



COVID-19 Case Management in Educational Settings Risk Assessment and Checklist

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This risk assessment template and checklist has been provided to support educational settings to ensure they are acting in line with the:

- COVID-19 – Management of Cases Guidance
- COVID-19 Compliance code for all educational settings – Autumn Term

Please note: all COVID-19 guidance is available through HR InfoSpace and Norfolk Schools.

The risk assessment should be reviewed prior to any stage of extension of operation e.g. increasing pupil numbers, extending curriculum activities, opening up facilities or planning events.

For ease of reference, changes that are made to this document are detailed below:

Date of change	Section, Page and Change
17-07-2020	This risk assessment and checklist has been separated from the Educational Settings Risk Assessment.
01-09-2020	Updated to reflect change from Education Incident room to Norfolk Outbreak Management Team (NOMT) Page 3 - Updated to reflect when a test kit should be provided
28/09/2020	Updated to reflect changes in the guidance regarding NOMT being the single point of contact and clarifying cleaning requirements

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Information management

Item	Control measures	Yes/no
Maintaining records	Records of contacts are updated on a daily basis, noting that it may need to be retrieved for the previous 21 days using the template provided and following the guidance	
	Staff and pupils at increased risk of contracting or being seriously ill from COVID-19 have been identified and assessed and a record is available for the NOMT if required	
	The Privacy Policy has been updated as required by the Data Protection Act so that anyone attending the setting is aware of what information is held and how it will be used to support the test and trace programme.	
Data review and escalation	The setting will collect the absence data identified and follows the responsibilities section for escalation and data sharing	

Planning for if a person becomes unwell at the setting

Item	Control measures	Yes/No	Notes and further information	Date required and completed
	A suitable well ventilated room has been identified to wait in and is large enough to keep a 2 metre distance between the ill person and any supervising staff (close to a toilet where possible)			
	Where possible there is separate use of toilet and handwashing facilities nearby.			
	The room has been emptied of unnecessary items.			
	Tissues and a waste bag have been provided in the room			
	If a pupil develops symptoms, they will wait in the room that has been identified as soon as possible. Where it is possible the door will be closed.			
	In the unlikely event that a pupil spent a significant amount of time in a classroom or other area after they developed symptoms, arrangements will be made to move pupils and staff while that area is cleaned.			

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	Staff who look after a symptomatic person will wear PPE if they are supervising the person in the same room while waiting for collection in accordance with the PPE guidance and must wash their hands thoroughly if they have contact with the person and after they have left.			
	Isolation requirements will be followed as described in the guidance, the setting will signpost to this information for all staff and pupils.			
Waste	If a person is symptomatic on the premises the cleaning cloths used and tissues etc is double bagged and tied and kept separately for 72 hours (secured from pupil access) before being disposed of with normal waste.			
Cleaning	Surfaces that the symptomatic person has come into contact with (after they became symptomatic) will be cleaned, follow the management of cases guidance using the appropriate disinfectant solution and equipment required.			
	Where shared toilet facilities are used these will be cleaned prior to others using the facilities			
	The setting will not be closed where it is possible to carryout cleaning by moving pupils to a different area while cleaning is carried out or unless as a result of NOMT or Health Protection Team Advice.			
	The minimum PPE worn for cleaning an area where a possible case of COVID-19 is gloves and an apron. Hands will be washed after all PPE has been removed.			
	Soft surfaces that are visibly contaminated will be steam cleaned such as upholstered chairs.			
	Areas where a person has passed through and spent minimal time and are not visibly contaminated with body fluids will not be cleaned in addition to normal cleaning arrangements.			

Test and Trace

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Item	Control measures	Yes/no
Actions following someone from the setting developing symptoms	Template letters will be used to communicate with parents	
	School test kits will be offered to pupils in exceptional circumstances (where the school believes that the pupil may have barriers to accessing testing elsewhere)	
	Parents will be provided with the information detailed in the pupil process for testing in the Management of Cases Guidance including sharing the relevant weblinks	
	Parents/carers will be encouraged to get tested and advised to notify the setting as soon as the test result is known.	
	An offer will be made to notify other settings where the pupil has household members in other settings on the families behalf in order to support isolation action.	
Symptomatic staff member	Staff members have been advised about the information detailed in COVID-19 Your health and your safety when working in educational settings.	
	An offer will be made to notify other settings where the member of staff has household members in other settings on the staff members behalf in order to support isolation action.	
	Staff will be kept informed of cases using the template letters available	
	Managers will check contact records for the previous 48 hours as soon as they are aware of a symptomatic staff member. Where they identify other staff members who are not part of that person's bubble or group who have been close contacts e.g. unintentional or ad-hoc, managers will follow the guidance to ensure that work arrangements are altered where required.	
	The employer referral process for testing information will be provided to the employee in order to obtain a test.	
	The setting will register with the local testing service to receive their unique employer code by emailing: NorfolkRegistercovidtesting@nuh.nhs.uk providing the name of the employing organisation, their job title and a contact telephone number.	
	The employee will be asked to provide their test result to the setting as soon as it is known.	

Positive test result actions

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Item	Control measures	Yes/no
Contact tracing	The setting will notify the NOMT straight away if they are made aware of a member of staff or child that has tested positive.	
PHE HPT Actions	The setting will follow the advised actions in the event of a positive case, cluster, outbreak or increased absenteeism.	
Test result actions	The setting understand the requirements outlined in the test result actions section, including contacting the NOMT in the event of a positive test result.	
Education contingency planning	The setting has plans in place to be able to provide remote education to pupils who are isolating or staying at home under localised outbreak control arrangements.	