

COVID 19 RISK ASSESSMENT

Conducted by:	Andrew Reese	Date:	31 August 2021
Title:	Chief Executive Officer	Date of next review:	1 January 2022 (or sooner if required)

People covered by this risk assessment:
Pupils (P), staff (S), parents / carers (C), governors & trustees (G), visitors & volunteers (V)

Related documents:
First Aid Policy, Supporting Pupils with Medical Conditions Policy, Administering Medication Policy, Records Management Plan, Data Protection Policy, Bereavement Policy, Behavioural Policy, Staff Code of Conduct

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	High (H)	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	High (H)	Medium (M)	Low (L)
	Minor Causes physical or emotional discomfort.	Medium (M)	Low (L)	Low (L)

Hazard	Who may be harmed?	Recommended controls	Risk rating	Action required	By whom / deadline
Lack of awareness of the risks of COVID-19 and safe practices	P, S, C, G, V	<p>The Trust keeps up-to-date with advice issued by, but not limited to, the following:</p> <ul style="list-style-type: none"> • DfE • NHS • DHSC • PHE <p>and disseminates any updates to guidance using newsletters / email / social media / Trust website.</p>	L	Continue to keep up to date with guidance.	CEO & SLT Ongoing
People attending school with COVID-19	P, S, C, G, V	<p>All secondary school pupils will be tested for COVID-19 twice within the first week of their return to school.</p> <p>Regular rapid lateral flow testing is encouraged for all pupils and staff thereafter.</p> <p>Early years staff should undertake twice weekly home tests.</p> <p>Anyone receiving a positive test result must report this to the NHS and take a PCR test & self-isolate as directed.</p> <p>Visitors to schools will be asked to provide proof of vaccination or a negative test result within the previous 24 hours.</p>	M	Continue non-symptomatic regular testing and maintain awareness of symptoms that require an immediate test and isolation pending result.	All Ongoing

		Parents are aware they are to not to send child in if displaying symptoms of COVID-19. If the child shows any symptoms (e.g. high temp over 37.8°C, cough, lack of taste / smell) then the child must be tested as soon as possible and can only return once they have received a negative result.			
Individuals displaying symptoms whilst at school	P, S, C, G, V	<p>The individual concerned should be taken to an area where they can be isolated (preferably outdoors).</p> <p>Adults should be advised to return home and to take a test.</p> <p>Pupils' parents are contacted as soon as practicable in the event of an emergency.</p> <p>Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted.</p> <p>All staff and pupils' emergency contact details are up to date, including alternative emergency contact details, where required.</p> <p>The Trust has an up-to-date First Aid Policy in place which outlines the management of medical emergencies.</p>	M	<p>Ensure emergency contacts are updated or confirmed regularly.</p> <p>Staff to be aware of First Aid Policy.</p>	SLT / HR Ongoing

<p>Transmission of COVID-19 due to lack of social distancing within schools</p>	<p>P, S, C, G, V</p>	<p>The UK Government has removed the requirement for social distancing</p> <p>Masks may still be worn as a personal preference. The use of transparent face coverings should be used where anyone relies on lip reading, clear sound or facial expression to communicate.</p> <p>No mixed year group assemblies. Chairs to be spaced out during assemblies.</p> <p>Year groups kept as separate as possible at mealtimes and break times (e.g. staggered times, use of different areas or tables for specific years).</p> <p>One-way systems in place where possible.</p> <p>Face to face meetings will be socially distanced.</p> <p>Parents encouraged to drop and go and not congregate in the school premises.</p> <p>The NHS will contact anyone required to self-isolate.</p>	<p>Regular reminders.</p>	<p>CEO & SLT Ongoing</p>
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<p>Transmission of COVID-19 due to lack of hygiene within schools</p>	<p>P, S, C, G, V</p>	<p>Staff, pupils and visitors are actively encouraged and reminded to wash hands regularly throughout the day especially:</p> <ul style="list-style-type: none"> • on entry/exit to school • after using the toilet • before and after eating • on entry / exit of each classroom • when they have used stairs as there is a risk of contamination from the handrail. <p>Bar soap is not used– liquid soap dispensers are installed.</p> <p>Hand sanitiser available in all classrooms to be used on entry and also provided at other points around the school.</p> <p>Cleaning wipes provided to each classroom to be used on high traffic touch points or other areas of concern.</p>	<p>M</p>	<p>Regular hygiene reminders.</p>	<p>All staff Ongoing</p>
<p>Transmission of COVID-19 due to lack of appropriate cleaning within schools</p>		<p>Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the Health and Safety Policy.</p> <p>Enhanced cleaning is requested if necessary, including the room(s)</p>	<p>M</p>	<p>Regular communication with cleaners</p>	<p>SLT / Facilities Ongoing</p>

		<p>used by a pupil who has a confirmed case.</p> <p>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Health and Safety Policy, using PPE</p>			
Transmission of COVID-19 due to lack of ventilation within schools	P, S, C, G, V	Where possible windows and external doors to classrooms should be opened to assist with natural ventilation. Where classrooms have mechanical ventilation, this should be utilised.	M	Regular reminders, and if staff enter a room which is not adequately ventilated, they should rectify the situation immediately.	Staff Ongoing
Increased risk to those with an impaired immune system or a medical condition that means they are vulnerable to infections	P, S, C, G, V	Parents to communicate with the Office Manager so a specific risk assessment or plan can be put into place for that individual. This may include support for learning at home, or teaching from home.	M	Put in place a plan and / or risk assessment to cover the needs of the individual.	Parents / Office Mgr / SLT Ongoing
Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens	P, S, C, G, V	Ensure if there is a lack of trained fire wardens due to self-isolation that training is provided to another member of staff to take this role on a temporary basis.	L	Provide training as required.	SLT Ongoing
Inadequate staff to pupil ratio should large numbers of staff be required to self-isolate	P, S	Adequate ratio of staff to children will be maintained and is assessed daily, based on potential staff illness or self-isolation.	L	Staff to remain prepared to switch to virtual learning and to have materials / resources ready.	All staff / SLT Ongoing

		<p>Should it be necessary, some year groups may switch to virtual learning.</p> <p>The extent to which SEND pupils are able to access learning during school closure is considered, including whether special or additional resources are required to support them.</p>			
Complete closure of school due to mass outbreak	P, S, C, G, V	<p>Switch to virtual learning.</p> <p>The extent to which SEND pupils are able to access learning during school closure is considered, including whether special or additional resources are required to support them.</p> <p>School grounds are patrolled regularly by Site Manager to ensure there is no means of unauthorised access (broken fences etc).</p> <p>CCTV is working and appropriately maintained as per the Security Policy.</p>	L	Staff to remain prepared to switch to virtual learning and to have materials / resources ready.	All staff Ongoing
Negative impact on mental health/wellbeing	P, S, C	<p>The school identifies those who may require extra support and ensures a plan is in place to support these pupils or staff.</p> <p>The impact on pupils / staff of the death of a close family member will</p>		<p>Regular contact is maintained via emails, telephone calls, Microsoft Teams calls, face to face meetings.</p> <p>Bereavement Policy to be provided when required.</p>	HWO / SENCO / SLT Ongoing

		<p>be considered. The Bereavement Policy is followed when offering support to pupils/staff who have experienced loss.</p> <p>Pupils identified as young carers are given consideration to determine whether they are able to access additional support and if they must act as a young carer in the short or long term.</p> <p>Additional support offered through mentoring, counselling or other methods if required.</p>			
<p>Pupils with increased safeguarding concerns due to spending more time in their home environment.</p>		<p>The school identifies those who may require extra support and ensures a plan is in place to support these pupils. Regular contact is maintained.</p>		<p>Regular contact is maintained via emails, telephone calls, Microsoft Teams calls, face to face meetings.</p> <p>Remind staff of safeguarding procedures / My Concern</p>	<p>HWO / SLT Ongoing</p>