

Coronavirus (Covid-19) Fair Ways School; Risk Assessment for school and parents

January 2021

We cannot eliminate the risks associated with Coronavirus. However, we can take actions to minimize these risks.

Guidance from the Government (see links below) states that preventing the spread of coronavirus involves preventing:

- Direct transmission, for instance, when in close contact with those sneezing and coughing
- Indirect transmission, for instance, touching contaminated surfaces.

The Government recommend a hierarchy of controls in order to create an inherently safer system where the transmission of infection is substantially reduced. Below you will find the actions that we in Fair Ways Education are taking to implement these controls and an outline of the responsibilities of both the school and our parents / carers.

All staff, parents/carers and young people will be asked to review this risk assessment and acknowledge their have seen it.

All visitors will be advised to read this risk assessment and complete a declaration form on arrival to site.

This risk assessment is to ensure all are aware of the control measures when in the school. Each young person has individual Covid Risk Assessments which should be read in conjunction with this document.

The assessment considers the alert of suspected Coronavirus, diagnosed Coronavirus and/or contact with those who may be subsequently affected.

The main symptoms of coronavirus are currently stated as:

- high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Control Measure	
1	Minimise contact with individuals who are unwell
<p>Action for School</p> <ul style="list-style-type: none"> - If a member of staff is unwell they will stay at home. If they are displaying symptoms of coronavirus (See above) they will follow self-isolation guidelines and take a test ASAP. Anyone they have been in contact with will be advised. - If a member of staff becomes unwell during the day, they will minimise all contact with others and go home and follow the guidance for possible infection, including taking a test if relevant. - Any staff member or young person who is sent home unwell or is absent from work due to being unwell will be asked to provide details of anyone they have been in close contact with. - If another member of the household where a staff member lives is unwell they will also follow guidelines, including self-isolating and seeking a test ASAP. - The school will use their medical room to isolate any young person who becomes unwell. Once the young person has gone home, this room will be closed down and a Bio-Fog will take place. - The school will liaise closely with the local health protection team if any positive cases of Covid-19 are found within the school. - School will continue to offer education remotely to anyone having to self-isolate without symptoms. - Any staff who are managing a young person or colleague displaying symptoms will wear appropriate PPE. 	<p>Action for Parents</p> <ul style="list-style-type: none"> - Any absence from school will need to be reported to your tutor or via the school phone number in advance and the reason for absence given. - If a young person is unwell they will be kept at home and the school will be informed. If they are displaying symptoms of coronavirus they will follow the guidance on self-isolation and seek a test. - Results of any testing will be reported to the school, who will take the relevant action dependent on the result. - If a member of the household of a young person displays symptoms of the coronavirus then the young person will not come into school. The parents must inform the school and seek a test. The outcome of the test must be shared with the school. - If a young person becomes unwell when at school and displays symptoms of the coronavirus they will be isolated within school and parents will be asked to come and collect them immediately. The parents are then responsible for taking appropriate actions including seeking a test and ensuring the household self-isolate.
2	Management of a positive case
<p>Action for School</p> <ul style="list-style-type: none"> - If a young person or staff member is tested positive for Covid-19 they will self-isolate for 10 days from the onset of symptoms and until feel well. 	<p>Action for Parents</p> <ul style="list-style-type: none"> - Please be aware of who you have had close contact within case you need to provide this information. - School will advise accordingly as to whom is positive and

	<ul style="list-style-type: none"> - Anyone who has been in close contact away from school with a positive case within the last 48 hours will be asked to self-isolate for 10 days. - Anyone who has been in close contact within the past 48 hours at school will still attend school and be asked to take a LFD for a period of 7 days. If one of the LFD returns as positive the person will follow the guidelines for a positive test including taking a PCR test. - No one will be able to attend the school site if they have tested positive and not completed the 10 day isolation period or still have symptoms. - School can contact DfE for advice using 0800 046 8687. 	<p>whom should self-isolate.</p> <ul style="list-style-type: none"> - Follow advise from Track and Trace including who should Self-Isolate and when. - Please do not send any young person into school if they have tested positive within the last 10 days.
3	Minimise contact and mixing	
	<p>Action for School</p> <ul style="list-style-type: none"> - Staggered start and end times will be arranged. - Each young person will have an individual timetable to suit their needs. - Young people will be encouraged to maintain a distance from each other and staff member, as much as is practicable. - Break and lunchtimes will be staggered for young people. - School management will use a Close Contact Log to ensure it is clear who has been in contact with who when working on the school site e.g. in a car, during a physical intervention - Staff who are working at the school will not visit any other Fair Ways Site including other school sites. - All meetings and training will take place virtually to prevent cross contamination. - Each young person has an individual risk assessment which is reviewed regularly to prevent any unnecessary close contact via physical intervention. - All vulnerable staff will have a detailed risk assessment completed by their line manager. 	<p>Action for Parents</p> <ul style="list-style-type: none"> - Parents will be encourage to bring their young person into school where possible. - Communicate with their young person at home about the importance of social distancing when at school. - Parents to communicate with the school if any young person have not been adhering to Social Distancing guidelines when away from the family home e.g. meeting friends. - Any young person who is classed as vulnerable will have a risk assessment which parents will have supported school to complete.

	<ul style="list-style-type: none"> - The amount of face to face time will be reduced and classrooms will be designed to support this. - All staff, young people and visitors will wear masks in communal areas or when transitioning around the school or in the community. <p>Action for Visitors</p> <ul style="list-style-type: none"> - All visitors will be asked to sign a declaration form prior to entering the site. - Visitors will be in the schools sites, where practicable, when other staff and young people aren't. - Visitors will be asked to wash their hands on arrival and when leaving as a minimal requirement. - Visitors will maintain 2 meter social distancing during their visit. - Visitors will not be able to come into school if they have been to any other Fair Ways Site within 72 hour period. 	
4	Clean your hands often	
	<p>Action for School</p> <ul style="list-style-type: none"> - On arrival at school all members of staff will wash their hands for a minimum of 20 seconds. - On arrival at school staff members will ensure that all young people use hand sanitiser or wash their hands on arrival. - Young people will be reminded to wash their hands frequently throughout the day. - Hand sanitiser will be available in all school rooms and entrances / exits. 	<p>Action for Parents</p> <ul style="list-style-type: none"> - Ensure that their young person observes good handwashing regimes when at home – including washing their hands when leaving for school in the morning (or before coming to school) - Ensure that their young person is encouraged to maintain these good habits when at school.
5	Respiratory hygiene (Catch it, Bin it, Kill it!)	
	<p>Action for School</p> <ul style="list-style-type: none"> - Provide stocks of disposable tissues in classrooms. - Provide a bin in each classroom near the exit – this will be emptied during the day. 	<p>Action for Parents</p> <ul style="list-style-type: none"> - When at home encourage their child to follow the same hygiene habits as established in school. - Encourage young people to bring tissues into school, where

	<ul style="list-style-type: none"> - Staff members will avoid touching their mouths, eyes and noses when in school and encourage young people to do the same. - Staff will cover their mouths and noses with disposable tissues when they cough or sneeze. - If tissues are not available staff should sneeze into the crook of their elbow, not into their hands. - Staff will then immediately clean their hands with soap and water or hand sanitiser. - Staff members will expect young people to follow the same hygiene habits as above. - All staff, young people and visitors will wear masks in communal areas or when transitioning around the school. 	<p>possible.</p>
6	Clean surfaces that are touched frequently	
	<p>Action for School</p> <ul style="list-style-type: none"> - Young people should not bring items in from home. Any items will be stored safely when in school and returned to the young person to go home at the end of the day. - Young people will be provided with individual stationary sets to use when in the classroom. - There will be regular cleaning using alcohol based products throughout the day of the following as a minimum: <ul style="list-style-type: none"> - Door handles - Handrails - Table tops - Play equipment - Toys - Electronic devices - Where possible classrooms that require the use of equipment e.g. science, art and catering will have times between use to allow further cleaning. - Each school site will be cleaned by an external company on a daily 	<p>Action for Parents</p> <ul style="list-style-type: none"> - Young people to be discouraged from bringing objects into school. - Supported to clean surfaces after they have touched them or used them. - Wash hands after touching surfaces.

	<p>basis.</p> <ul style="list-style-type: none"> - Each school site will have a monthly deep clean. - Each school site will have the main buildings Bio-Fogged on a half termly basis. 	
7	Use of transport	
	<p>Action for School</p> <ul style="list-style-type: none"> - From 15th June 2020, it is the law that everyone must wear a face covering when travelling on public transport in England. All staff will be expected to abide by this law in and out of school hours. - If staff are travelling with a young person in their car or using a school unit car they will be advised to use a face covering during the journey. - Personal Cars and Unit Cars will be wiped clean before and after each use. - Staff will following strict hygiene rules following the journey to include washing hands. 	<p>Action for Parents</p> <ul style="list-style-type: none"> - From 15th June 2020, it is the law that everyone must wear a face covering when travelling on public transport in England. All young people and their families will be expected to abide by this law in and out of school hours. - Young people need to be support to where a face covering when travelling in a car with staff. - Young people will be asked to wash their hands after each journey. - If using taxi's they will use hand sanitiser, provide additional cleaning of vehicles and offer distancing in the taxi wherever possible.
8	Offsite Activities / Visits	
	<p>Action for School</p> <ul style="list-style-type: none"> - All the Offsite risk assessments have been adapted to ensure they meet Government Guidance. - The control measures for contact and transport will be adhered to when off the school site. - All locations visited will be recorded on the Daily Log Sheet. - All staff and young people where a face covering when in shops or enclosed indoor areas. 	<p>Action for Parents</p> <ul style="list-style-type: none"> - Make sure aware if any young person is unwell or has symptoms prior to any visit. - Provide the young person with a packed lunch if the visit is for the whole day. - If the young person wants to where a face covering, this is provided with a bag to store it in.
9	Use of PPE	
	<p>Action for School</p> <ul style="list-style-type: none"> - All staff, young people and visitors will wear masks in communal areas or when transitioning around the school. - PPE will be provided for staff if they are attending to 	<p>Action for Parents</p> <ul style="list-style-type: none"> - Young People over the age of 11 are expected to wear a mask in certain areas of the community, therefore, they need to bring a mask into school. The mask needs to be

	medication needs which requires them to break social distancing rules.	store safely in a plastic, sealed bag.
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What does Close Contact mean?

- direct close contacts - face to face contact with a case for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin)
- proximity contacts - extended close contact (within 1-2 metres for more than 15 minutes) with a case
- travelling in a small vehicle, like a car, with an infected person

Expectations if you have been told to stay at home (self-isolate) by NHS Test and Trace or the NHS COVID-19 app.

Stay at home for 10 days

If you're told to self-isolate by NHS Test and Trace or the NHS COVID-19 app:

- self-isolate for 10 days from the day you were last in contact with the person who tested positive for coronavirus – as it can take up to 10 days for symptoms to appear
- do not leave your home for any reason – if you need food or medicine, order it online or by phone, or ask friends and family to drop it off at your home
- do not have visitors in your home, including friends and family – except for essential care
- try to avoid contact with anyone you live with as much as possible
- people you live with do not need to self-isolate if you do not have symptoms
- people in your support bubble do not need to self-isolate if you do not have symptoms

If you live with someone at [higher risk from coronavirus](#), try to arrange for them to stay with friends or family for 14 days.

If you have to stay in the same home together, read about [how to avoid spreading coronavirus to people you live with](#).

If you get symptoms of coronavirus

If you get any symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste) while you're self-isolating:

- [get a test to check if you have coronavirus](#) as soon as possible
- anyone you live with must self-isolate until you've been tested and received your result

- anyone in your support bubble must self-isolate until you've been tested and received your result

What to do when you get your test result

If you test negative (the test did not find coronavirus):

- keep self-isolating for the rest of the 10 days from when you were last in contact with the person who has coronavirus – as you could get symptoms after being tested
- anyone you live with can stop self-isolating if they do not have symptoms
- anyone in your support bubble can stop self-isolating if they do not have symptoms

If you test positive (you have coronavirus):

- self-isolate for at least 10 days from when your symptoms started – even if it means you're self-isolating for longer than 14 days
- anyone you live with must self-isolate for 10 days from when your symptoms started
- anyone in your support bubble must self-isolate for 10 days from when your symptoms started

Read more about [how long to self-isolate](#).

If you do not get symptoms of coronavirus

If you do not get any symptoms of coronavirus while self-isolating:

- you can stop self-isolating after 10 days
- you do not need to have a test

Operating procedures:

- Those returning from affected regions or those concerned that they have come into contact with those displaying symptoms should call 111 (NHS England) for further medical advice, which may include / result in self-containment for a minimum of 10 days.
- For individuals displaying symptoms, reduce potential spread by leaving the FW site or Service User premises and return home immediately; contact should be made by emailing corona.info@fairways.co and NHS 111 for further guidance
- Contact should be made by emailing corona.info@fairways.co and NHS 111 for further guidance on returning from “affected areas”
- Follow self-containment procedure following the advice of 111 or Health Practitioners
- Mask Use:

- Masks are to be worn at all times in communal areas by staff and young people, unless there is evidence of an exemption
- Masks are effective only when used in combination with frequent hand-cleaning with alcohol-based hand rub or soap/water
- If you wear a mask, then you must dispose of it as advised by 111
- Masks should meet a minimum standard - FFP2 rated respirator mask to EN149:2001 (N95)
- Fair Ways will introduce an internal contingency plan, should a report or outbreak occur; this would include home working, communication of operations to both internal and external individuals, procedures for staff returning from quarantine and if any activity can be outsourced to ensure productivity is maintained
- Mass / Serial Testing – please refer to the specific risk assessments around testing

[Coronavirus \(COVID-19\): Education and childcare - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/coronavirus-covid-19-education-and-childcare)

[What parents and carers need to know about early years providers, schools and colleges - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges)

[Guidance for parents and carers of children attending out-of-school settings during the coronavirus \(COVID-19\) outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak)

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

<https://www.gov.uk/guidance/contacts-phe-health-protection-teams>

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