



## Covid-19 Risk assessment September 2021

Area of Concern	Risk rating prior to action <small>High/Medium/Low</small>	Action	Additional measures/comments	In place Y/N	Residual risk rating <small>High/Medium/Low</small>
Spread of COVID-19 due to poor hygiene and infection control <ul style="list-style-type: none"> <li>Personal hygiene</li> </ul>	M	<p><b>Ensuring good hygiene for everyone</b></p> <p>Handwashing routines are taught to pupils using suitable age/need appropriate materials - remind children to wash hands after using the toilet. Hand cleaning is regular practice. Children will clean their hands regularly (with soap and water or hand sanitiser) It takes place as a minimum: when pupils, staff or visitors enter the school; at break; before and after lunch; before leaving school; whenever the toilet is used.</p> <p>Checks are scheduled during the day on stocks of hand sanitiser, soap and paper towels. Steps are taken to ensure that there is sufficient supply in school. completed by Premises Team</p> <p>Resources are available to enable staff to follow the 'catch it, bin it, kill it' approach</p> <p>Premises Team ensure there are sufficient stock in school: hand sanitiser, soap, paper towels, tissues -staff to speak to the Premises Team if anything needs replenishing in between checks</p> <p>Posters are displayed which remind pupils and staff about the approach and the importance of handwashing. These are displayed around the school, particularly by washbasins/ toilets and at entry/exit points -everyone to wash or sanitise their hands after</p>		Y	L



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		sneezing or coughing • As with hand washing routines, younger children and those with complex needs should be helped to get this right			
<p>Spread of COVID-19 due to poor hygiene and infection control</p> <ul style="list-style-type: none"> <li>Cleanliness of environment</li> </ul>	M	<p><b>Maintain appropriate cleaning, regimes, using standard products such as detergents</b></p> <p>In line with the cleaning in non-healthcare guidance regular cleaning of areas and equipment should be put in place, with a particular focus on frequently touched surfaces:</p> <ul style="list-style-type: none"> <li>frequently touched surfaces being cleaned more often than normal</li> <li>ensure spaces remain clutter free</li> <li>premises team to wipe down frequently touched surfaces during the day</li> <li>cleaners engage in daily cleaning of classrooms and common areas end of day</li> <li>staffroom to be cleaned regularly by the cleaners and staff take responsibility for cleaning their own space - microwaves, fridges and other touch points (this is not an exhaustive list) to be wiped down by staff after use</li> <li>staff to wipe down tables in lunch hall after every sitting</li> <li>Stock checks and stock control are maintained by the Premises Team</li> <li>Stocks are monitored and maintained</li> </ul>			L
<p>Spread of COVID-19 due to poor hygiene and infection control</p> <ul style="list-style-type: none"> <li>Ventilation of spaces</li> </ul>	M	<p><b>Keep occupied spaces well ventilated</b></p> <p>When the school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.</p> <p>This can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> <li>natural ventilation – windows are opened (in cooler weather windows are opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Internal doors are opened where possible to assist with</li> </ul>			Yes



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		<p>creating a throughput of air.</p> <ul style="list-style-type: none"> <li>• natural ventilation – if necessary external opening doors are opened (as long as they are not fire doors and where safe to do so)</li> <li>• mechanical ventilation systems (in The Hub) – these are adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply).</li> </ul>			
<p>Spread of COVID-19 due to poor hygiene and infection control</p> <ul style="list-style-type: none"> <li>• testing, self-isolation and managing confirmed cases of COVID-19</li> </ul>	M	<p><b>Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19</b></p> <ul style="list-style-type: none"> <li>• Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do</li> <li>• They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to risk of them passing on COVID-19 (for example, they are required to quarantine or self isolate)</li> <li>• If anyone at schools develops COVID-19 symptoms however mild, they will be sent home and should follow public health advice.</li> <li>• If a child is sent home, a member of the family or household will be asked to collect them</li> <li>• If anyone is sent home, they will be reminded to avoid using public transport</li> <li>• A child with symptoms awaiting collection will be asked to wait in the medical room if possible and kept at a distance from the supervising staff member. PPE is required if this distance cannot be maintained</li> </ul> <p>School to promote asymptomatic testing, where staff should undertake twice weekly home tests whenever they are on school site until the end of September (to be reviewed and guidance updated) - Anna maintains a log of all staff test results - Sara maintains and monitors stocks of LTFs</p>			L



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		<ul style="list-style-type: none"> <li>• Regular school communication will remind staff of the expectations for reporting - weekly staff notice reminder and regular emails - staff advised to take tests every Sunday/Monday and Thursday</li> <li>• Any staff and pupils with a positive LFD test result should self-isolate in line with the stay-at-home guidance. They will also need to get a PCR test to check they have COVID-19. Whilst waiting for PCR result, the individual should continue to self-isolate</li> <li>• If PCR test is taken within 2 days of the positive lateral flow tests, and is negative, it overrides the LFD test and the pupil can return to school as long as they have no COVID-19 symptoms</li> <li>• Any staff who receive a positive PCR test without undertaking a LFD test will need to isolate immediately and follow the government guidance</li> <li>• All staff and families are cognisant with the latest guidance on what to do if they, or their child, displays COVID symptoms - Sara and Claire W to support staff and families in understanding latest guidance - information cascaded to parents via letter, text, email, newsletter</li> <li>• From Step 4, close contacts will be identified via NHS Test and Trace. If staff test positive, NHS Test and Trace will work with them to identify close contacts. If contacted by NHS for support, school will work with them to help identify close contacts.</li> </ul> <p>In the light of any local outbreaks, a COVID-19 Outbreak Management Plan has been created and will be implemented when advised to, based on the contingency framework for managing local outbreaks provided by the Department for Education (DfE). -Leadership Team responsible for liaising with PHE and DfE when necessary</p>			
Risk of a member of staff or pupil with suspected COVID-19	M	<ul style="list-style-type: none"> <li>• Current government guidance is being applied</li> <li>• The individual engages fully with the NHS Test and Trace process and staff and parents understand and act on their obligations under</li> </ul>			L



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<p>symptoms being in school which leads to spread of infection</p>		<p>NHS Test and Trace to get tested if they show symptoms of COVID-19. -return to school date set and monitored by Sara</p> <p>-an NHS Trace and Trace poster is displayed for those able to sign in with the Covid-19 NHS app</p> <p>-for those without the app, a check-in register will be available for visitors to provide their name and contact details as well as the name of the staff member they are meeting</p> <ul style="list-style-type: none"> <li>• Appropriate guidance is followed according to the result of the test.</li> </ul> <p>If the test is positive they will engage with NHS Test and Trace to identify close contacts and those individuals will be contacted by NHS Test and Trace on next steps</p> <ul style="list-style-type: none"> <li>• When a case is identified, a designated staff member should initiate contact tracing procedures</li> </ul> <p>-Leadership Team responsible for this</p> <ul style="list-style-type: none"> <li>• School to follow flowchart in response to any suspected COVID-19 case</li> <li>• Staff, pupils and parents have been briefed regarding the need of when to self-isolate in accordance with the latest government guidance.</li> <li>• Procedures are in place to ensure that staff, pupils or visitors do not enter the school if: they have COVID-19 symptoms/ live with someone who has COVID-19 symptoms / have been told to self-isolate by a healthcare professional until is safe to do so according to the latest government guidance</li> </ul> <p>-signage at school entrances are a reminder not to enter the grounds if displaying symptoms of Covid19</p> <p>Any staff/pupils who become unwell at school must be isolated immediately and sent home as soon as possible with arrangements made for them to take a test under NHS Test and Trace.</p> <p>Child taken to COVID medical room and supervised by First Aider (office staff). All guidance will be followed and parents contacted if a child. -supervised by a first aider</p>			
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		<ul style="list-style-type: none"> <li>• Staff and pupil absence related to COVID-19 is monitored and carefully tracked so that no pupils or staff are accepted back into school before the incubation timeline has elapsed as set out in the latest government guidance</li> <li>• Arrangements are in place to notify the Local Authority of any pupils or staff who test positive for COVID-19.</li> </ul>			
Admitting children into school resulting in potential infection	M	<p>The school has informed parents, students, carers, employees and visitors not to enter the school if:</p> <ul style="list-style-type: none"> <li>• they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection),</li> <li>• they are legally required to quarantine, having recently visited countries on red or amber list (unless double vaccinated)</li> <li>• they have had a positive test</li> <li>• have been in close contact with someone who tests positive for COVID-19</li> </ul> <p>The school can take the decision to refuse a pupil to come into school despite a parent or carer insisting in the school's reasonable judgment to protect other pupils and staff from possible infection with COVID-19 In addition:</p> <ul style="list-style-type: none"> <li>• Staff are reminded that they have received training on infection control that gives them a good understanding of how the spread of coronavirus occurs and can be mitigated.</li> </ul>			L
Staff and / or Pupils suffer deterioration in their Mental health due to COVID-19	M	<p>Wellbeing/mental health issues are discussed with pupils during PSHE/assemblies and at other appropriate opportunities -assembly rota includes wellbeing/mental health issues -Zones of Regulation interventions in place for selected pupils</p> <ul style="list-style-type: none"> <li>• Regular contact is kept with any vulnerable families who are isolating. Monitoring is kept on My Concern and at weekly wellbeing and safeguarding meeting</li> <li>• Age-appropriate websites/resources are provided for pupils. Staff direct pupils to these resources and are open to discussing them</li> </ul>			L



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		<p>-Staff are up to date on related guidance and support in relation to themselves and children such as stress and wellbeing including: The Department for Education has provided additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for children and teachers is available. • ELT have provided staff with up to date guidance (see Mental Health Support by Gov)</p> <ul style="list-style-type: none"> <li>• Pastoral support and extra-curricular activities should be used to support with re-building friendships and improving mental well being</li> </ul> <p>-Inclusion Team to lead on this</p> <ul style="list-style-type: none"> <li>• School will continue to draw on external support for children as necessary</li> </ul> <p>-Inclusion Team to lead on this</p> <ul style="list-style-type: none"> <li>• Leadership teams have ensured all staff are aware of resources that can be used to support the mental well-being of young people</li> </ul> <p>-included in weekly briefings and staff meetings •</p> <ul style="list-style-type: none"> <li>• Wellbeing and mental health lead and action plan in place</li> <li>• Staff have access to free external wellbeing service</li> <li>• Wellbeing weeks and charter in place</li> <li>• Wellbeing surveys to monitor staff wellbeing</li> </ul>			
<p>Third party contractors and visitors on-site whilst school is in operation may pose a risk to infection control</p>	<p>M</p>	<p>Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times</p> <ul style="list-style-type: none"> <li>• Where contractors are likely to spend significant amount of time on site, then they should be requested to conduct lateral flow tests</li> <li>• In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction) and these have been reviewed</li> <li>• An NHS Track and Trace poster will be available at the office for those to sign in with the COVID-19 NHS app.</li> <li>• Site guidance on hygiene is explained to visitors on or before</li> </ul>			<p>L</p>



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		arrival.			
Staff shortages due to absence may compromise operational safety	M	<p>Staff reminded of staff absence procedure, including those working at home -Sara keeps a record of all LFD results reported by staff</p> <ul style="list-style-type: none"> <li>• All SLT/senior staff members are briefed on each other's roles in order to avoid any single point of failure</li> <li>- there will always be a first aider and DSL on site every day</li> <li>• Sufficient cover/supply staff are available</li> <li>• Roles have been reallocated to cover any critical functions where appropriate. Staff have appropriate competences and training to fulfil their roles</li> <li>• Staff have been trained /briefed across roles to avoid any single points of failure</li> </ul> <p>There are sufficient qualified first aiders to cover the numbers of staff and pupils on site</p> <ul style="list-style-type: none"> <li>• Premises staff levels are maintained and suitable for the use of the building</li> <li>• Appropriate cleaning and premises staffing levels are in place</li> <li>• Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste</li> </ul>			L
Risk of pupils failing to maintain recommended daily learning activities and continuing to make good progress. The risks of not maintaining good learning progress are especially high for pupils with SEND, younger age pupils and pupils deemed disadvantaged.	H	<ul style="list-style-type: none"> <li>• School attendance is mandatory. School has communicated this expectation regularly and consistently with all families and other professionals where appropriate</li> <li>• School will follow the usual systems for monitoring and reporting poor attendance</li> <li>• School has identified 'at risk' families and develop plans to re-engage these families -led by the Inclusion Team</li> <li>• SDP and individual subject leader action plans in place that have planned a robust recovery curriculum</li> <li>• Pupil progress reviews at the end of the summer term ensured that gaps have been identified and appropriate strategies are in place for the new year</li> <li>• Everyone must follow the systems of controls to reduce risks for the community</li> </ul>			M





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		<ul style="list-style-type: none"> <li>• School to ensure that, where appropriate, pupils engage with remote learning - monitored weekly</li> <li>• Ensure pupils without access are provided with school device resources. (list of devices stored and household data. All loan laptops have been logged).</li> <li>• Covid catch up funding is strategically planned for and utilised. This is recorded on the catch-up funding strategy document and is available on the school website</li> </ul>			
Additional safeguarding concerns due to not seeing children daily in light of any self-isolation or lockdown	M	<ul style="list-style-type: none"> <li>• DSLs in school in contact with external agencies including social workers - contact plans in place for children with SWs</li> <li>• Safeguarding addendum in place and communicated to staff</li> <li>• Home visits will be conducted by DSL/Family liaison if deemed necessary</li> </ul>			L

This risk assessment has been written following the latest guidance:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

External agencies using the school facilities must follow the risk assessment. They will also be provided with our visitors guide and must follow the advice in this document

External agencies using the external facilities for sporting activity must abide by the guidance provided for the specific activity taking place including, but not exclusive to, submitting information to the track and trace system and social distancing.

#### The School is continuing to follow the system of Controls (latest guidance 19.7.21)

- 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