

COVID-19 Risk Assessment: September 2021

Site / school name:			
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> ▪ Staff ▪ Catering staff ▪ Cleaners ▪ Pupils 		
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none"> ▪ General childcare / wrap-around care & education provision during COVID-19 including social-distancing and minimising contacts. ▪ Cleaning and sanitisation ▪ Food and catering services provision ▪ Property maintenance and statutory compliance ▪ General site occupancy and site movement ▪ Personal hygiene 		
Equipment and materials used:	<ul style="list-style-type: none"> ▪ General class and teaching materials ▪ Cleaning materials and equipment ▪ Catering equipment 		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> ▪ All school premises 		
What are the hazards?	<ul style="list-style-type: none"> ▪ Potential for spread of COVID-19 between persons at school showing symptoms of coronavirus or those who are confirmed to have coronavirus. 		
Who might be harmed and how?	<ul style="list-style-type: none"> ▪ Staff, pupils, contractors, and visitors may catch COVID-19 via direct or indirect contact with carriers whilst on site. ▪ Potential for spread to other family members / persons. 		
Name of person completing this risk assessment:	Debbie Conroy	Date of completion:	03.01.2022
Risk assessment approved by:		Date of approval:	
Date risk assessment to be reviewed by:		Risk assessment no:	

Risk Consideration Priority Matrix

	Risk consideration that if not managed has the potential for severe impact on a school, for which the Trust requires information on its management controls to be detailed as part of the school risk management review.
	Risk considerations that, if not managed, may have some impact on the school and should form part of the school risk management review.
	Risk consideration that do not present a significant risk but could form part of the school risk management review.

Key Changes in Approach

Mixing & Bubbles

- At Step 4 we will no longer recommend that it is necessary to keep children in consistent groups ('bubbles').
- As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch.

Tracing Close Contacts & Isolation

- From Step 4, close contacts will be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.
- From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.
- Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.
- 18-year-olds will be treated in the same way as children until 4 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.
- Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.

Face Coverings

- From Step 4, face coverings will no longer be advised for pupils, staff and visitors either in classrooms or in communal areas
- From Step 4, face coverings are also no longer recommended to be worn on dedicated transport to school or college and are no longer legally required on public transport.
- If you have an outbreak in your school, a director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by pupils 6 staff and visitors, unless exempt). You should make sure your outbreak management plans cover this possibility.

Stepping Measures Up & Down

- You should have outbreak management plans outlining how you would operate if there were an outbreak in your school or local area.
- Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission.
- If you have several confirmed cases within 14 days, you may have an outbreak.
- You should call the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. You can reach them by calling the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.
- The contingency framework describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local Authorities, Directors of Public Health (DsPH) and PHE Health Protection Teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings - or a small cluster of settings – as part of their outbreak management responsibilities.

Control Measures

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.

COVID-19 Risk Assessment: November 2021

Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
<p>Instructions for Using This Template: This document uses, as its basis, the original Risk Management Plan (RMP) Template issued in May 2020 and follows the issuing by the Government of Schools COVID-19 Operational Guidance After 19th July 2021. Please click HERE to view the full guidance. This revised template takes account of the new, much reduced, Government guidance and is, therefore significantly smaller (71% smaller) when compared to previous Risk Management Plans:</p> <ul style="list-style-type: none"> ➤ Consider and complete the risk sections below with satisfactory management arrangements, further actions and a RAG-Rating - remember that the requirement is for sensible and proportionate control measures which follow the health & safety hierarchy of control to reduce the risk to the <u>lowest reasonably practicable level given a schools particular and individual circumstances.</u> ➤ Sections that are “greyed-out” are, those where management arrangements / actions / methodology identified in your previous RMP will remain generally appropriate, however, rather than merely copying / pasting them across, you must still consider their adequacy going forward for the purposes of this updated document in the event that those arrangements need revising to take account of experience and “lessons learned” during the pandemic. ➤ Sections highlighted in yellow are, essentially, “new” (but familiar) and will need to be completed by the schools in light of the latest Government guidance. ➤ Please read through the whole of this template prior to completing your Risk Assessment - any questions, please contact Estates. 			
<p><i>Description of the prioritised areas of risk and issues identified by the Trust as requiring consideration as part of this Risk Assessment Process.:</i></p>	<p><i>Please identify and describe how each risk consideration factor has been reviewed, rationalised and applied (or achieved differently / improved upon) at school level and what management arrangements have been put in place.</i></p>	<p><i>Identify and describe any additional actions or management arrangements that will need putting in place, over and above those already implemented, in order to ensure that risks are mitigated and managed effectively.</i></p>	<p><i>Identify any residual risks and issues that require further action and / or support and apply a RAG rating colour as per the matrix at the end of this document.</i></p>
<p>Hand Hygiene</p>			
<p>Ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser. The school has maintained good supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable and frequent sanitisation of pupil’s hands on arrival / before going into classrooms, before changing rooms, following breaks, before / after meals, following the use of toilets etc.</p>	<ul style="list-style-type: none"> ▪ Hand sanitizer dispensers are available throughout the school and the children will receive regular reminders about hand hygiene. ▪ Signs are present throughout the school around hand hygiene. ▪ Timetables allow for additional hand washing before and after breaks. ▪ The school has a good supply of soap and hand sanitizer. 	<ul style="list-style-type: none"> ▪ 	

Respiratory Hygiene			
<p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach with enough tissues and bins available in the school to support pupils and staff to follow this routine.</p>	<ul style="list-style-type: none"> 'Catch it, Bin It, Kill It signs are up in each room and bathroom. Bins with lids are available in classrooms. The school has a good supply of tissues. 	<ul style="list-style-type: none"> 	
Use of PPE			
<p>Most staff in schools will not require PPE beyond what they would normally need for their work. Notwithstanding, the school has suitable arrangements in place to follow the guidance on the Use of PPE in Education, Childcare and Children's Social Care Settings which includes information on the use of PPE for COVID-19.</p>	<ul style="list-style-type: none"> Staff are no longer required to wear face masks or shields throughout the day. The school will follow any necessary guidance if there is an outbreak or a possible case. The school has adequate PPE for staff requiring PPE as part of their jobs, e.g. for intimate care. 	<ul style="list-style-type: none"> Staff to wear face masks on the school gate and at the end of the school day.03/01/2022 Staff to wear face masks in school when they are not in their classrooms and to only remove masks to eat in staffroom. Staff who teach in more than one classroom to wear shields to teach in classrooms other than their base. Parents advised to wear masks at drop off from Parents expected to wear masks at collection time. Masks to be handed to parents unless they hold an exemption lanyard. 	
Cleaning Regime			
<p>Staff or contractors engaged in cleaning are provided with suitable PPE and are competent to undertake their cleaning duties. Risk assessments are in place for cleaning activities and chemicals not accessible to staff or pupils. Please refer to the Estates guidance on cleaning</p>	<ul style="list-style-type: none"> All cleaning staff and site managers are provided with appropriate PPE for the tasks they are undertaking. Additional PPE is available if it is necessary to clean an area with a possible outbreak. 	<ul style="list-style-type: none"> Cleaning staff to wear PPE to clean all areas. To wear masks if other members of staff are in the area being cleaned. 	
<p>The school has in place suitable cleaning programme to take into account the increased cleaning of commonly used items such as handles, counters, IT equipment etc.</p>	<ul style="list-style-type: none"> Antibacterial wipes are available for cleaning shared equipment. 	<ul style="list-style-type: none"> Classes to have cleaning spray, PPE and cloths for wiping tables at lunchtime. Spray to be locked away. 	

	<ul style="list-style-type: none"> Cleaner cleans toilets and handles as part of lunchtime cleaning regime. 		
Cleaning is undertaken at a time where minimal disturbance is likely, reducing the risk to building occupants.	<ul style="list-style-type: none"> The majority of cleaning takes place after the children have gone home. 	<ul style="list-style-type: none"> 	
Staff or pupils with medical / intimate care needs have been assessed and relevant consents in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE when required (e.g. where 2m social-distancing cannot be maintained). Guidance from LA has been provided to manage pupils with intimate care needs.	<ul style="list-style-type: none"> Individual Care Plans are in place for any children who need them. 	<ul style="list-style-type: none"> 	
Ventilation			
Suitable arrangements are in place to ensure good levels of ventilation throughout the school day whilst not compromising security or safeguarding.	<ul style="list-style-type: none"> Parents are no longer allowed on site at the beginning of the school day, therefore rooms are able to be ventilated appropriately. Doors and windows to be kept open as much as possible to allow for suitable ventilation. 	<ul style="list-style-type: none"> Staff to monitor air quality and keep windows and doors open as much as possible to ensure good ventilation. Windows to be opened throughout break and lunchtimes. 	
Symptomatic or COVID-Positive Individuals			
<p>Suitable arrangements are in place for such individuals (and affected siblings):</p> <ul style="list-style-type: none"> To not come into school (to quarantine) To be sent home if symptoms develop whilst in school. For those sent home to avoid public transports and be collected by a family member 	<ul style="list-style-type: none"> The school has laptops ready for home learning and a member of staff overseeing home learning. Office Assistant ensures coding correct on Arbor so families can be liaised with by the Pastoral Team. Staff are clear of symptoms and the necessity to send children home if they display symptoms 	<ul style="list-style-type: none"> Staff to ensure planning and work is available for parents and lap tops to be provided. Additional training to take place about live streaming to improve remote learning provision. Food to be provided for any child self-isolating and on FSM. 	

	until a PCR test has been carried out.		
<p>In the case of a COVID-19-symptomatic child awaiting collection; provide, if possible:</p> <ul style="list-style-type: none"> • A suitable room where they can be isolated behind a closed door (if this is not possible, then establish an area which is at least 2 metres away from other people). • Depending on the age / needs of the child and if required, appropriate adult supervision (wearing appropriate PPE if close contact is necessary). • An open window for ventilation. <p>If they need to go to the bathroom while waiting to be collected, they should use a separate facility if possible. The facility used must be thoroughly cleaned and disinfected before use by anyone else.</p>	<ul style="list-style-type: none"> ▪ Isolation Room with a separate toilet is set up in the meeting room with additional PPE and cleaning equipment if required. 		
Asymptomatic Testing			
<p>Whilst there is no requirement for primary school pupils to be tested over the Summer period; schools have suitable arrangements in place to step-up testing measures in response to changing local circumstances</p>	<ul style="list-style-type: none"> - All staff are encouraged to carry out LFT twice a week and report positive results, before carrying out a PCR test. 	<ul style="list-style-type: none"> ▪ Staff to be reminded to carry out LFTs twice a week. ▪ All Pupils advised to do LFT twice a week and PCR if close contact of positive case. 	
Confirmatory PCR Tests			
<p>Suitable arrangements are in place to ensure that any individuals with a positive LFD test result self-isolate pending the outcome of a PCR test within 2 days..</p>	<ul style="list-style-type: none"> ▪ The school has laptops ready for home learning and a member of staff overseeing home learning. ▪ Office Assistant ensures coding correct on Arbor so families can be liaised with by the Pastoral Team. ▪ All staff to carry out LFT twice a week and report positive results, before carrying out a PCR test. 		
Test & Trace			
<p>Confirmation that the school has a sound understanding of Trust COVID-19 reporting</p>	<ul style="list-style-type: none"> - Any positive test or possible positive test is reported to DDOE. 		

<p>protocols and the NHS Test & Trace process and, in respect of the latter, that relevant information has been passed on to staff and parents / carers.</p>	<ul style="list-style-type: none"> - All positive tests are reported on Parago. - Any Covid related absences are reported on Arbor using the correct code. - Parents and Staff have been provided with the necessary NHS Test and Trace Information . 		
<p>Clinically Extremely Vulnerable Children</p>			
<p>Suitable arrangements are in place to enable all CEV pupils to attend school with the exception of those under paediatric or other specialist care who have been advised by their GP or clinician not to attend.</p>	<ul style="list-style-type: none"> ▪ Individual Risk Assessments have been carried out for any CEV children. 	<ul style="list-style-type: none"> ▪ 	
<p>Admitting Children into School</p>			
<p>Suitable decision-making protocols are in place to refuse pupil-admission where it is necessary to protect others in the school population from possible infection with COVID-19. Such protocols must take account of all the circumstances and current public health advice prevalent at the time.</p>	<ul style="list-style-type: none"> ▪ Staff and parents are clear of the guidance around children with symptoms or if there is a positive case in the household. 	<ul style="list-style-type: none"> ▪ 	
<p>School Workforce</p>			
<p>Staff in schools who are CEV should currently attend their place of work if they cannot work from home. Suitable arrangements and risk assessment processes are in place to ensure that CEV staff are able to take extra precautions to protect themselves and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus.</p>	<ul style="list-style-type: none"> ▪ There are currently no CEV members of staff, however a thorough Risk Assessment would be carried out if there were. 	<ul style="list-style-type: none"> ▪ Key Stage 2 Classes to eat in classrooms and specific toilets allocated for each class. ▪ EYFS, KS1 and Y3 to use hall for eating and specific toilets allocated for each class. ▪ Playground zoned to minimise contamination. ▪ One way system in place to minimise contamination. ▪ Additional staffroom set up in Adult Ed Room for staff in EYFS, KS1 and Year 3. 	

		<ul style="list-style-type: none"> Assemblies to revert to Zoom on a Monday and Friday. Lunch hall to be set up for classes to contain any contamination. Parent Evenings to be carried out by telephone. 	
<p>The school has suitable arrangements in place to encouraging vaccine take-up and which enables staff who are eligible for a vaccination to attend booked vaccine appointments where possible even during term time.</p>	<ul style="list-style-type: none"> The school enables staff to be vaccinated during the school day if necessary. 	<ul style="list-style-type: none"> Staff asked to inform HT if they have not been fully vaccinated. 	
Contractors			
<p>Suitable arrangements are in place to ensure that key contractors (and relevant visitors) are aware of the school's control measures and ways of working.</p>	<ul style="list-style-type: none"> This Risk Assessment is available on the school website and in the school office. 	<ul style="list-style-type: none"> All visitors asked to carry out LFT prior to visit and to wear a mask when inside. 	
COVID-19 Outbreaks			
<p>The school has a suitable Outbreak Contingency Plan outlining how it would operate if there were an outbreak in the school or local area. Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.</p>	<ul style="list-style-type: none"> Plans have been reviewed against the DfE contingency framework and a separate Outbreak Contingency Plan has been produced for the school (based on the Trust template). 	<ul style="list-style-type: none"> Undertake regular reviews of the Outbreak Contingency Plan in the context of both the evolution of the school's own operating / management procedures and any changes in Government Guidance. Classes grouped in clusters to minimise contamination but enable flexibility in staffing: <p>Cluster 1 – KS1 Building</p> <p>Group A: JD and OJ Class staff NP, JR, LL, KL</p> <p>Group B: JK and RD Class staff JG, LT, SB, JW, NK, BJB, CH</p> <p>Staffroom: Adult Ed Room</p>	

		<p>Cluster 2 – KS2 Building</p> <p>Group C: AB and EB Class staff DG, KC, MB, JP, SM, LP, MP</p> <p>Group D: MM and Y6 Staff PC, MV, SB, LC, CB, AB</p> <p>Staffroom: Staffroom</p>	
Other Risks / Issues for School Leaders to Address:			
	▪	▪	▪

Overall Risk / RAG Rating Matrix

Likelihood	Description	Score
Low	No significant risk or low risk items that are well managed with no impact on school activities.	1
Medium	Some minor risk items identified but management processes are in place within the school or Trust to manage them.	2
High	Significant risk items identified that require rectification or are potentially beyond the school's capability to manage.	3

Record of Weekly Risk Assessment Reviews (please add rows as required)

Review Date:	03.01.2022	Reviewed by:	Debbie Conroy	Comments / Notes:	▪
Review Date:		Reviewed by:		Comments / Notes:	▪
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