

Risk Assessment: School operation from 1 September 2020: response to Coronavirus (COVID-19).



Section 1

MAT/Establishment/Section/Team: Westbury Park Primary School	Date of Assessment: 8.2.2021	Review date: 8.3.2021
Assessed by: Please note all those involved should sign up to this assessment. Print below: NAME: Richard Bamber Helen Clark Vicky Duggan Emma Mann Georgina Ridsdale Tanja Engelbrecht Virginie Mengeaud Dan Lane Dee Steeds	This risk assessment is shared and discussed with staff when changes are made.	

This Risk Assessment is supported by a set of complimentary notes to aid tailoring and implementation. They are available here:

<https://drive.google.com/file/d/1ljWNv6xV9DftrVh2HC5xE5lLfymXOkVp/view?usp=sharing>

BACKGROUND AND CONTEXT:

Background, Context & References: Restricting Attendance from 5 January 2021

From 5 January 2021 schools (with the exception of maintained nursery schools) are required to restrict the attendance of pupils and allow only vulnerable children and young people and the children of critical workers to attend (recognising that the characteristics of the cohorts in special schools and alternative provision will mean these settings continue to offer face to face provision for all pupils, where appropriate).

Government guidance [Restricting attendance during the national lockdown: schools \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/903464/restricting-attendance-during-the-national-lockdown-schools.pdf) published on 7 January 2021 (**updated February 2021 p34**) states that the DFE has “worked closely with the Department of Health and Social Care (DHSC) and PHE to develop this specific guidance for school settings. The PHE and DHSC endorsed system of controls outlined in this document sets out the measures that school leaders and all school staff should follow. Where schools implement the system of controls outlined in this document, in line with their own workplace risk assessment, PHE and DHSC confirm that these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced. As a result, on current evidence, PHE and DHSC advise that schools are not currently considered high risk settings when compared to other workplace environments.”.

As the system of controls initially described on 7 January 2021 **and updated for February 2020** is very similar to in place for schools is the same as that set out in the Guidance for full opening of schools set out in September 2020 (albeit with subsequent amendments) this risk assessment is based on previous risk assessments.

We have adapted this risk assessment in consultation with relevant partners including trade union representatives where available. In line with government guidance to other businesses that are advised to go back to work, this risk assessment will be made publicly available to those who wish to see it. The same guidance also provides those employers with a downloadable notice which we have placed on display.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/903464/staying-covid-19-secure-2020-230720.pdf

Part 1: Reopening schools from 1 September 2020

The rationale for schools re-opening for more groups of pupils is set out in the document Education and childcare during coronavirus: Guidance for the full reopening of schools. It is predetermined on the principle that cases of coronavirus have reduced and that there is an effective 'Track and Trace' process in place. The guidance is clear that risks posed to pupils from remaining out of school in terms of their wellbeing, safeguarding and academic achievement outweigh those posed from the contraction of coronavirus. In relation to working in schools the guidance states that "whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics' analysis on coronavirus (COVID-19) related deaths linked to occupations suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults"

This risk assessment is based on the control measures described in the government guidance for reopening schools referred to above. This states that if schools follow the control measures as set out below, they can be "confident that they are managing risk effectively".

The system of controls: protective measures

[Restricting attendance during the national lockdown: schools \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/86426/coronavirus-guidance-for-schools.pdf) updated for February 2021 states that:

The system of controls set out in this section provides a set of principles for infection control and if schools follow this advice and maximise the use of these control measures, they will effectively minimise risks of viral transmission. We know that the predominant new variant of COVID-19 is more transmissible, which means it remains very important to follow this set of principles carefully. All elements of the system of controls are essential. All schools must cover all key elements, but the way different schools implement some of the requirements will differ based on their individual circumstances.

Having assessed the risk, we will work through the below system of controls, adopting measures in a way that addresses the risk identified in the assessment, works for our school, and allows us to deliver a broad and balanced curriculum for our pupils, including full educational and care support for those pupils who have SEND.

By following the guidance we will effectively reduce risks in their school and create an inherently safer environment.

System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the following sections.

Prevention

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- 2) Where recommended, the use of face coverings in schools.
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Minimise contact between individuals and maintain social distancing wherever possible.
- 7) Always keeping occupied spaces well ventilated.**
- 8) Where necessary, wear appropriate personal protective equipment (PPE).**

Numbers 1 to 5, and number 8, must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

Response to any infection

- 9) Engage with the NHS Test and Trace process.

10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.

11) Contain any outbreak by following local health protection team advice.

Numbers 9 to 11 must be followed in every case where they are relevant.

Section 2:

What is the Task/Activity or Environment you are assessing?	What Hazards are present or may be generated? Look at the activity, processes or substances used that could cause harm to health or injury. Use a row for each one identified	Who is affected or exposed to hazards? (Staff Students Visitors Contractors Etc.)	What Severity of Harm can reasonably be expected? (See Definitions Table 1)	What Precautions (Existing Controls) are already in place to either Eliminate or Reduce the risk of an accident happening?	What Likelihood? See Definitions Table 1	What is the Risk Rating? See
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1.A: Contact with those with symptoms of coronavirus: Testing; Track and Trace; Outbreak response						
Contact with infected persons/ exposure to the virus within the school.	Person contracts coronavirus as a result of direct contact with an infected person (or a symptomatic person) entering the premises.	Pupils and staff	Serious	Guidance has been issued to the entire school community. If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must stay at home and are advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for that day and the following 10	L	L

				<p>full days and should arrange to have a test to see if they have coronavirus (COVID-19).</p> <p>Other members of their household (including any siblings) should self-isolate starting from the day the individual's symptoms started (or the day their test was taken if they did not have symptoms, whether this was an LFD or PCR test), and the next 10 full days</p> <p>Those affected must follow government stay at home guidance as follows https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infections</p> <p>Temperature testing is not recommended on its own. Guidance states that it is not a reliable method for identifying coronavirus.</p>		
	Contact with those developing symptoms of the virus during the working day.	Pupils and staff	Serious	<p>Our procedure for those developing symptoms of the virus during the school day is set out above. Affected staff will be sent home and advised to obtain a PCR test (school can support with this).</p> <p>Most recent guidance re: What to do if a pupil is displaying signs of coronavirus has been shared with relevant staff and is on display. Symptomatic children action list schools (publishing.service.gov.uk)</p>	L	L

				<p>If a child is awaiting collection, they will be moved, via a route involving the shortest possible internal distance where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window will be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, we endeavour that they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>In an emergency we will call 999 if they are seriously ill or injured or their life is at risk. We will not suggest a visit to the GP, pharmacy, urgent care centre or a hospital.</p> <p>Any member of staff who has provided close contact care to someone with symptoms, while wearing PPE and all other members of staff or pupils who have been in close contact with that person with symptoms, if wearing a face covering, do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> • The symptomatic person subsequently tests positive • They develop symptoms themselves (in which case, they should arrange to have a test) 		
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				<ul style="list-style-type: none"> They are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated). <p>Staff are instructed to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. We will clean the affected area with normal household disinfectant after someone with symptoms has left to reduce the risk of passing the infection on to other people. See https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>		
Use of face coverings	Failure to use face covering in areas where it is difficult to maintain social distancing increases the likelihood of exposure to coronavirus in the school community.	Pupils and staff	Serious	<p>Government guidance (04/11/11) states:</p> <p>Primary schools: It is not mandatory for staff and visitors to wear face coverings. In situations where social distancing between adults in settings is not possible (for example when moving around in corridors and communal areas), settings have the discretion to recommend the use of face coverings for adults on site, for both staff and visitors.</p> <p>We have advised staff that face visors or shields should not routinely be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission, and therefore in a school environment are unlikely to offer appropriate protection to the wearer.</p> <p>We have advised staff that face visors or shields should not routinely be worn as an alternative to face coverings. They may protect against droplet spread in specific</p>	M	L

				<p>circumstances but are unlikely to be effective in preventing aerosol transmission, and therefore in a school environment are unlikely to offer appropriate protection to the wearer.</p> <p>Our position with respect to the use of face coverings is as follows:</p> <p><u>Children</u> Children may wear face coverings on their journey to and from school. Children are asked to remove their face covering when they take their place in the classroom, and to place it in a sealed plastic bag in their tray. In exceptional cases, subject to a request from the parent, and a discussion with the teacher, a child may be allowed to keep their face covering on during the lessons. This is on the strict understanding that they are able to follow the safety guidance, and that wearing the face covering is a measure that enables them to participate in school, when the alternative would be non-attendance. All children will be taught, as part of their PSHE curriculum, about how viruses are transmitted, and how the wearing of face coverings, alongside other good hygiene measures and limiting contact, helps to control the pandemic. All children will be taught how to put on and take off face coverings, regardless of whether they choose to wear them to school. Children must not share face coverings, lend them to each other, help each other doff or don them, or interfere in any way with someone else's face covering.</p>		
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				<p><u>Staff</u></p> <p>Staff are not expected to wear face coverings when teaching children.</p> <ul style="list-style-type: none"> • For teaching in the classroom, a face covering is not required or recommended. The impact of a face covering on communication with children may make the job of teaching harder than it need be, and if the teacher is staying within their zone at the front of the class, the face covering is unlikely to offer significant protection to either them or the children. • Remembering that the face covering is most effective in reducing outgoing aerosols, the teacher wearing the face covering is, at best, reducing the risk of passing the virus (which they may be unwittingly carrying) to the children. Aerosols produced by the children are less likely to project as far as the teacher zone. Good ventilation of the classroom is recommended. <p>Staff may wear a face covering and/or visor when teaching children, subject to discussion with SLT, if it provides them with the reassurance they require to confidently do their job.</p> <p>Staff may wear face coverings when moving around the building or when using communal areas such as the staff room.</p> <p>Staff will be asked to wear face coverings if a meeting is held in a room where 2 metre distancing cannot be reasonably maintained. This does not apply to brief encounters, or passing through a busy space (as long as at least 1 metre distance can be maintained) as the guidance is that brief passing encounters do not present a high risk.</p>		
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				<p>Staff working one to one with children may wear face coverings, subject to risk assessment. The RA would need to also evaluate whether the child should also be expected to wear a face covering if the length of time of close up working is likely to be more than 15 minutes.</p> <p>Staff conducting meetings with visitors to the school may wear face coverings and may ask other attendees to do so. This will depend on the length of the meeting and the space where the meeting is held. Visitors are more of an “unknown quantity” and therefore greater precautions should be taken than when meeting with colleagues. The first aid room is equipped with supplies of PPE. Staff treating children for injuries or illness may use gloves, aprons, disposable face masks and visors as deemed appropriate for the particular circumstances. In the case of anyone exhibiting potential symptoms of Covid 19, full PPE including masks, aprons, visors and gloves must be worn and treatment will be conducted in the Snug rather than the Medical Room.</p> <p><u>Parents</u></p> <p>We have asked parents/carers to wear face coverings outside where it is not possible to maintain a 2m social distance/ at all times on the school site. Governors have approved this approach. This approach has been explained to parents/ carers in newsletters, via text message and is clearly signposted within the school grounds. In cases of non-compliance the member of SLT on duty will remind those not wearing masks of the requirement to do so. In the case of continued non-compliance this will be followed up by letter reiterating our approach.</p>		
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				<p>Further non-compliance will lead to the headteacher sending a Final Warning Letter</p> <p>As a last resort the headteacher and in the case of further non-cooperation, in consultation with the MAT/LA, will consider the potential of approaching DS and activating the 'Landlord Right' to warn the parent/carer and then, if necessary, proportionately ban them from the school site, backed by potential criminal sanction under section 47 of the Education Act 1996.</p> <p>Government guidance is as follows: https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</p>		
Safe wearing and removal of face coverings	Potential of contamination if face coverings are removed or disposed of incorrectly.	Staff		<p>A process is in place for removing face coverings when those who use face coverings arrive at school, and when face coverings are worn at school in certain circumstances. This process has been communicated clearly to pupils and staff.</p> <p>Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.</p> <p>Pupils will be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom</p>	M	L

	<p>Students/ staff do not have face covering.</p> <p>Face covering is damaged or otherwise unsuitable for use.</p>			<p>Requirements for students to have a face covering will be communicated to parents/carers.</p> <p>It is reasonable to assume that staff and young people will now have access to face coverings due to their increasing use in wider society, and Public Health England has made available resources on how to make a simple face covering. However, where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, we will take steps to have a small contingency supply available to meet such needs.</p> <p>No-one should be excluded from education on the grounds that they are not wearing a face covering.</p>	L	L
	Students, staff or visitors exempt from wearing a face covering			<p>Some individuals are exempt from wearing <u>face coverings</u>. This applies to those who:</p> <ul style="list-style-type: none"> cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate <p>The same exemptions will apply in our school; we will ensure that staff and students are aware of this and are sensitive to those needs.</p>		
Engagement with the NHS Track and trace Process	Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.	Pupils and staff	Serious	<p>Relevant staff understand the NHS Test and Trace process and how to contact their local <u>Public Health England health protection team</u>. We will ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> <u>book a test</u> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if 	L	L

	Anxiety and dissent within the school community			<p>they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</p> <ul style="list-style-type: none"> • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • <u>self-isolate</u> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS <u>testing and tracing for coronavirus website</u>, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient.</p> <p>Home test kits are available in school and will be offered in the exceptional circumstance that we believe an individual may have barriers to accessing testing elsewhere. We note that it is for schools to determine how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils, and</p>		
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				<p>will therefore provide these to staff or pupils on the basis of an agreed set of criteria to be determined by the school.</p> <p>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</p> <p>We will ask parents and staff to inform us immediately of the results of a test:</p> <ul style="list-style-type: none"> • if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. • if someone tests positive, they should follow the <u>'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u> and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their 		
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				household should continue self-isolating for the full 14 days.		
	Lateral Flow Testing process is not implemented correctly leading to inaccurate results and/or inadequate follow up of positive test results	Pupils and staff	Serious	<p>Our school workforce (including regular contractors and visitors) has the opportunity to participate in lateral flow testing twice a week.</p> <p>See Appendix 1 for the separate risk assessment that is in place to cover the arrangements for Lateral Flow Testing.</p>		
Management of confirmed cases of coronavirus	<p>Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.</p> <p>Anxiety and dissent within the school community</p>	Pupils and staff	Serious	<p>Records will be kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test & Trace.</p> <p>We will take swift action if we become aware that someone who has attended has tested positive for coronavirus (COVID-19).</p> <p>We will follow advice issued by our Local Authority and contact the <u>local health protection team</u>. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>Alternatively, we will call the Department for Education’s existing coronavirus (COVID-19) helpline number on 0800 046 8687, and selecting option 1. The advice service is open Monday to Friday from 8am to 6pm and 10am to 4pm on Saturdays and Sundays. The call will be with a dedicated team of advisors who will inform the setting of</p>	L	L

				<p>what action is needed based on the latest public health advice.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, we will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual 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 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask</p>		
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				<p>staff to keep definitive records in a way that is overly burdensome.</p> <p>We note that a template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow <u>'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u>. They should get a test, and:</p> <ul style="list-style-type: none"> • if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. • if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following <u>'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u> <p>We note that schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p>		
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				<p>Further guidance is available on https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p> <p><u>Where applicable we will advise temporary staff of their entitlement to Test and Trace Support Payments, noting that this support is only for the temporary staff who schools decide not to engage in home working and who are not being paid during self-isolation. To be eligible for a Test and Trace Support Payment, the individual must be living in England, meet the eligibility criteria and be formally advised to self-isolate by NHS Test and Trace, who will provide the individual with an NHS Test and Trace Account ID.</u></p> <p>Claiming financial support under the Test and Trace Support Payment scheme - GOV.UK (www.gov.uk)</p>		
Containing any local outbreak	<p>Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.</p> <p>Anxiety and dissent within the school community</p>	Pupils and staff	Serious	<p>We note that if schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and</p>	L	L

				<p>should not be considered except on the advice of health protection teams.</p> <p>In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p> <p>We are currently developing a Contingency Plan to ensure that the education of affected groups of pupils is maintained. This will include the provision of remote learning as set out in government guidance for the reopening of schools.</p>		
	Inadequate response to alerts provided by use of NHS COVID-19 App	All	Serious	<p>We note government guidance for use of the App in schools as set out below. https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges</p> <p>Specifically that the agreed process for ensuring a setting is aware of a positive case, as set out in the guidance for full opening for schools and further education colleges in the autumn term, is still in place and is not changed by the introduction of the app.</p> <p>If we become aware that a student or member of staff has tested positive for coronavirus (COVID-19), we will contact PHE using agreed local procedures.</p>	L	L

				<p>(Secondary) We have informed all of students, to inform a member of staff if they receive a notification during the day that they had been in contact with a positive case. To support this, the notification itself will advise them that if they are under the age of 18, they should show the message to a trusted adult and self-isolate. The staff member will then put in place the setting's agreed process, including making appropriate arrangements for the student to leave the setting at the earliest opportunity to begin self-isolation.</p> <p>Where staff are required to keep their phones in lockers etc during the working day we have advised them to turn the tracking off whilst they are not in close proximity to their phone.</p> <p>See section 1J (Premises) re: use of QR codes and recording attendance of members of the public at lettings etc.</p>		
	Attendance at multiple settings (eg for Early Years attendance at LA and private provision on different days of the week).	Pupils and staff	Serious	<p>We have advised parents that where possible they should limit the number of settings that their child attends.</p> <p>We recognise that there are some circumstances where a pupil will attend multiple settings (eg: as part of provision outlined in an EHP). Here we will work with the partner setting to address any risks identified to enable us to jointly deliver a broad and balanced curriculum to the pupil in question.</p>	L	L

1: B Cleaning and hygiene

Hand hygiene	Poor hand hygiene increases the likelihood of infection from coronavirus	Pupils and staff	Serious	<p>Opportunities are provided for staff and pupils to clean their hands with soap and water and dry thoroughly:</p> <ul style="list-style-type: none"> • on arrival at school • after using the toilet • after breaks and sporting activities • before food preparation • before eating any food, including snacks • before leaving school • after sneezing/coughing. <p>Paper towels will be used to dry hands in preference to hand dryers. Covered bins available for disposal of paper towels will be emptied periodically during the day.</p> <p>Supervision by staff is provided as needed.</p> <p>Signage about how to wash hands properly, is on display and reinforced with pupils.</p> <p>Where sinks are not easily accessible from the room used by a 'group' of pupils hand sanitiser will be available.</p>	L	L
Respiratory Hygiene	Poor respiratory hygiene increases the likelihood of infection from exposure to coronavirus.	Pupils and staff	Serious	<p>Catch it, kill it, Bin it – tissues are available in all classrooms, staffroom and reception at a minimum. The message is reinforced with pupils.</p> <p>Covered bins are available for the disposal of used tissues.</p>	L	M
Cleaning	Person contracts COVID 19 as a result of inadequate cleaning	Pupils and staff	Serious	<p>WE HAVE REVIEWED THE CLEANING ARRANGEMENTS SET OUT BELOW TO ENSURE THAT ALL HIGH-RISK AREAS ARE COVERED IN OUR SCHEDULE (11.01.2020)</p> <p>We have reviewed the cleaning specification with our cleaning contractor to ensure that this meets requirements set out in</p>	L	L

				<p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>Where our own cleaners and/or additional staff are required to undertake cleaning duties we have ensured that they have received appropriate training and are provided with PPE, as set out in guidelines above. This also applies to other staff who may be asked to carry out cleaning duties during this period.</p> <p>We have identified cleaning of high-risk areas to be undertaken throughout the school day to include:</p> <p>Door handles</p> <p>Kettles</p> <p>Taps</p> <p>Switches</p> <p>Phones</p> <p>Laptops /</p> <p>Printers and photocopiers</p> <p>Staffroom/ food preparation</p> <p>Surfaces that pupils are touching e.g.: toys, books, chairs, tables, doors, sinks, toilets, bannisters, light switches, etc.</p> <p>As a minimum, frequently touched surfaces will be wiped down twice a day, and one of these should be at the beginning or the end of the working day. Cleaning will be more frequent depending on the number of people using the space, whether they are entering and exiting the setting and access to handwashing and hand-sanitising facilities. Cleaning of frequently touched surfaces is</p>		
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				<p>particularly important in bathrooms and communal kitchens.</p> <p>Our document stating how this will be applied and inspected in practice has been shared with relevant staff and is available in the staff folder.</p>		
Safe use of cleaning products	<p>Inappropriate exposure to cleaning product results in allergic reaction/ poisoning etc</p> <p>Storage arrangements of cleaning product change increasing potential for unauthorised 'use' by pupils.</p>	Pupils and staff	Serious	<p>All staff involved in cleaning duties will receive training re: safe use and storage of cleaning materials.</p> <p>PPE will be provided for all cleaning activities.</p> <p>Safety data sheets for cleaning products are available.</p> <p>Only recommended cleaning products will be used.</p>	L	L
	Use of hand sanitiser potential for improper use and ingestion.	Pupils and staff	Serious	<p>We are providing/allowing the use of hand sanitisers that contain at least 60% alcohol.</p> <p>Recognising it is not possible to follow the hand wash advice everywhere, a hand sanitiser is next best and unless there's some allergy, and depending on the age of our pupils, they could use their own/ours under supervision through to it being 'dispensed' so the young, or over enthusiastic don't get carried away.</p> <p>We have obtained the Safety Data Sheet for the product(s). They advise on action to be followed if the sanitiser is not used as designed i.e. a child drinks some; it gets in eyes etc.</p> <p>This will also help with potential reactions to the product.</p>	L	L

				<p>We have and will secure adequate supplies of the product and provide it, especially in areas such as reception to the building.</p> <p>We will not make our own having addressed the national CLEAPSS guidance.</p>		
Measures to reduce contamination from coronavirus.	Use of shared resources	Pupils and staff	Serious	<p>Staff and pupils will have individual pens, pencils etc that are not shared.</p> <p>Classroom based resources such as books and games will be shared within the 'group/bubble'; these will be cleaned frequently along with frequently touched surfaces.</p> <p>Resources that are shared between groups/bubbles will be cleaned frequently and between use by different groups/bubbles or rotated to allow them to be quarantined and out of reach for 48 hours (72 hours plastics).</p> <p>Staff have been advised that they must wash their hands and surfaces before and after handling pupils' books.</p>	L	L
	Items from home to school and vice versa	Pupils and staff	Serious	<p>We are limiting the items that pupils bring in from home each day to essentials such as lunch boxes, hats, coats, stationery and mobile phones. Bags are allowed.</p> <p>Pupils and teachers can take books and other shared resources home although this will be limited.</p> <p>Rules on hand cleaning, cleaning of the resources and rotation will apply to these resources.</p>	L	L
	Harder to clean items	Pupils and staff	Serious	<p>We removed some soft furnishings, soft toys and toys that are harder to clean (such as those with intricate parts) from classrooms and teaching spaces until further notice.</p>	L	L

				Where these remain, they will be subject to regular cleaning and disinfection.		
	Items requiring laundry	Pupils and staff	Serious	We will ensure that all items that are laundered within the school eg: towels, flannels and bedding are washed in line with guidance on cleaning in non-healthcare settings and that these items are not shared by children between washes.	L	L

1:C Minimising contact (social distancing)						
Social distancing across the site	Too many people on site increases likelihood of exposure to coronavirus	Pupils and staff	Serious	<p>From 5 January 2021 we have restricted attendance from pupils in all year groups with the exception of those in our nursery classes (if applicable) and to those pupils defined as vulnerable children or those with parents whose work is critical to the coronavirus and EU transition response.</p> <p>Children of critical workers and vulnerable children who can access schools or educational settings - GOV.UK (www.gov.uk)</p> <p>To restrict numbers on site we have:</p> <ul style="list-style-type: none"> • Asked parents to keep their children at home if they can • Asked for job titles 	L	L

				<ul style="list-style-type: none"> • Asked if all adults in the household are critical workers • Have allowed part time school provision <p>We note government guidance as follows:</p> <p>“We know that every school will have a different number of children of critical workers who need to attend. It is important that on-site provision is provided for these pupils, and there is no limit to numbers of these pupils who may attend and schools should not limit attendance of these groups. This is because we are reducing overall social contact across areas and the country rather than individually by each institution.”</p> <p>We have taken the following measures to reduce footfall and maintain social distancing on site including:</p> <p>Staggering opening and departure times</p> <p>Parents not attending site without an appointment</p> <p>Advising parents that only one person should attend to deliver/pick up their child.</p> <p>Erected signage and barriers to remind those visiting the site of social distancing requirements.</p> <p>Pupils (where appropriate) will be advised of the appropriate entrance and exit to use. Opportunities for groups of pupils congregating on site before and after school will be minimised.</p>		
Social distancing for large groups of pupils.	Large groups of pupils and/or adults increase the likelihood of exposure to	Pupils and staff	Serious	Assemblies, performances, visiting groups etc will not take place until further notice.	L	L

	and transmission of coronavirus			Zoom/ Micro Soft Teams, etc are used as an assembly replacement?		
Visits for prospective parents	Large groups of adults increase likelihood of exposure to and transmission of coronavirus			THESE WILL NOT TAKE PLACE FROM 5 JANUARY UNTIL FURTHER NOTICE		

1:D Minimising contact (social distancing) Phase specific guidance. Delete sections that are not applicable.

Grouping pupils of pupils and social distancing of pupils: Primary	Exposure to infection Classroom teaching Primary	Pupils and staff	Serious	<p>We are following government guidance as follows:</p> <p>Restricting attendance during the national lockdown: schools (publishing.service.gov.uk)</p> <p>This states that: Whilst schools are attended by vulnerable children and the children of critical workers only, where possible schools should keep group sizes small. For children old enough, they should also be supported to maintain distance and not touch staff where possible. Any additional space available where there are lower numbers of pupils attending, should be used wherever possible to maximise the distance between pupils and between staff and other people.</p> <p>Additional space available owing to reduced numbers will be deployed where possible to maximise the distance between pupils and between staff and other people.</p> <p>We will ensure pupils and staff, where possible, only mix in a small, consistent group(class) and that that group stays away from other people and groups. Different groups will</p>	M	L
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				<p>not be mixed on the same or subsequent days. We will use the same staff each day as far as possible, allowing for job shares and PPA. Groups will use the same room or area of the school.</p> <p>We note the recommendation for the arrangement of classrooms with forward facing desks.</p> <p>Staff have been advised that they must maintain distance from pupils and other staff where possible. Ideally, adults should maintain 2 metre distance from each other and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>We note that when staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can also be reduced by keeping pupils in smaller groups.</p> <p>THIS GUIDANCE IS REINFORCED ON A REGULAR BASIS PARTICULARLY WHERE STAFF WORK 'ACROSS' BUBBLES.</p> <p>We will review the potential for delivering parts of the curriculum outdoors whilst maintaining separate groupings of pupils.</p> <p>The rationale for our approach is set out in a separate operating procedure which will be retained for reference with this risk assessment.</p>		
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1: E Use of Personal Protective Equipment						
Use of Personal Protective Equipment (PPE) (Mainstream)	Incorrect use exacerbates the risk of further infection.	Pupils and staff	Serious	<p>“The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> • children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way • if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn” <p>We are complying with the above and are using our local supply chains to obtain PPE. We have noted where this is not possible, and there is unmet urgent need for PPE in order to operate safely, we may approach our local resilience forum.</p> <p>We will ensure that, staff who are likely to have to support pupils in the circumstances identified above and potentially in the administration of some first aid have</p>	L	L

				<p>access to appropriate equipment and training in its correct use and disposal.</p> <p>See: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster_.pdf </p>		
<p>Use of Personal Protective Equipment (PPE) by staff arriving at school.</p> <p>NB: Wearing of PPE mandatory on public transport for those over the age of 11 without health exemptions.</p>	<p>Poor processes for the removal and disposal of PPE increases the likelihood of infection from coronavirus.</p>	<p>Pupils and staff</p>	<p>Serious</p>	<p>Pupils will be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Guidance on safe working in education, childcare and children's social care provides more advice.</p>	<p>M</p>	<p>L</p>

1: F School transport and travel arrangements						
<p>School transport</p>	<p>Risk of exposure to coronavirus whilst using dedicated school transport.</p>	<p>Pupils and staff</p>	<p>Serious</p>	<p>Transport services to education settings should continue to be provided. The Transport to school and other places of education: 2020 to 2021 academic year - GOV.UK (www.gov.uk) remains in place.</p> <p>We will ensure that transport providers are aware of any changes to start and finishing times.</p> <p>We note that pupils on dedicated school services do not mix with the general public on those journeys and tend to</p>	<p>L</p>	<p>L</p>

				<p>be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport.</p> <p>Our approach to dedicated transport will follow government guidance set out in https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020</p> <p>Specifically we will work with transport providers to determine:</p> <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school. Ensuring the same children sit together will minimise the number of contacts a child has • use of hand sanitiser upon boarding and/or disembarking • organised queuing and boarding where possible to ensure that distancing is maintained • distancing within vehicles wherever possible • clear information for parents and children about the arrangements that are needed for picking up and dropping off children at their home destination. 		
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				<ul style="list-style-type: none"> the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet PHE advice (update for Sept 2020) set out in https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020 <p>That children and young people over the aged 11 and over wear a face covering when travelling on dedicated school transport.</p> <p>We note Public health advice that staff should wear a face covering when they are unable to maintain social distancing in passenger facing roles, recognising that there will be exceptional circumstances when a staff member cannot wear a face covering, or when their task makes it sensible (based on a risk assessment) for them not to wear a face covering.</p> <p>We will liaise with transport providers and any relevant LA department if applicable to ensure that their drivers/escorts do not work if they have symptoms of the virus, hygiene rules are followed and appropriate distance kept between passengers.</p>		
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Staff transport to and from work	Potential for increased exposure to coronavirus (and potential for introduction into the school) through use of public transport at peak times.	All staff	Serious	Where staff would normally use public transport to travel to work, we will discuss options to alleviate this eg: provision of parking or parking permits, or facilities such as secure cycle storage to support people to walk, run or cycle to work where possible.	L	L
	Risk of exposure to coronavirus whilst using school vehicles. (Only in an emergency)	Pupils and staff	Serious	School vehicles will be used for essential purposes only. Passenger numbers to be reduced to allow for social distancing Where possible consistent allocation of driver, escort and passengers to vehicle. Hard surfaces eg: steering wheel, handbrake other controls, door handle, seatbelts etc to be cleaned after use. Vehicle users to wash hand before entering the vehicle. Sanitiser and wipes available for use within the vehicle. School safeguarding procedures to be followed re1:1 transport in school vehicles.	L	L

1: G School workforce						
Remote working from home	See PART 3 of this risk assessment: Arrangements for staff working from home					
Staff wellbeing	Staff anxiety re: returning to work and potential exposure to the virus.	All staff	Serious	We will support staff who are concerned about attending the workplace during the lockdown period recognising that	L	L

				<p>some could be experiencing bereavement, mental health issues, etc.).</p> <p>We have signposted to relevant counselling services. Including the <u>Education Support Partnership</u> which provides a free helpline for school staff and targeted support for mental health and wellbeing.</p> <p>HR advice is available if required.</p> <p>We are working with the trade unions. https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf</p>		
Staff who may be at increased risk from coronavirus.	Staff anxiety Potential for staff to suffer serious illness if they contract coronavirus.	Staff in at risk group	Serious potentially fatal	<p>We recognise that some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the <u>COVID-19: review of disparities in risks and outcomes report</u>.</p> <p>We will remain alert to the findings of this research and respond to any changes in guidance accordingly.</p> <p>If people with significant risk factors are concerned, we will discuss their concerns and explain the measures the school is putting in place to reduce risks.</p> <p>Where practically possible we will accommodate additional measures to support staff where appropriate.</p> <p>We are having developed this risk assessment with reference to our Equalities Policies and Procedures to ensure that those affected by the control measures in</p>	L	L

				<p>this risk assessment are not unlawfully discriminated against.</p> <p>We note that people who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</p>		
Staff who may be at increased risk from coronavirus	<p>Staff anxiety</p> <p>Potential for staff to suffer serious illness if they contract coronavirus.</p>			<p>We recognise that some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the <u>COVID-19: review of disparities in risks and outcomes report</u>.</p> <p>We will remain alert to the findings of this research and respond to any changes in guidance accordingly.</p> <p>If people with significant risk factors are concerned, we will discuss their concerns and explain the measures the school is putting in place to reduce risks.</p> <p>Where practically possible we will accommodate additional measures to support staff where appropriate.</p> <p>We are having developed this risk assessment with reference to our Equalities Policies and Procedures to ensure that those affected by the control measures in this risk assessment are not unlawfully discriminated against.</p> <p>We note that people who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</p>	L	L
Staff training	Staff are not aware or do not understand the requirements for working safely.	All staff	Serious	In preparation for a full return on 1 September 2020 training and written instruction has been provided re: operating procedures outlined in this risk assessment to all staff. This includes:	L	L

				<ul style="list-style-type: none"> • What to do if they suspect that they or a member of their household has coronavirus (including testing arrangements) • Day to day organisations and procedures including arrangements for cleaning, staff welfare facilities, travel to work • The importance of keeping teaching groups separate during the day • Arrangements for breaktimes and lunchtimes • Safeguarding including the continued importance of all staff acting immediately on any safeguarding concerns and any updates to school procedures re: recording concerns, contacting DSL (or Deputy). • Procedures to follow if they suspect that a child in their group is displaying coronavirus symptoms • Changes to school behaviour policies • Curriculum adaptations required re: social distancing • Site security and fire safety including evacuation and lockdown procedures. • Use of PPE (where applicable). 		
Individual staff requirements	Concerns from staff in identified work groups	Clinically extremely vulnerable (Shielding)	Fatal/ Major	<p>We will review individual staff risk assessments in light of the implementation of the national lockdown and individual circumstances.</p> <p>We have taken note of government guidance (30/12/20) stating that: In local restriction tier 4 areas, individuals who are clinically extremely vulnerable are advised to work from home and where this is not possible, they should not go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP</p>	L	M

				<p>and may have been advised to shield in the past, most recently in November 2020.</p> <p>Staff should talk to their employers about how they will be supported, including to work from home where possible. Schools should continue to pay clinically extremely vulnerable staff on their usual terms.</p> <p>All other staff in local restriction tier 4 can continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.</p> <p>All staff can continue to attend school in local restriction tiers 1, 2 and 3.</p> <p>Under local restriction tier 3, staff and employers may wish to discuss flexibilities that support clinically extremely vulnerable staff, such as staggered start times to reduce travel during rush hour.</p> <p>See:</p> <p><u>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</u></p> <p>We will be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing.</p>		
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				We will continue to review individual staff risk assessments as necessary.		
		Clinically vulnerable	Serious	<p>We note that clinically vulnerable staff can continue to attend school where it is not possible to work from home. While in school we will support these staff to follow the protective measures in place in this risk assessment to minimise the risks of transmission. This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in the 'prevention' section of the guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others.</p> <p>While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children and adolescents.</p>	L	L
	Concerns from staff in identified work groups	Pregnant women		<p>We have taken note of government guidance (7/1/21) as follows:</p> <p>Any pregnant woman who is considered to be extremely clinically vulnerable will, in line with national shielding guidance be supported to work at home for the duration of the lockdown period.</p> <p>If home working is not possible, Pregnant women are considered 'clinically vulnerable' to coronavirus (COVID-</p>		

			<p>19) and therefore require special consideration as set out in the guidance for pregnant employees.</p> <p>We will carry out a risk assessment to follow the Management of Health and Safety at Work Regulations 1999 (MHSW). More information is available on workplace risk assessment for vulnerable people vulnerable people working in other industries. Information contained in the Royal College of Obstetricians and Gynaecologists, Royal College of Midwives guidance on coronavirus (COVID-19) in pregnancy should be used as the basis for a risk assessment.</p> <p>Pregnant women of any gestation will not be required to continue working if this is not supported by the risk assessment.</p> <p>We note that pregnant women from 28 weeks' gestation, or with underlying health conditions at any gestation, may be at greater risk of severe illness from coronavirus (COVID-19). This is because, although pregnant women of any gestation are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, for those women who are 28 weeks pregnant and beyond there is an increased risk of becoming severely ill, and of pre-term birth, should they contract coronavirus (COVID-19). This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness from coronavirus (COVID-19).</p> <p>All pregnant women will, as part of the risk assessment process be advised to practise frequent thorough hand washing, and cleaning of frequently touched areas in their home or workspace, and follow the measures set out in the system of controls section of this risk assessment to minimise the risks of transmission.</p>		
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				Pregnant women are not advised to be vaccinated against COVID-19.		
	Those living in a household with someone who is clinically extremely vulnerable		Serious	We will follow government guidance (7/1/21) that states that: People who live with those who are clinically vulnerable or clinically extremely vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and home settings.		
Use of supply teachers and other temporary or peripatetic staff	Potential for the introduction of coronavirus into the school		Serious	We note that it is permissible for supply staff and other temporary works to move between schools. We will ensure that such staff follow our control measures for the prevention of coronavirus and advise them to take particular care in minimising contact with pupils as far as is practicable. Where possible we will endeavour to engage staff on a consistent basis.	L	L
Use of volunteers	Potential for the introduction of coronavirus into the school		Serious	Volunteers may be used to support the work of the school, as would usually be the case. All volunteers will be expected to follow our control measures to reduce the spread of coronavirus. Mixing of volunteers across groups will be kept to a minimum, and they should remain 2 metres from pupils and staff where possible.	L	L

1:H Pupil wellbeing

Management of expectations within the school community	Anxiety within school community re: prevalence and effectiveness of infection control and social distancing measures.	All members of the school community	Serious	<p>Our communication with parents and pupils prior to our return in September will include information about:</p> <ul style="list-style-type: none"> • Arrival and departure from school and arrangements for parents to access the site • Arrangements for infection control • Pupil groupings • What school day will look like • Expectations for attendance • Expectations for the wearing of school uniform (government guidance is that this should be worn as usual). • The avoidance of travel to school via public transport at peak times and measures the school are taking to work with parents to alleviate this • Expectations re: any new behaviour systems that we have put in place to support our work in infection control and social distancing • What will happen if there is a case of coronavirus at the school. <p>We are using this as an opportunity to ensure that pupils' emergency contact details are up to date.</p> <p>Government guidance for parents is available at: https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term</p>	L	L
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Pupil Wellbeing during period of restricted attendance (from 5 January 2021)	Education and wellbeing of vulnerable pupils is detrimentally affected during the lockdown period.	Pupils	Serious	<p>We will allow and strongly encourage vulnerable children and young people to attend. Parents/carers of vulnerable children and young people will be strongly encouraged to take up the place.</p> <p>If vulnerable children and young people do not attend, we will:</p> <ul style="list-style-type: none"> • work together with the local authority and social worker (where applicable) to follow up with the parent or carer to explore the reason for absence, discussing their concerns using supporting guidance considering the child's circumstances and their best interests • work together with the local authority and social worker (where applicable) and other relevant partners to encourage the child or young person to attend educational provision, particularly where the social worker agrees that the child or young person's attendance would be appropriate <p>Where we grant a leave of absence to a vulnerable child or young person we will still speak to parents and carers, and social workers (where applicable) to explore the reasons for this and any concerns raised. These discussions will focus on the welfare of the child or young person and ensuring that the child or young person is able to access appropriate education and support while they are at home.</p> <p>Where providers have had to temporarily stop on-site provision on public health advice, they should inform the local authority to discuss alternative arrangements for vulnerable children and young people and work towards</p>	L	L
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				welcoming back pupils as soon as possible, where feasible to do so.		
Safeguarding	Safeguarding procedures are not followed thus exposing children and young people to unnecessary risk.	Pupils	Serious	<p>We will continue to have regard to the statutory safeguarding guidance, keeping children safe in education.</p> <p>We will review our child protection policy (led by their designated safeguarding lead) to reflect the move to remote education for most pupils.</p> <p>All staff working in the school (including supply staff) will be made aware of the revised policy.</p> <p>All those working in school will be made aware of the process for contacting the Designating Safeguarding Lead. A DSL will be available at all times whilst the school is operating.</p>	L	L
Remaining in contact with pupils at home	See Part 3: Maintaining educational provision in the event of a local outbreak					
Pupil wellbeing	Changing family circumstances likely to have an adverse effect of pupil's ability to reengage with school	Pupils and staff	Serious	<p>Contact with families has been made by school staff to ensure that they are aware of any potential issues and that relevant support is made available.</p> <p>Staff responsible for pupil groups have been briefed in advance and made aware of any existing support plans/ risk assessments etc, for individual pupils. Plans will be reviewed before the start of term 1 to ensure that pupil's needs are met.</p>	L	L
	Ineffective reintegration of young/ vulnerable pupils who have not been attending school for a number of weeks causes	Pupils and staff	Serious	As parents will not be able to stay with their children to support their reintegration, we will discuss arrangements on an individual basis where we anticipate difficulties in this area.	L	L

	anxiety and distress for parents and pupils			We will ensure that we have a contact number for the parent so that we can call to ask them to collect their child or provide reassurance to the parent if required.		
	Inadequate understanding or enforcement of pupil behaviour expectations.	Pupils and staff	Serious	The school Behaviour Policy has been updated to include expectations re: arrangements for social distancing and movement around school; hygiene rules. Consistent methods of communication ensure that staff, pupils and parents are aware of these.	L	L
Individual pupil medical requirements	Pupils in identified groups.	Extremely clinically vulnerable pupils (shielded)	Fatal/ Major	We will follow government guidance (30/12/20) that states that: The advice for pupils in local restriction tiers 1 to 3 who remain in the clinically extremely vulnerable group is that they should continue to attend school unless they are one of the very small number of pupils or students under paediatric or NHS care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend an education setting. Shielding advice is currently in place in tier 4 areas, and so all children still deemed clinically extremely vulnerable are advised not to attend school. Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school.	L	L

				https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people Where a pupil is unable to attend school because they are complying with clinical or public health advice, we expect schools to be able to immediately offer them access to remote education. Schools should keep a record of, and monitor engagement with this activity but this does not need to be formally recorded in the attendance register. Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.		
		Clinically vulnerable pupils	Serious	These pupils should attend school		
		Pupils living in a household with a person who is extremely clinically vulnerable.	Serious	These pupils should attend school		
		Those living in a household with a person who is clinically vulnerable.	Serious	These pupils should attend school		

		(Including pregnant)				
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1: I Provision of first aid and the administration of medication						
Provision of first aid		Pupils and staff	Serious	<p>We have reviewed our provision for first aid and have ensured that suitably qualified staff are on site at all times.</p> <p>Qualified first aiders are available as required (see below re: EYFS requirements).</p> <p>Where reasonably practicable we will ensure that opportunities for pupils to mix with pupils who are not in their group are limited during the administration of first aid/</p> <p>Normal hygiene precautions (handwashing and use of gloves) are taken when administering first aid.</p> <p>See below re: use of PPE and working in close proximity to an injured person.</p>	L	L
Provision for first aid in the EYFS	Inadequate first aid treatment exacerbates injury or pre-existing conditions.	EYFS pupils	Serious	<p>EYFS requirements: Whenever possible a Paediatric trained first aider is present when EYFS pupils are on site. We note that Gov't stated that from 24 April 2020 this remains the case where children aged 0-24 months are on site.</p> <p>FROM 26 NOVEMBER 2020 DISAPPLICATIONS NO LONGER APPLY.</p>	L	L

Administration of medication	Illness or injury to those who are unable to access their medication	Pupils and staff	Fatal/ major	<p>We have reviewed arrangements in place for the administration of medication and have ensured that staff responsible for groups of children are suitably aware of individual medical requirements as required (see below).</p> <p>School procedures for the administration of prescription and controlled medication will continue to apply.</p> <p>Parents have been advised that they must return any required medication to school; we will check that medication that has remained in school is still in date. Parents have been advised where this is not the case.</p> <p>Staff will wear PPE whilst administering medication if it is not possible to maintain 2m social distancing.</p> <p>Pupils/ students with allergies and/or those requiring medication (including asthma inhalers) will be known to all staff and their requirements identified on class lists for each teaching group.</p> <p>EHC Plans or other relevant Healthcare Plans to be shared with staff responsible for each teaching group.</p> <p>Adrenaline Auto-injectors (AAI) and asthma inhalers to be easily accessible and their whereabouts known by staff and pupils. Pupils requiring these will be placed in a group with a member of staff who has had the relevant training to administer the AAI and recognise the signs of an allergic reaction/asthma attack.</p> <p>They accept that in an emergency the importance of immediate action to save life takes precedence over social distancing.</p>	L	L

				<p>We will provide refresher training for all staff re: the requirements for individual children with known allergies and ensure that those supervising groups of children at lunchtime are aware of the importance of avoiding cross contamination.</p> <p>Tables will be cleaned after lunch, rubbish disposed of and bin emptied to avoid allergens remaining in the classroom for longer than necessary</p>		
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1: J Premises						
Preparation of school building	Failure to complete compliance checks renders the building unfit for use.	All premises occupants	Serious	<p>All systems have been recommissioned before re-opening, as would normally be done after a long holiday period. This includes gas, heating, water supply, mechanical and electrical systems, and catering equipment.</p> <p>Our fire safety systems have been checked including and making sure:</p> <ul style="list-style-type: none"> • all fire doors are operational • the fire alarm system and emergency lights are operational <p>All areas and surfaces have been cleaned and disinfected prior to reopening and if necessary, pest control deployed for insect infestations, particularly in the kitchen and/or food preparation areas. The kitchen has been deep cleaned too prior to reopening and before food preparation resumes.</p>	L	L

				See: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools		
Ventilation (Open windows and doors are recommended as a means of improving air circulation within the building)	Falls from height (open windows)	All premises occupants	Serious	<p>Whilst taking into consideration the necessity to increase ventilation by improving air circulation within the building we have advised staff that window opening restrictors must not be removed.</p> <p>This will be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> • mechanical ventilation systems – these will be 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) • natural ventilation – opening windows (in cooler weather windows will be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air • natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) <p>We note the following advice from HSE: https://www.hse.gov.uk/temperature/thermal/managers.htm</p>	L	L

				https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems NB Minimum workplace temperature is 16 degrees centigrade. Once the school is in operation, we will ensure it is well ventilated and a comfortable teaching environment is maintained. To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures will also be used as appropriate: <ul style="list-style-type: none"> • opening high level windows in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing. Including advising staff and pupils re: the value of layering clothing. • rearranging furniture where possible to avoid direct drafts Heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.		
	Additional doors and windows are left open compromising site security/fire safety.	All premises occupants	Serious	We have reviewed our site and identified doors that could remain open without compromising fire safety/ and or security. Here, for high risk areas such as kitchens and boiler rooms fire doors will be kept in the closed position. Lower risk rooms such as classrooms and offices may be propped open with removeable things - a weight or wedge - if there	L	L

				<p>are people present who will be tasked with removing it if the alarm goes off and at the end of the day.</p> <p>Door guards etc, will continue to be used to improve circulation in the building (and also reduce the need for touching the door handles).</p>		
Emergency Evacuation and lockdown	Failure to follow procedures leads to injury or loss of life.	Pupils and staff	Serious	<p>Measures necessary for additional ventilation of the building have been and will be assessed and will not compromise fire safety or site security arrangements.</p> <p>We have briefed staff who are aware of the measures to take in the event of an emergency evacuation or lockdown. Registers for different groups will be required.</p> <p>Safe evacuation/ lockdown takes priority over the maintenance of social distancing arrangements temporarily.</p>	L	L
	<p>Inadequate ventilation contributes towards the spread of coronavirus.</p> <p>Open windows in the winter months mean that the temperature in buildings is uncomfortable.</p>			<p>We will ensure that our building is heated to a temperature whereby staff and pupils can work comfortably whilst endeavouring to ensure that there are measures in place to ensure good ventilation.</p> <p>This will be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> mechanical ventilation systems – these will be 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) 	L	L

				<ul style="list-style-type: none"> • natural ventilation – opening windows (in cooler weather windows will be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air • natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) <p>We note the following advice from HSE: https://www.hse.gov.uk/temperature/thermal/managers.htm https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems</p> <p>NB Minimum workplace temperature is 16 degrees centigrade.</p> <p>Once the school is in operation, we will ensure it is well ventilated and a comfortable teaching environment is maintained.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures will also be used as appropriate:</p>		
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				<ul style="list-style-type: none"> opening high level windows in preference to low level to reduce draughts increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) providing flexibility to allow additional, suitable indoor clothing. Including advising staff and pupils re: the value of layering clothing. rearranging furniture where possible to avoid direct drafts Heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. 		
<p>Lettings</p> <p>See notes with RA</p>	<p>School control measures re: cleaning, social distancing etc are compromised leading to increased risk of infection, expense and possible reputational damage.</p>	<p>Pupils</p> <p>Staff</p> <p>Wider community</p>	<p>Serious</p>	<p>Where we are satisfied that it would be safe to do so, and in accordance with the guidance set out for activities permitted during the lockdown period</p> <p>National lockdown: Stay at Home - GOV.UK (www.gov.uk)</p> <p>we may choose to open up or hire out our premises for use by external bodies or organisations, such as external coaches or after-school or holiday clubs or activities.</p> <p>In doing so, we will ensure that we are considering carefully how such arrangements can operate within our wider protective measures and also have regard to any other relevant government guidance set out in</p>	L	L

				<p>https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities (NB this document contains details of the application of 'the rule of 6' and permitted activities)</p> <p>Where opening up school leisure facilities for external use, we will do so in line with government guidance on <u>working safely during coronavirus (COVID-19) for providers of grassroots sport and gym or leisure facilities</u>.</p> <p>(See Section 1: N re: operation of Breakfast and After School Clubs)</p>		
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1: K Curriculum delivery: Music and PE						
Curriculum delivery: Music	Increased likelihood of infection from coronavirus from playing musical instruments and singing.	Pupils and staff		<p>Shared instruments are cleaned thoroughly before being used by other children.</p> <p>Singing, wind and brass instrument playing can be undertaken in line with this and other guidance, in particular guidance provided by the DCMS for professionals and non-professionals, available at <u>working safely during coronavirus (COVID-19): performing arts</u></p> <p>We will reduce the risk of transmission by physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-</p>	L	L

				<p>back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation.</p> <p>We have an operating procedure for cleaning any shared instruments.</p> <p>We will mitigate the potential aggregate risk of aerosol transmission by:</p> <ul style="list-style-type: none"> • Playing instruments and singing outdoors where possible. If indoors limiting numbers where necessary to take account of space. • If indoors using a room with as much space as possible eg: large room with high ceiling. Limiting numbers to take into account ventilation and the ability to social distance. • Singing, wind and brass playing will not take place in larger groups such as choirs and ensembles or assemblies unless significant space, natural airflow (at least 10l/s/person for all present including audiences) and strict social distancing is in place. • In smaller groups where activities can take place strict social distancing between each singer and player and between singers and players and any other persons eg: conductors or accompanists. Current guidance is that if the activity is face to face and without mitigating actions 2m is appropriate. • Pupils should be positioned back to back or side to side when playing or singing (rather than face to face) whenever possible. Position wind and brass 		
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				<p>players so that the air from their instrument does not blow into another player.</p> <ul style="list-style-type: none"> • Microphones will be used where possible or singing to be carried out quietly <p>When handling instruments:</p> <ul style="list-style-type: none"> • Increased handwashing is required before and after handling equipment particularly if it is being used by more than one person. • Sharing equipment will be avoided. Any shared equipment including cases, props, chairs and microphones must be disinfected regularly and always between users. • Instruments should be cleaned by the pupils playing them where possible. • Handling of music, parts and scripts to be limited to individual using them only. Pick up and drop off points to be set up rather than passing equipment etc hand to hand. 		
Curriculum delivery: Drama and dance	Increased likelihood of infection from coronavirus	Pupils Staff	Serious	<p>In addition to the adherence to agreed pupil groupings particular care will be taken to maintain social distancing.</p> <p>Staff will not physically correct pupils.</p> <p>Lessons will be devised that do not incorporate opportunities for contact between pupils</p>	L	L

				<p>Background or accompanying music will be kept at levels that do not encourage teachers or other performers to raise their voices unduly.</p> <p>Microphones will be used to reduce the need for shouting/raised voices. If it is necessary to share these they will be cleaned between use by individuals.</p>		
<p>Curriculum delivery:</p> <p>Physical Education</p>	Increased likelihood of infection from coronavirus	Pupils and staff	Serious	<p>We have flexibility to decide how physical education, sport and physical activity will be provided to pupils attending school while following the measures in our system of controls.</p> <p>Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups.</p> <p>Schools can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within their own system of controls. However, outdoor activities and sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sport setting because of the way in which people breathe during exercise.</p> <p>The ability for schools to offer team sports is likely to be limited. Where we are considering team sports schools</p>	L	L

				<p>must only consider those sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government i.e., sports on the list available at grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events.</p> <p>Competition between different schools will not take place.</p> <p>We will refer to advice from organisations such as the Association for Physical Education, Sport England and Youth Sport Trust. Activities such as active miles, making break times and lessons active and encouraging active travel help to enable pupils to be physically active while encouraging physical distancing.</p>		
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1: L Social distancing in the wider school environment						
The rationale for our approach is set out in a separate operating procedure which will be retained for reference with this risk assessment.						
Arrival and departure from school	Exposure to infection from inadequate social distancing	Pupils and staff	Serious	We will review start/ finish times to keep groups of pupils apart as they arrive and finish school. This will not involve the loss of teaching time	L	L

Circulation within the building	Exposure to infection from inadequate social distancing	Pupils and staff	Serious	<p>We will arrange for pupils to access rooms directly from outside where possible.</p> <p>Circulation routes around the school have been reviewed. Where possible there are one-way circulation routes in corridors and stairways.</p> <p>Arrangements are in place to stagger breaktimes and lunchtimes to reduce numbers accessing circulation routes.</p>	L	L
Lunchtimes	Exposure to infection from inadequate social distancing during preparation and serving of food (catering staff)	Pupils and staff	Serious	<p>Liaison with catering contractors is in place.</p> <p>Providing packed lunch only initially</p> <p>Our own catering staff arrangements for social distancing have been implemented.</p>	L	L
	Exposure to infection from inadequate social distancing: Collection of food by pupils and eating arrangements	Pupils and staff	Serious	<p>Pupils will enter the lunch area in their existing groups.</p> <p>Groups to be kept apart as far as possible.</p> <p>We have addressed the potential for eating in classrooms and will use/use this option if necessary, as long as suitable levels of supervision can be achieved and cleaning is carried out before and after the consumption of food.</p>	L	L
Breaktimes	Exposure to infection from inadequate social distancing: breaktimes	Pupils and staff	Serious	<p>Outside areas can be shared but pupils will remain in their distinct groups. Different groups of pupils (whole years) must not play sports or games together.</p> <p>Outdoor equipment will be cleaned regularly. Multiple groups of children will not use it simultaneously.</p>	M	L
Public performances	Exposure to infection from inadequate social distancing.	Pupils Staff	Serious	We will not host performances with an audience during the lockdown period.	L	L

		Wider community				
Educational visits	Exposure to infection from inadequate social distancing etc	Pupils and staff	Serious	We will not undertake any educational visits during the lockdown period.	L	L

1:M Social distancing: Offices and shared staff areas						
School Reception areas	Exposure to infection from inadequate social distancing: visitors to school.	Pupils and staff	Serious	<p>Any visitors to site are to be by appointment only. Parents have been advised that they should call the office rather than coming into school.</p> <p>Door entry systems to be adjusted so that visitors cannot enter the reception area where there is not a physical barrier between office staff and visitors.</p> <p>Signage has been erected to advise visitors of social distancing protocols.</p> <p>Consultations with parents/ outside agencies etc, to take place over the phone/ video conferencing where feasible. If this is not possible 2m social distancing will be observed in any consultation room and the room cleaned after use.</p> <p>Payments to be online/ contactless where possible. Office staff to wear gloves when handling cash.</p> <p>Hand sanitiser will be provided to all persons entering premises with signage to explain control measures etc.</p>	L	L
	Exposure to infection from deliveries arriving at the school.	Staff	Serious	Clear guidance for delivery drivers to be placed at the school entrance to include advising the school reception by phone of their arrival.	L	L

				<p>School staff will advise the delivery driver of a safe space to leave the goods and must not come into contact with the driver.</p> <p>Where it is not feasible to quarantine deliveries staff must wash their hands after unpacking items and dealing with waste packaging.</p>		
	Violence and aggression towards school staff causes injury and distress	Pupils and staff	Serious	<p>We will maintain transparency and regular contact with all members of the school community.</p> <p>Regular briefings/updates for all staff so that they are aware of school response to the COVID 19 virus and can communicate consistently to those who ask.</p> <p>Readiness to deploy the range of behaviour remedies if behaviour becomes unacceptable from warning to full banning from site/sect 547 warnings/action.</p>	L	L
Other work areas	Exposure to infection from inadequate social distancing: other work areas	Staff	Serious	<p>We are continuing the opportunity for working from home for PPA time/ office staff where work does not involve direct contact with pupils, etc.</p> <p>Staff meetings will be held remotely; if this is not possible 2m social distancing guidance will be followed.</p> <p>Furniture reconfigured in staff areas to allow 2m distancing;</p> <p>All areas are cleaned regularly, a dishwasher is available for cleaning crockery, utensils etc. No tea towels or hand towels are to be used.</p> <p>IT equipment should not be shared. If this is not possible keyboards and work areas must be cleaned between use.</p>	L	L

Contractors working on the premises.	Exposure to infection from inadequate social distancing/ hygiene arrangements	All	Serious	<p>All contractors working on the premises will be required to follow control measures listed for visitors above. Where possible they will be required to visit after school hours.</p> <p>For areas where there are larger scale building projects in place, contractors will remain entirely separate from the school community.</p>	L	L
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1:N Afterschool and breakfast clubs						
Afterschool and Breakfast Clubs	Arrangements for infection control, social distancing etc are not practised at Breakfast and Afterschool Club thus increasing the risk of infection within the school community.	All members of the school community	Serious	<p>We will continue to offer this provision for children attending our site during the lockdown period. Guidance for operating during the lockdown period may be found as follows:</p> <p>https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</p> <p><u>Where school is the provider:</u></p> <p>Control measures re: hygiene, cleaning etc set out above will be followed. Children will remain in their year group or bubbles where possible. Otherwise we will group children in small consistent groups. .We will retain records of attendance and groupings.</p> <p>Multiple groups may use the same space with distancing between the groups. Here other protective measures set out within this risk assessment will be in place</p>	L	L

				<p><u>If an external provider is used on school premises:</u></p> <p>We will liaise with the external provider to ensure that they are aware of the control measures set out in our risk assessment and guidance above. We will support them in matching or exceeding the expectations set out within it.</p> <p>We will share information re; grouping our grouping of pupils so that these are maintained where possible.</p> <p>As with physical activity during the school day, contact sports should not take place.</p>		
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Part 2: Maintaining educational provision in the event of a local outbreak

Maintaining contact with pupils staying at home	Safeguarding concerns are not reported; pupil/student is placed at risk.	All	Serious	Concerns may become apparent during interaction in the community, online communication etc	L	L

				All school staff to be aware of arrangements in place for contact school DSL/ Deputies during the closure period.		
	Enhanced risks to pupils re: online safety resulting from increased internet exposure; working remotely without access to support from peer group and school	Pupils	Serious	School to provide information to parents and pupils re: online safety. Including encouraging parents to set up age-appropriate parental controls and internet filters as applicable. Also signposting to support available for reporting bullying and online abuse. School to make parents aware of sites they are asking their children to use and school staff their child will interact with.	L	L
	E-Safety. Inappropriate staff contact with pupils/ students	Pupils	Minor to Serious	School E-Safety Policies continue to apply. Communication must only take place through school channels approved by the senior leadership team. Staff must not make informal arrangements to contact students using their own phones/ devices etc.	L	L
	Injury or contamination of staff undertaking home visits. Vulnerable pupils/ students are 'missed' through lack of contact etc.	Visiting staff	Serious	Staff to follow government guidance on social distancing. Speak to families on the door step or through a window if they are self-isolating. Any home visit will be carried out by 2 members of staff subject to risk assessment associated with that home, location and family profile. School Lone Working Procedures to be followed (including the maintenance of a school contact during the visit). Where the family is self-isolating ask that the child comes to the window so that they can be seen by professionals. If phoning families we will speak to the child as well.	L	L

PART 3: Arrangements for staff working from home during a local outbreak

Use of display screen equipment eg: laptop, desktop etc.	Back/neck/wrist injury from poor posture and use of equipment over a prolonged period of time.	Staff working from home	Serious	<p>We follow guidance from HSE (March 2020) as follows:</p> <p>For those people who are working at home, the risks associated with DSE must be controlled. This includes doing home workstation assessments. However, there is no increased risk from DSE work for those working at home very temporarily.</p> <p>We have provided workers with advice on completing their own basic assessment at home using: www.hse.gov.uk/pubns/ck1.pdf</p> <p>We advise staff that there are some simple steps to be taken to reduce the risks from display screen work:</p> <ul style="list-style-type: none"> • breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity • avoiding awkward, static postures by regularly changing position • getting up and moving or doing stretching exercises • avoiding eye fatigue by changing focus or blinking from time to time. 	L	L
Data protection	Data breach exposes staff or students to risk of harm. Data breach is undetected.	All	Serious	<p>All staff have received GDPR training and are aware of their responsibilities re: use and transfer of personal data.</p> <p>School Data Protection Policies and Procedures apply.</p> <p>Staff are aware of their responsibilities for reporting a data breach to relevant staff at school. Our DPO is involved if required.</p>	L	L

Workplace stress exacerbated by social isolation.	Depression Anxiety and other forms of mental illness	Staff working from home	Serious	Opportunities are in place for regular contact from line managers and colleagues. Albeit remotely via online methods. Access to counselling services is provided by Interchange (South Glos). All staff have been provided with details of this for use at home.	L	L

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Background, context and references

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2.4 Test administration

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2.7 Incident reporting

Section 3

Action Plan

The National Testing Programme

This risk assessment has been developed with reference to the NHS Test and Trace COVID-19 National Testing Programme How to Guide: Rapid testing of primary and nursery workforce. It should be read in conjunction with this document and other material available in the **DFE Portal**:

[Primary Schools Document Sharing Platform – Google Drive](#)

We note this portal is being regularly updated by the DFE.

Schools are required to carry out the testing programme in line with the terms set out in the agreement document published on the document sharing platform: [Primary Schools Agreement Mass Testing Roll-Out.pdf - Google Drive](#)

Lateral Flow Device Testing in Primary and Nursery Schools

Lateral Flow testing kits will be provided to all staff in primary and nursery schools. Participation in the programme is voluntary.

Testing is important because staff could be carrying the virus without knowing it and may spread it to others. Testing all staff without symptoms will support schools and nurseries to continue to operate.

All staff in primary and nursery schools are being provided with Lateral Flow Devices for use at home. Staff will be asked to carry out twice weekly testing at home (3 to 4 days apart) before they come into the workplace. Any member of staff who obtains a positive test result from their lateral flow test or who obtains two void tests must, in conjunction with other members of their house self-isolate and follow advice from NHS Test and Trace.

A negative test result indicates that the person taking the test was not infectious at the time of the test. It is not a guarantee that they do not have coronavirus. Those with a negative test result must still follow national guidelines which include regular handwashing, social distancing and the wearing of face coverings as required.

Section 2:

What is the Task/Activity or Environment you are assessing?	What Hazards are present or may be generated? (Use a row for each one identified)	Who is affected or exposed to hazards?	What Severity of Harm can reasonably be expected? (See Table 1)	What Precautions (Existing Controls) are already in place to either Eliminate or Reduce the risk of an accident happening?	What Likelihood is there of an accident occurring? (See Table 1)	What is the Risk Rating ? (See Table 2 and 3)
2.1 ENGAGEMENT IN THE PROCESS						

Periodic home testing by staff (every 3-4 days until further notice).	Member of staff does not participate in periodic testing. Potential for greater likelihood of transmission of coronavirus within school (and wider community).	All members of school community	Serious	<p>Participation is voluntary for the programme and active consent is required by staff.</p> <p>Written Information provided to all staff re: importance of home testing and explanation of the process involved. Template letter available on portal.</p> <p>If any pupil or staff member does not wish to consent to take part in testing, they will still be able to attend unless they develop symptoms or are required to self-isolate because a member of their household is waiting a test result or has tested positive.</p> <p>We note that we are also able to offer tests to other professionals associated with the school should they wish to be involved. Add detail here re: own arrangements for this.</p>	L	L
2.2 STORAGE AND DISTRIBUTION OF TESTS						
Storage of test kits	<p>Deterioration of the tests due to storage at wrong temperature.</p> <p>Loss, damage or theft of testing materials.</p>	All members of school community	Moderate	A secure area has been allocated for the storage of testing kits prior to distribution. (between approx. 2 degrees C-30 degrees C).	L	L
Distribution of test kits	Non-compliance with existing social distancing arrangements during distribution of tests leads to spread of coronavirus.	All members of school community	Severe	<p>Test kits will be prepared in advance for quick collection.</p> <p>Dedicated area for collection (Board room)</p> <p>Staggered pick up times maybe necessary.</p> <p>2 m distance if queuing</p> <p>Face coverings to be work</p>	L	L

				Room to be ventilated		
2.3 WORKFORCE						
Workforce requirements	Inadequate training and supervision of staff leads to inaccurate test administration. This could prevent the school responding to positive test results and reporting incidents.	All members of school community	Moderate	<p>Those involved in the administration of the programme have attended DFE webinars (18/01/21 & 19/01/21)</p> <p>All staff involved in administration of home testing have read How to Guide: Rapid testing of the primary and nursery workforce.</p> <p>Group session to go over materials on the portal provided.</p> <p>We have identified 'COVID-19 Coordinator' and 'Registration Assistant' (could be the same person).</p>	L	L
2.4 TEST ADMINISTRATION						
Data Protection	Unauthorised sharing of personal data for test participants	All members of school community	Moderate	<p>All staff have been given the Privacy Notice provided by the DFE</p> <p>Staff administering the process understand their responsibilities with respect to the confidentiality of personal data.</p>	L	L
Allocation of test kits	Maladministration means that it is not possible to trace test kits if recall is required or further follow up needed by NHS	All members of school community	Moderate	<p>All documents received with test kits eg: delivery notes etc to will be retained.</p> <p>Test Kit Log (see portal for template) to be maintained according to instructions set out in 'How to Guide' (see above).</p> <p>Test Kit Log to include: name of school/nursery; name of person issuing test; date of issue; lot number of test;</p>	Medium	Low

				<p>confirm receipt of New Instructions for Use; name of person issuing test.</p> <p>We note that we are required to retain a copy of the Test Kit Log for a period of twelve (12) months from the date of the last entry to be made by the School in the Test Kit Log.</p>		
2.5 THE HOME TESTING PROCESS						
Damaged test kit	Staff are unable to complete test Result is inaccurate or void	All members of school community	Moderate	<p>Staff advised via training video that they must not use test kits where the contents are damaged and should advise the COVID-19 coordinator where this is the case.</p> <p>We will provide a replacement test kit and report to DFE if there are multiple issues.</p>	L	L
Self-swabbing	Injury during the self-swabbing process	All members of school community	Low	<p>Test kit provided by the NHS conform to MHRA standards and has been approved for use at home.</p> <p>Staff have been advised to read the accompanying instructions and watch: Step by step guide to COVID-19 self-testing - YouTube </p>	L	L

Access arrange – ments	Staff are unable to access instructions (eg: translation required or alternative format required).	Individual staff	Moderate	SLT to speak individually to members of staff and offer a number of sessions to discuss.	L	L
	Staff are unable to self-administer the tests	Individual staff	Low	Training video sent out and opportunity for staff to ask for help.	L	L
Inappropriate / unauthorised use of test kit in the home environment	Inappropriate/ unauthorised use of test kit in the home environment causes injury to other members of the household.	All members of school community	Low	Test kit provided by the NHS conform to MHRA standards and has been approved for use at home.	L	L
2.6 MANAGEMENT AND COMMUNICATION OF RESULTS						
Response to a positive test result	Potential for infected person to come into contact with other individuals.	All members of school community	Moderate	Staff have been provided with instructions re: reporting test results. Where a member of staff reports a positive result, we will follow our existing procedures for tracking contacts etc in line with PHE/local guidance.	L	L
Management of results	School	All members of school community	Moderate	A COVID-19 Test Register has been set up (see portal for template). This enables us to track results and engagement with the testing process.	L	L

				The COVID -19 Test Register will be retained until further notice.		
2.7 INCIDENT REPORTING						
Incident Reporting	Incident occurs that could affect the quality or safety of the testing process (local issue or more widespread)	All members of school community	Moderate	<p>Covid-19 Coordinator will retain a log of any incidents that occur and report these to the DFE Helpline. (Time, date and details will be recorded).</p> <p>We note that the DFE may contact us for feedback on the process.</p>	L	L

Section 3 – ACTION PLAN

Instructions for completion

1. Any item that has a risk rating of Red or Amber in section 2 above - the right-hand risk rating column needs to be addressed in this action plan. When you have completed this section, then decide and complete the box on page 2 that confirms when you will review this whole assessment. When you then review the assessment: 1. clear the review date box and 2. Move all the controls in the action plan section up into the main section to show they are now incorporated into what you do. *Now reassess and see if you can decrease the risk rating conclusions?*
2. When an item can be removed altogether (e.g. a dangerous staircase is removed) it can be deleted from section 2 but there must be a historic evidence trail (see point 4)
3. Some items are so high hazard that they will never be reduced to a risk rating lower than Medium – these must be kept in the action plan but can be marked as addressed and all being done that is reasonably practicable.
4. The original document and any changes to the Risk Assessment, over time, need to be documented for record-keeping purposes. This is especially relevant in the event of any legal claims.

What is the Hazard you need to Control? (high or amber from the risk rating column above)	What Additional Precautions do you need to either eliminate or reduce the risk to an acceptable level.	Who is Responsible for implementing these controls?	When are these controls to be implemented (Date)?	When Were these controls implemented (Date)?
HIGH item 1				
HIGH item 2				
MEDIUM item 1				
MEDIUM item 2				
MEDIUM item 3				

References: Describe what standards are being applied (such as HSE Approved code of practice or Design and technology association training course guidance etc.) other supporting material. This can of course include the MAT/Establishment's own policies and guidance. For major risk assessments notes of consultation or other discussion may also be useful.

1. .
2. .
3. .
4. .

Information to Aid the completion of the Risk Assessment format

Table 1: Definitions

Potential Severity of Harm	Meaning of the harm description	Likelihood of Harm	Meaning of likelihood
Fatal/Major Injury	Death, major injuries or ill health causing long term disability/absence from work.	<i>High (frequent)</i>	Occurs repeatedly/ to be expected.
Serious Injury	Injuries or ill health causing short-term disability/absences from work (over three days absence)	<i>Medium (possible)</i>	Moderate chance/could occur sometimes.
Minor Injury	Injuries or ill health causing no significant long-term effects and no significant absence from work.	<i>Low (unlikely)</i>	Not Likely to occur

Table 2: Risk rating matrix: Potential severity of Harm + Likelihood of Harm = Risk rating

	+ High (Likely)	+ Medium (Possible)	+ Low (Improbable)
Fatal/Major Injury	VERY HIGH Risk	HIGH Risk	MEDIUM Risk
Serious Injury	HIGH Risk	MEDIUM Risk	LOW Risk
Minor Injury	MEDIUM Risk	LOW Risk	No Significant Risk

Table 3: Action required: Key to Ranking and what action to take.

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VERY HIGH Risk	STOP ACTIVITY! Take action to reassess the work/activity and apply reduction hierarchy before proceeding.
HIGH Risk	Action MUST be taken as soon as possible to reduce the risks and before activity is allowed to continue.
MEDIUM Risk	Implement all additional precautions that are not unreasonably costly or troublesome and monitor the situation on an agreed frequency.
LOW Risk	Monitor and review your rolling programme.

