

COVID-19 Risk Assessment: September 2021

Site / school name:			
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> ▪ Staff ▪ Catering staff ▪ Cleaners ▪ Pupils 		
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none"> ▪ General childcare / wrap-around care & education provision during COVID-19 including social-distancing and minimising contacts. ▪ Cleaning and sanitisation ▪ Food and catering services provision ▪ Property maintenance and statutory compliance ▪ General site occupancy and site movement ▪ Personal hygiene 		
Equipment and materials used:	<ul style="list-style-type: none"> ▪ General class and teaching materials ▪ Cleaning materials and equipment ▪ Catering equipment 		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> ▪ All school premises 		
What are the hazards?	<ul style="list-style-type: none"> ▪ Potential for spread of COVID-19 between persons at school showing symptoms of coronavirus or those who are confirmed to have coronavirus. 		
Who might be harmed and how?	<ul style="list-style-type: none"> ▪ Staff, pupils, contractors, and visitors may catch COVID-19 via direct or indirect contact with carriers whilst on site. ▪ Potential for spread to other family members / persons. 		
Name of person completing this risk assessment:	Luisa Gould/ Rebecca Misselbrook	Date of completion:	1.9.21
Risk assessment approved by:		Date of approval:	
Date risk assessment to be reviewed by:		Risk assessment no:	

Risk Consideration Priority Matrix

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

Key Changes in Approach

Mixing & Bubbles

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

Tracing Close Contacts & Isolation

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

Face Coverings

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

Stepping Measures Up & Down

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

Control Measures

1. Ensure good hygiene for everyone
2. Maintain appropriate cleaning regimes
3. Keep occupied spaces well ventilated
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19
- 5.

COVID-19 Risk Assessment: September 2021

Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
--------------------	--------------------------------	------------------------	----------------------------

Instructions for Using This Template:
 This document uses, as its basis, the original Risk Management Plan (RMP) Template issued in May 2020 and follows the issuing by the Government of Schools COVID-19 Operational Guidance After 19th July 2021. Please click [HERE](#) to view the full guidance. This revised template takes account of the new, much reduced, Government guidance and is, therefore significantly smaller (71% smaller) when compared to previous Risk Management Plans:

- Consider and complete the risk sections below with satisfactory management arrangements, further actions and a RAG-Rating - remember that the requirement is for sensible and proportionate control measures which follow the health & safety hierarchy of control to reduce the risk to the lowest reasonably practicable level given a schools particular and individual circumstances.
- Sections that are “greyed-out” are, those where management arrangements / actions / methodology identified in your previous RMP will remain generally appropriate, however, rather than merely copying / pasting them across, you must still consider their adequacy going forward for the purposes of this updated document in the event that those arrangements need revising to take account of experience and “lessons learned” during the pandemic.
- Sections highlighted in yellow are, essentially, “new” (but familiar) and will need to be completed by the schools in light of the latest Government guidance.
- Please read through the whole of this template prior to completing your Risk Assessment - any questions, please contact Estates.

<p><i>Description of the prioritised areas of risk and issues identified by the Trust as requiring consideration as part of this Risk Assessment Process.:</i></p>	<p><i>Please identify and describe how each risk consideration factor has been reviewed, rationalised and applied (or achieved differently / improved upon) at school level and what management arrangements have been put in place.</i></p>	<p><i>Identify and describe any additional actions or management arrangements that will need putting in place, over and above those already implemented, in order to ensure that risks are mitigated and managed effectively.</i></p>	<p><i>Identify any residual risks and issues that require further action and / or support and apply a RAG rating colour as per the matrix at the end of this document.</i></p>
--	--	---	--

Hand Hygiene

<p>Ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser. The school has maintained good supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable and frequent sanitisation of pupil’s hands on arrival / before going into classrooms, before changing rooms, following breaks, before / after meals, following the use of toilets etc.</p>	<ul style="list-style-type: none"> ▪ Hand soap dispensers installed in all toilets. Hand sanitizer dispensers also placed in key areas around the school ▪ Hand soap and paper towels available at the sinks in all classrooms ▪ Routines in place for hand washing at key times i.e., entry into the building at start of the day and after breaks, before snack, before and after lunch ▪ Daily checking of soap levels in dispensers ▪ Jose Agrela (PM) responsible for ordering the above and ensuring supplies do not run low 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
--	---	---	---

Respiratory Hygiene			
<p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach with enough tissues and bins available in the school to support pupils and staff to follow this routine.</p>	<ul style="list-style-type: none"> ▪ Bursar to monitor supplies of tissues and ensure prompt ordering ▪ Tissues in each classroom, hand sanitiser in classrooms (also have non-contact ones around the school) ▪ Children are in good habits and all staff encourage this – everyone is very well practiced 	<ul style="list-style-type: none"> ▪ 	
▪ Use of PPE			
<p>Most staff in schools will not require PPE beyond what they would normally need for their work. Notwithstanding, the school has suitable arrangements in place to follow the guidance on the Use of PPE in Education, Childcare and Children's Social Care Settings which includes information on the use of PPE for COVID-19.</p>	<ul style="list-style-type: none"> ▪ PPE to be stored in the medical room for use when treating pupils, where appropriate ▪ PPE will be stored in the Nursery for members of staff to use when helping children with toileting ▪ Face coverings to be worn in corridors and all communal areas including the staffroom and staff meetings. 	<ul style="list-style-type: none"> ▪ 	
▪ Cleaning Regime			
<p>Staff or contractors engaged in cleaning are provided with suitable PPE and are competent to undertake their cleaning duties. Risk assessments are in place for cleaning activities and chemicals not accessible to staff or pupils. Please refer to the Estates guidance on cleaning</p>	<ul style="list-style-type: none"> ▪ Premises officer / SBM to review and re-distribute Risk Assessments for cleaning activities and chemicals, as and when guidance is amended ▪ All cleaning staff who may need to use PPE are trained in the use of, and supplied with the necessary PPE 	<ul style="list-style-type: none"> ▪ 	
<p>The school has in place suitable cleaning programme to take into account the increased cleaning of commonly used items such as handles, counters, IT equipment etc.</p>	<ul style="list-style-type: none"> ▪ Staff members will continue with cleaning responsibility throughout the day i.e., door handles, counters etc ▪ Suitable disposable cleaning wipes provided to all classrooms, ICT suite and breakout areas for the 	<ul style="list-style-type: none"> ▪ 	

	<ul style="list-style-type: none"> cleaning of IT equipment prior to use. If use is essential <ul style="list-style-type: none"> ▪ Promethean cleaning to be undertaken with microfiber or 100% cotton cloth with a solution of 50% isopropyl alcohol and 50% water in a spray bottle ▪ Cleaning RA completed by SBM and Premises Officer – shared with site team during INSET training on 2nd September 2021 		
<p>Cleaning is undertaken at a time where minimal disturbance is likely, reducing the risk to building occupants.</p>	<ul style="list-style-type: none"> ▪ Cleaning staff will undertake a full clean at the end of each school day, once most occupants have left the building ▪ Staggering of lunchtime will continue to allow time for staff to clean surfaces between sittings ▪ Cleaners have been trained to a higher level by the new premises officer. Cleaning is now of a high standard 	<ul style="list-style-type: none"> ▪ 	
<p>Staff or pupils with medical / intimate care needs have been assessed and relevant consents in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE when required (e.g. where 2m social-distancing cannot be maintained). Guidance from LA has been provided to manage pupils with intimate care needs.</p>	<ul style="list-style-type: none"> ▪ Staff and pupils with medical needs have been recognised and assessed and have HCP in place ▪ Some pupils have additional adaptations due to the level of intimate care required to sufficiently meet their needs ▪ All staff and student medical needs have been reviewed ▪ Staff who work with pupils who have specific medical needs have been appropriately trained, including how to use PPE 	<ul style="list-style-type: none"> ▪ 	
Ventilation			
<p>Suitable arrangements are in place to ensure good levels of ventilation throughout the school day whilst not compromising security or safeguarding.</p>	<ul style="list-style-type: none"> ▪ Staff open windows on arrival into school each day. The premises officer opens the windows in the EYFS where fixings are stiffer and more difficult to open 	<ul style="list-style-type: none"> ▪ 	
<ul style="list-style-type: none"> ▪ Symptomatic or COVID-Positive Individuals 			

<p>Suitable arrangements are in place for such individuals (and affected siblings):</p> <ul style="list-style-type: none"> To not come into school (to quarantine) To be sent home if symptoms develop whilst in school. For those sent home to avoid public transports and be collected by a family member 	<ul style="list-style-type: none"> Updated guidance on 7 day self-isolation period has been shared with parents/carers and staff 4.1.22. If a child shows symptoms of COVID-19, the pupil will be isolated (see details below), and the office will be informed to collect the child from school. Next steps will take place in line with the school's Positive COVID-19 Plan Remote learning is set for any pupil self-isolating in line with the WM Remote Learning Policy. 	<ul style="list-style-type: none"> 	
<p>In the case of a COVID-19-symptomatic child awaiting collection; provide, if possible:</p> <ul style="list-style-type: none"> A suitable room where they can be isolated behind a closed door (if this is not possible, then establish an area which is at least 2 metres away from other people. Depending on the age / needs of the child and if required, appropriate adult supervision (wearing appropriate PPE if close contact is necessary). An open window for ventilation. <p>If they need to go to the bathroom while waiting to be collected, they should use a separate facility if possible. The facility used must be thoroughly cleaned and disinfected before use by anyone else.</p>	<ul style="list-style-type: none"> The office next to Elm class will be used as an isolation room for pupils in KS2 Pupils in KS1 and EYFS will wait in their group rooms. These will be deep cleaned after the child has left the building PPE will be kept in the first aid room The premises officer will be notified immediately to deep cleaning after use 	<ul style="list-style-type: none"> 	
<p>Asymptomatic Testing</p>			
<p>While there is no requirement for primary school pupils to be tested over the summer period, schools have suitable arrangements in place to step-up testing measures in response to changing local circumstances</p>	<ul style="list-style-type: none"> If positive COVID-19 numbers rise, the school will follow the Outbreak Management Plan (Contingency plan) If positive COVID-19 numbers increase in the local area, staff will be extra vigilant in reporting concerns to the senior team Parents will be reminded about protocols re: LFD and PCR testing, and isolation, if any family 	<ul style="list-style-type: none"> 	

	<ul style="list-style-type: none"> members show symptoms of COVID-19 Pupils will not be allowed back to school until the isolation period ends 		
Confirmatory PCR Tests			
<p>Suitable arrangements are in place to ensure that any individuals with a positive LFD test result self-isolate pending the outcome of a PCR test within 2 days</p>	<ul style="list-style-type: none"> All staff were reminded during the INSET on 2.9.21 and 4.1.22 re: isolating pending the outcome of a positive LFD test All staff are encouraged to take an LFD test twice weekly (Sunday and Wednesday). Staff informed of daily LFD testing if identified as a close contact of someone who has tested positive for COVID-19. 		
Test & Trace			
<p>Confirmation that the school has a sound understanding of Trust COVID-19 reporting protocols and the NHS Test & Trace process and, in respect of the latter, that relevant information has been passed on to staff and parents / carers.</p>	<ul style="list-style-type: none"> Staff have a clear understanding of COVID-19 reporting protocols and the NHS Test and Trace process All guidance on reporting test/trace has been shared with parents All staff now offered LFD tests twice a week. This information has also been shared with parents 		
Clinically Extremely Vulnerable Children			
<p>Suitable arrangements are in place to enable all CEV pupils to attend school with the exception of those under paediatric or other specialist care who have been advised by their GP or clinician not to attend.</p>	<ul style="list-style-type: none"> Staff are fully aware of pupils in their class who are CEV Pupils who are CEV have an individual risk assessment to ensure that we are keeping them as safe as possible from contracting COVID-19 Risk assessments are reviewed as required 		
Admitting Children into School			
<p>Suitable decision-making protocols are in place to refuse pupil-admission where it is necessary to protect others in the school population from</p>	<ul style="list-style-type: none"> If a pupil is due to start at the school in-year from an area with particularly high levels of COVID- 		

possible infection with COVID-19. Such protocols must take account of all the circumstances and current public health advice prevalent at the time.	19, they will be required to take a PCR test before starting and/or required to self-isolate for 10 days prior to attending school for the first time		
School Workforce			
Staff in schools who are CEV should currently attend their place of work if they cannot work from home. Suitable arrangements and risk assessment processes are in place to ensure that CEV staff are able to take extra precautions to protect themselves and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus.	<ul style="list-style-type: none"> ▪ There is one member of staff who is identified as CEV ▪ If a member of staff becomes CEV, plans will be put into place for the member of staff to undertake work tasks where possible from home if required during an outbreak ▪ Pregnant women are considered 'clinically vulnerable' or in some cases 'clinically extremely vulnerable' to coronavirus ▪ There are several staff who are pregnant. All have 4-weekly meetings with the EHT to write/review a personal risk assessment, which takes into account their additional risk to COVID-19 	<ul style="list-style-type: none"> ▪ 	
The school has suitable arrangements in place to encourage vaccine take-up, which enables staff who are eligible for a vaccination to attend booked vaccine appointments where possible even during term time.	<ul style="list-style-type: none"> ▪ All staff can attend an appointment to get a COVID vaccination during the school day. Cover will be provided. ▪ Where possible, staff are expected to return to school after the vaccination 	<ul style="list-style-type: none"> ▪ 	
Contractors			
Suitable arrangements are in place to ensure that key contractors (and relevant visitors) are aware of the school's control measures and ways of working.	<ul style="list-style-type: none"> ▪ Front office screen to remain closed at all times ▪ Floor taping to show 2m distance for those waiting to see a member of office staff ▪ Visitor's code of conduct is displayed at the front office ▪ All visitors will sign to say that they have read and understood the code of conduct 	<ul style="list-style-type: none"> ▪ 	

	<ul style="list-style-type: none"> All visitors are required to use track and trace QR code in the school entrance, or leave their details where they don't have the NHS app All visitors are required to wear a face covering If using the conference room – all windows will be opened to ensure ventilation, hand sanitiser and tissues will be provided, the toilet in the conference room will be used by delegates only, refreshments will be provided in the conference room, kitchen facilities will be for the use of delegates only. 		
COVID-19 Outbreaks			
<p>The school has a suitable Outbreak Contingency Plan outlining how it would operate if there were an outbreak in the school or local area. Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.</p>	<ul style="list-style-type: none"> Plans have been reviewed against the DfE contingency framework and a separate Outbreak Contingency Plan has been produced for the school (based on the Trust template). 	<ul style="list-style-type: none"> Undertake regular reviews of the Outbreak Contingency Plan in the context of both the evolution of the school's own operating / management procedures and any changes in Government Guidance. 	
Other Risks / Issues for School Leaders to Address:			
	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

Overall Risk / RAG Rating Matrix

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

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

Review Date:	1.11.2021	Reviewed by:	R Misselbrook	Comments / Notes:	<ul style="list-style-type: none"> ▪ Outbreak of COVID – contingency stepped up
Review Date:	4.1.2022	Reviewed by:	R Misselbrook	Comments / Notes:	<ul style="list-style-type: none"> ▪ Updated guidance from DFE regarding self-isolation periods and face coverings
Review Date:		Reviewed by:		Comments / Notes:	<ul style="list-style-type: none"> ▪
Review Date:		Reviewed by:		Comments / Notes:	<ul style="list-style-type: none"> ▪
Review Date:		Reviewed by:		Comments / Notes:	<ul style="list-style-type: none"> ▪