms are The Barn, The Dining Room, The English Room and The Lounge. All home rooms will be supervised by staff</li> </ul>	Medium /Low



				<p>who will deliver any school notifications. The home rooms will be used at the beginning and end of school, breaktime and lunch if required.</p> <ul style="list-style-type: none"> <li>• If weather permits the Pitch can be used at breaktime and lunch, students will be supervised and if there is potential for overcrowding, then a rota for use will need to be set up.</li> </ul>	
Safeguarding (if there is an outbreak)	Students Staff Volunteers Visitors Contractors	High	Risk to Wellbeing	<ul style="list-style-type: none"> <li>• All staff to read information on the Notebook located on Office 365 to familiarise themselves with wellbeing issues.</li> <li>• All staff to read individual risk assessments in relation to their students, which highlight specific safeguarding issues.</li> <li>• Staff to be alert to the presentation of students and their behaviour to ensure that if needed interventions can take place.</li> <li>• Staff to use the principles of PACE (Playfulness, acceptance, curiosity and empathy), so we can therapeutically engage in conversations with students to build up a positive relationship and remind them that we will always be there for them. This helps promote secure attachments and allows students to reflect on their thoughts and behaviours without being judged, it also enables them to feel safe.</li> </ul> <p><a href="https://ddpnetwork.org/about-ddp/meant-pace/">https://ddpnetwork.org/about-ddp/meant-pace/</a>  <a href="https://3gjb993i3yk5b587o4gvsboz-wpengine.netdna-ssl.com/wp-content/uploads/dan-hughes-PACE-model.pdf">https://3gjb993i3yk5b587o4gvsboz-wpengine.netdna-ssl.com/wp-content/uploads/dan-hughes-PACE-model.pdf</a></p>	Medium/ Low
Transition (if there is an outbreak)	Students	High	Risk to Wellbeing	<ul style="list-style-type: none"> <li>• School to provide all relevant information to the next provision.</li> <li>• Support by a member of our wellbeing staff, for students who have secured a place at another provision.</li> <li>• Support to be given by senior management team to students once examination results are published.</li> <li>• The Examinations Officer to advise of any appeal process or further opportunity to sit examinations.</li> <li>• Senior management team to liaise with the next provision in respect of entry qualifications for courses.</li> <li>• The senior management team may need to consider a phased start for new students.</li> </ul>	Medium/ Low

				<ul style="list-style-type: none"> <li>• Transition visits will need to take place outside school hours, in order to keep the number of individuals on site down and ensure that social distancing can take place.</li> <li>• Alternatively meetings with professionals and/or parents may need to take place on Zoom or Teams.</li> </ul>	
Building Work and Logistics (if there is an outbreak)	Students Staff Volunteers Visitors Contractors	Medium	Risk of Infection	<ul style="list-style-type: none"> <li>• No building work to take place unless urgent remedial work, when students are on the school premises, in order to avoid the spread of infection and adhere to social distancing.</li> <li>• Local Authorities are working with parents/carers with regard to the provision of taxi's to bring students into school which adhere to Government guidelines with regard to social distancing.</li> <li>• Chair of Trustees to ensure that the school has sufficient stock of soap, hand gel sanitiser and material hand towels.</li> </ul>	Low