

# Risk Assessment



**Establishment operation from 1 September 2021: response to Coronavirus (COVID-19).**  
**Issue ~~6.1~~ 6.2** (Further detail is captured in the Background and Context description below)

## Section 1:

<b>Date of Assessment:</b>	<b>MAT/Establishment/Section/Team:</b>	<b>Review date:</b> (Complete once the action plan section below is addressed)	
<b>Assessed by:</b> <small>Please print names of all those involved with this assessment.</small>	1. Alex Gingell	Date:	09.09.21
	2.		09.11.21
	3.		
	4.		
<b>Staff signatures:</b> <b>I/We have read and understood this RA and our role in its implementation.</b>	1. Alex Gingell	Date:	09.09.21
	2.		09.11.21
	3.		
	4.		

## **Contents:**

### **Part A: Background and context**

- **References**
- **Rationale for guidance for settings from September 2021**
- **Contingency Planning**
- **Control Measures**

### **Part B: 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. Use of face coverings**
- 6. Use of personal protective equipment**
- 7. setting workforce**
- 8. Pupil wellbeing**
- 9. Provision of first aid and administration of medication**
- 10. Lettings**
- 11. Educational visits**
- 12. Setting reception areas**
- 13. Afterwards and breakfast clubs**
- 14. School Performances**

## Part A: Background and Context

This risk assessment has been developed with reference to:

- Schools Covid-19 operational guidance (July 2021- updated 27 September 2021) [Schools COVID-19 operational guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/schools-covid-19-operational-guidance)
- Actions for early years and childcare providers during the COVID-19 pandemic (July 2021) [Early years and childcare: coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/early-years-and-childcare-providers-during-the-covid-19-pandemic)
- SEND and specialist settings: additional COVID-19 operational guidance (6 July 2021 - updated 27 September 2021) [SEND and specialist settings: additional COVID-19 operational guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/send-and-specialist-settings-additional-covid-19-operational-guidance)
- Contingency Framework: Education and childcare settings (August 2021 – updated 13 October 2021) [Contingency framework: education and childcare settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/contingency-framework-education-and-childcare-settings)

### Rationale for guidance for schools from September 2021.

Government guidance has been developed on the premise that disruption to children and young people’s education must be minimised. The [Evidence summary: COVID-19 - children, young people and education settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/evidence/evidence-summary-covid-19-children-young-people-and-education-settings) sets out the evidence relevant to, and in support of, the government’s decision to revise the guidance on the COVID-19 safe working and protective measures that have been used within settings, colleges and early years settings in England during the pandemic.

In making this decision, the government has balanced education and public health considerations – weighing the impact of these measures on teaching, educational attainment, the health and wellbeing of children, pupils, students and staff and the functioning of schools, colleges and early years settings, against the COVID-19 risks in a context that has now fundamentally changed due to the success of the vaccination programme.

**As of 9.11.21 we are adapting this risk assessment to take into consideration advice issued by their local Public Health Team and other updates relevant to our activities and experience in practice.**

Issue 6.1	1st September 2021	Page 3 of 30
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## Contingency Planning

Government guidance requires settings to have an Outbreak Management Plan (sometimes called contingency plan) outlining how they would operate if any of the following circumstances applied to their setting or area:

- a COVID-19 outbreak within a setting
- if there is extremely high prevalence of COVID-19 in the community and other measures have failed to reduce transmission
- as part of a package of measures responding to a Variant of Concern (VoC)

This includes how we would ensure every child, pupil or student receives the quantity and quality of education and care to which they are normally entitled.

If necessary we will reinstate relevant control measures from our 2020-21 risk assessment to address the areas set out in [Contingency framework: education and childcare settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/frameworks/education-and-childcare-settings)

## Control Measures

This risk assessment addresses the essential control measures set out in the government guidance referred to above. They are as follows:

### ***Settings should:***

- 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.***

We have adapted this risk assessment in consultation with relevant partners including trade union representatives where available. This risk assessment will be made publicly available to those who wish to see it.

## Part B:

What is the <b>Task/Activity</b> or <b>Environment</b> you are assessing?	What <b>Hazards</b> are present or may be generated? (Use a row for each one identified)	<b>Who</b> is affected or exposed to hazards?	What <b>Severity of Harm</b> can reasonably be expected? (See Table 1)	What <b>Precautions (Existing Controls)</b> are already in place to either eliminate or reduce the risk of an accident happening?	What <b>Likelihood</b> is there of an accident occurring? (See Table 1)	What is the <b>Risk Rating</b> ? (See Table 2 and 3)
<b>1: ENSURE GOOD HYGIENE FOR EVERYONE</b>						
Hand hygiene	Poor hand hygiene increases the likelihood of infection from coronavirus	Pupils and staff	Serious	Opportunities are provided for staff and pupils to clean their hands with sanitiser or soap and water and dry thoroughly: <ul style="list-style-type: none"> <li>● on arrival at setting</li> <li>● after using the toilet</li> <li>● after breaks and sporting activities</li> <li>● before food preparation</li> <li>● before eating any food, including snacks</li> <li>● before leaving setting</li> <li>● after sneezing/coughing.</li> </ul> Covered bins available for disposal of paper towels will be emptied periodically during the day. Signage about how to wash hands properly, is on display and reinforced with pupils. Where sinks are not easily accessible hand sanitiser will be available. Supervision by staff is provided as needed.	L	L
Respiratory Hygiene	Poor respiratory hygiene increases the likelihood of infection from exposure to coronavirus.	Pupils and staff	Serious	Catch it, kill it, Bin it – tissues are available in all classrooms, staffroom and reception. The message is reinforced with pupils.	L	L

				Covered bins are available for the disposal of used tissues.		
<b>2. MAINTAIN APPROPRIATE CLEANING REGIMES</b>						
Cleaning	Person contracts COVID 19 as a result of inadequate cleaning	Pupils and staff	Serious	<p><b>WE HAVE REVIEWED THE CLEANING ARRANGEMENTS SET OUT BELOW TO ENSURE THAT ALL HIGH-RISK AREAS ARE COVERED IN OUR SCHEDULE (01.09.21)</b></p> <p>We have reviewed the cleaning specification with our cleaning contractor to ensure that this meets requirements set out in <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Where 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 setting day to include:</p> <ul style="list-style-type: none"> <li>● Door handles</li> <li>● Kettles</li> <li>● Taps</li> <li>● Switches</li> <li>● Phones</li> <li>● Laptops /</li> <li>● Printers and photocopiers</li> <li>● Staffroom/ food preparation</li> <li>● Surfaces that pupils are touching e.g.: toys, books, chairs, tables, doors, sinks, toilets, bannisters, light switches, etc.</li> </ul> <p>As a minimum, frequently touched surfaces will be wiped down twice a day, and one of these should be at the</p>	L	L

				<p>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 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 at xxxx</p>		
Safe use of cleaning products	<p>Inappropriate exposure to cleaning product results in allergic reaction/ poisoning etc 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. PPE will be provided for all cleaning activities. Safety data sheets for cleaning products are available. Only recommended cleaning products will be used.</p>	L	L
	<p>Use of hand sanitiser: potential for improper use and ingestion.</p>	Pupils and staff	Serious	<p>We are providing/allowing the use of hand sanitisers that contain at least 60% alcohol. Staff supervision provided as required 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. This will also help with potential reactions to the product. We have and will secure adequate supplies of the product and provide it, especially in areas such as reception to the building(s).</p>	L	L
<b>3. KEEP OCCUPIED SPACES WELL VENTILATED</b>						

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	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.	L	L
	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 are people present who will be tasked with removing it if the alarm goes off and at the end of the day. Door guards etc, will continue to be used to improve circulation in the building (and also reduce the need for touching the door handles).	L	L
	Inadequate ventilation contributes towards the spread of coronavirus. Open windows in the winter months mean that the temperature in buildings is uncomfortable.	All premises occupants	Serious	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.  This will be achieved by a variety of measures including: <ul style="list-style-type: none"> <li>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</li> </ul>	L	L



				<ul style="list-style-type: none"> <li>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)</li> </ul> <p>We note the following advice from HSE:  <a href="https://www.hse.gov.uk/temperature/thermal/managers.htm">https://www.hse.gov.uk/temperature/thermal/managers.htm</a>  <a href="https://www.cibse.org/coronavirus-covid-19/coronavirus-sars-cov-2,-covid-19-and-hvac-systems">https://www.cibse.org/coronavirus-covid-19/coronavirus-sars-cov-2,-covid-19-and-hvac-systems</a>                      NB: Minimum workplace temperature is 16 degrees centigrade.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures will also be used as appropriate:</p> <ul style="list-style-type: none"> <li>opening high level windows in preference to low level to reduce draughts</li> <li>increasing the ventilation while spaces are unoccupied (e.g., between classes, during break and lunch, when a room is unused)</li> <li>providing flexibility to allow additional, suitable indoor clothing. Including advising staff and pupils re: the value of layering clothing.</li> <li>rearranging furniture where possible to avoid direct draughts</li> </ul> <p><b>NB: Further detail re CO2 monitoring to follow when made available from Gov't.</b></p>		
Ventilation – Use of CO2 monitor	Poor positioning of CO2 monitor gives inaccurate or misleading readings	All premises occupants	Serious	<b>We note</b> CO2 levels vary within an indoor space. It's best to place CO2 monitors at head height and away from windows, doors, or air supply openings.	L	L

				<p>Monitors should also be positioned at least 50cm away from people as their exhaled breath contains CO2. If monitors are too close, they may give a misleadingly high reading.</p> <p>Measurements within a space can vary during the day due to changes in numbers of occupants, activities, or ventilation rates. Doors and windows being open or closed can also have an effect.</p> <p>The amount of CO2 in the air is measured in parts per million (ppm). If our measurements in an occupied space seem very low (far below 400ppm) or very high (over 1500ppm), it's possible our monitor is in the wrong location. We will move it to another location in the space to get a more accurate reading.</p> <p>Instantaneous or 'snapshot' CO2 readings can be misleading. We will take several measurements throughout the day frequently enough to represent changes in use of the room or space. Then calculate an average value for the occupied period.</p> <p>We note the need to repeat monitoring at different times of the year as outdoor temperatures change and this will affect worker behaviour relating to opening windows and doors when your space relies on natural ventilation.</p> <p>Our readings will help us decide if a space is adequately ventilated. <b>We will record and retain these readings.</b></p>		
	Inaccurate reading of CO2 monitors leads to misinterpretation of ventilation levels within a room.	All premises occupants	Serious	<p><b>We will</b></p> <ul style="list-style-type: none"> <li>• Check our monitor is calibrated before making CO2 measurements. Follow the manufacturer's</li> </ul>	L	L

				<p>instructions, including the appropriate warm-up time for the device to stabilise.</p> <ul style="list-style-type: none"> <li>• Know how to use our portable monitor correctly, including the time needed to provide a reading.</li> <li>• Take multiple measurements in occupied areas to identify a suitable sampling location to give a representative measurement for the space. In larger spaces it is likely that more than one sampling location will be required.</li> <li>• Take measurements at key times throughout the working day and for a minimum of one full working day to ensure our readings represent normal use and occupancy.</li> <li>• Record CO2 readings, number of occupants, the type of ventilation you're using at the time and the date. These numbers will help you use the CO2 records to decide if an area is poorly ventilated</li> </ul>		
	Inadequate response to CO2 monitor readings			<p>CO2 measurements will be used as a broad guide to ventilation within a space rather than treating them as 'safe thresholds'.</p> <p>We note that outdoor levels are around 400ppm and indoors a consistent CO2 value less than 800ppm is likely to indicate that a space is well ventilated.</p> <p>An average of 1500ppm CO2 concentration over the occupied period in a space is an indicator of poor ventilation.</p>	L	L

				<p>We will take action to improve ventilation where CO2 readings are consistently higher than 1500ppm.</p> <p>However, where there is continuous talking or singing, or high levels of physical activity (such as dancing, playing sport or exercising), providing ventilation sufficient to keep CO2 levels below 800ppm is recommended.</p> <p><u><a href="#">Identifying poorly ventilated areas and using CO2 monitors (hse.gov.uk)</a></u></p> <p>DfE 'How to' Use CO2 monitors in education and childcare settings <u><a href="#">RP24.2 How to Use CO<sub>2</sub> monitors in education and childcare settings.pdf - Google Drive</a></u></p>		
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<b>4. FOLLOW PUBLIC HEALTH ADVICE ON TESTING, SELF ISOLATION AND MANAGING CONFIRMED CASES OF COVID-19</b>						
Engagement with the NHS Test and Trace Process. Access to testing	Failure to follow PHE/ NHS Test and Trace procedures increases the likelihood of exposure to coronavirus in the setting community.	Pupils and staff	Serious	<p>Relevant staff understand the NHS Test and Trace process and how to contact their local Public Health England health protection team.</p> <p>Where necessary we will direct members of the setting community with symptoms of coronavirus to <u><a href="#">Get a free PCR test to check if you have coronavirus (COVID-19) - GOV.UK (www.gov.uk)</a></u></p> <p>Home test kits are available in our setting 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 settings 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 will therefore provide these to staff or pupils on the basis of an agreed set of criteria to be determined by the setting.</p>	L	L

				<p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-settings-and-fe-providers/coronavirus-covid-19-home-test-kits-for-settings-and-fe-providers">https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-settings-and-fe-providers/coronavirus-covid-19-home-test-kits-for-settings-and-fe-providers</a></p> <p>We will ask parents and staff to inform us immediately of the results of a test.</p>		
Contact with infected persons/ exposure to the virus within the setting.	Person contracts coronavirus as a result of direct contact with an infected person (or a symptomatic person) entering the premises.	Pupils and staff	Serious	<p>Guidance has been issued to the entire school community. If anyone in the setting 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:</p> <p><a href="https://www.gov.uk/guidance/stay-at-home-guidance-for-households-with-possible-or-confirmed-coronavirus-covid-19-infection">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk)</a></p> <p>From 16 August 2021 Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> <li>● they are fully vaccinated</li> <li>● they are below the age of 18 years and 6 months</li> <li>● they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>● they are not able to get vaccinated for medical reasons</li> </ul> <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a <u>PCR test</u>. We will encourage all individuals to take a PCR test if advised to do so.</p>	L	L

				Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.		
	Contact with those developing symptoms of the virus during the working day.	Pupils and staff	Serious	<p>If anyone in our setting develops COVID-19 symptoms, however mild, they will be sent home and advised to get a PCR test and follow public health advice.</p> <p><a href="https://www.nhs.uk/conditions/coronavirus/coronavirus-when-to-self-isolate-and-what-to-do/">When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)</a></p> <p>Most recent guidance re: What to do if a pupil is displaying signs of coronavirus has been shared with relevant staff.</p> <p>If a child is awaiting collection, they will be moved, via a route involving the shortest possible internal distance (i.e., including an outside route where possible) if possible, to the burrow 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. We have produced a plan to show the shortest routes possible and shared this with staff.</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</p>	L	L

				<p>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>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 <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>		
Lateral Flow Testing (Asymptomatic testing)	Non participation in Lateral Flow Testing means that asymptomatic cases are undetected within the setting community.	Pupils and staff	Serious	<p>The opportunity for all adults in England to participate in lateral flow testing has been publicised amongst the setting community.</p> <p><a href="https://www.nhs.uk/conditions/coronavirus/covid-19/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms">Regular rapid coronavirus (COVID-19) tests if you do not have symptoms - NHS (www.nhs.uk)</a></p> <p>Our setting workforce (including regular contractors and visitors) has the opportunity and been provided with sufficient testing kits to participate in lateral flow testing twice a week at home.</p> <p>We will have sufficient test kits available to provide additional kits to staff and pupils in the event they are recommended to increase the frequency of testing (eg: in the case of a local outbreak). (ordered 8.11.21)</p>	L	L

	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>EITHER</p> <p>A separate risk assessment is in place to cover the arrangements for Lateral Flow Testing.</p> <p><b>Confirmatory PCR tests</b></p> <p>Staff or pupils with a positive LFD test result must self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the member of staff or pupil can return to setting.</p>	L	L
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 setting community.</p> <p>Anxiety and dissent within the setting community</p>	Pupils and staff	Serious	<p>We note that close contacts of those testing positive with coronavirus will be identified via NHS Test and Trace. We note that we may be contacted in exceptional cases to identify close contacts.</p> <p>Records will be kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test &amp; Trace.</p> <p><del>We note that if we have two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and will work with our local health protection team who will be able to advise if additional action is required.</del></p> <p>We note the thresholds, detailed below, can be used by settings as an indication for when to seek public health advice if they are concerned. For most education and</p>	L	L



			<p>childcare settings, whichever of these thresholds is reached first:</p> <ul style="list-style-type: none"> <li>• 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or</li> <li>• 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period.</li> </ul> <p>We will seek public health advice if a pupil or staff member is admitted to hospital with COVID-19. Hospitalisation could indicate increased severity of illness or a new variant of concern.</p> <p>Alternatively, we will call the Department for Education’s existing coronavirus (COVID-19) helpline number on 0800 046 8687, and select option 1</p> <p>For all cases relating to staff, see the guidance for workplaces: NHS Test and Trace in the workplace Employers should call the Self-Isolation Service Hub on: 020 3743 6715 as soon as they are made aware that any of their workers have tested positive. If cases amongst staff mean a setting meets the threshold, described above, employers will need to provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts. This will ensure that all workplace contacts are registered with NHS Test and Trace and can receive the necessary public health advice, including the support available to help people to self-isolate.</p> <p>Where applicable we will advise temporary staff of their entitlement to <u>Test and Trace Support Payments</u>, noting that</p>		
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				<p>this support is only for the temporary staff who settings 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.</p> <p>We will also extend this advice to parents/ carers of children who have been asked to self-isolate as they may be applicable for this payment in some cases.</p> <p><a href="https://www.gov.uk/claiming-financial-support-under-the-test-and-trace-support-payment-scheme">Claiming financial support under the Test and Trace Support Payment scheme - GOV.UK (www.gov.uk)</a></p>		
NHS COVID-19 App	<p>Inadequate response to alerts provided by use of NHS COVID-19 App</p> <p><del>IT IS LIKELY THAT THIS GUIDANCE WILL BE AMENDED BEFORE 1 SEPTEMBER 2021</del></p> <p>This guidance has been withdrawn. However, the App still remains in use so content has been retained in this risk assessment.</p>	Pupils and staff	Serious	<p>We have informed all staff 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 obtain a PCR test.</p> <p>The staff member will then be supported to make appropriate arrangements to leave the school at the earliest opportunity to begin self-isolation (if unvaccinated staff member) or recommend that a PCR test is obtained at the earliest opportunity.</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>	L	L
Containing any local outbreak	Disruption to pupils' education	Pupils and staff	Serious	We have developed a Contingency Plan to ensure that the education of affected groups of pupils is maintained in the event of increased restrictions or closure. This will include	L	L

				the provision of remote learning.		
	Parents/carers of a child with symptoms of coronavirus refuse to keep them at home.	Pupils and staff	Serious	We note government guidance: 'If a parent or carer of a pupil with coronavirus or with a suspected case of coronavirus insists on their child attending your setting, we will take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Our decision will be carefully considered in light of all the circumstances and current public health advice'	L	L
	Notification to Ofsted (Early Years and childcare settings ONLY)			We note that any confirmed cases of coronavirus in the setting (child or staff member) and, if the setting has been advised to close as a result should be 'swiftly' reported to Ofsted through the usual notification channels.	L	L

**5. USE OF FACE COVERINGS 02.11.21 GIVEN HIGH CASE NUMBERS IN THE LOCAL AREA WE HAVE REINSTATED SECTIONS FROM OUR 2020/21 RISK ASSESSMENT RE: THE USE OF FACE COVERINGS. WE ARE ALSO FOLLOWING PUBLIC HEALTH ADVICE REGARDING THEIR USE IN SCHOOLS**

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 setting community.	Pupils and staff	Serious	Government guidance from 19 July 2021 is as follows: <i>Government expects and recommends that people wear face coverings in crowded areas such as public transport</i> ". <a href="https://www.gov.uk/government/news/moving-to-step-4-of-the-roadmap">Moving to step 4 of the roadmap - GOV.UK (www.gov.uk)</a> Whilst face coverings are no longer mandatory in settings, we recognise that individual staff and pupils may still wish to wear these and will allow them to do this. NB: Use of face coverings could be reinstated as part of our Contingency Plan (See Section A). On dedicated transport we note government guidance that recommends children and young people aged 11 and over continue to wear a face covering when travelling to secondary school or college. <a href="#">Dedicated transport to</a>	L	L
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				<a href="https://www.gov.uk/guidance/schools-and-colleges-covid-19-operational-guidance">schools and colleges COVID-19 operational guidance - GOV.UK (www.gov.uk)</a>		
<p><b>Early Years</b>  <b>Primary</b>  <b>Secondary</b>  <b>Special</b></p>	<p>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.</p>	<p>Pupils and staff</p>	<p>Serious</p>	<p><b>During 2020/21 recommendations for each phase were as follows:</b></p> <p><i>Early Years Settings: In early years settings, we recommend that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in early years settings do not need to wear a face covering.</i></p> <p><i>Primary schools:</i></p> <p><i>In primary schools, we recommend that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering.</i></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 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.</p> <p>CST have approved this approach.</p>	<p>L</p>	<p>L</p>

				<p>This approach has been explained to parents/ carers in letters, 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.</p> <p>In the case of continued non-compliance this will be followed up by a letter reiterating our approach.</p> <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 547 of the Education Act 1996.</p>		
Safe wearing and removal of face coverings	Potential of contamination if face coverings are removed or disposed of incorrectly.	Pupils and staff	Serious	<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. 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>	L	L

	Students/ staff do not have face covering. Face covering is damaged or otherwise unsuitable for use.	Pupils and staff	Serious	<p>It is reasonable to assume that staff 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.</p> <p>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	Pupils, Staff and Visitors	Serious	<p>Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> <li>cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability</li> <li>speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate</li> </ul> <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>	L	L
					L	L
Use of Personal Protective Equipment (PPE) in Special settings	Incorrect use exacerbates the risk of further infection.	Pupils and staff	Serious	Increased likelihood that staff will be exposed to bodily fluids in the course of their work will mean that the use of PPE will be risk assessed and relevant equipment provided where applicable.	L	L

				The following link is used as our guidance at present: <a href="#">SEND and specialist settings - additional operational guidance: COVID-19 (publishing.service.gov.uk)</a>		
<b>7: SETTING WORKFORCE</b>						
Staff wellbeing	Staff anxiety re: potential exposure to the virus.	All staff	Serious	Where necessary individual discussions are held with staff to identify concerns. (NB: recognising that some could be experiencing bereavement, mental health issues, etc.). We have signposted to relevant counselling services. Including the <a href="#">Education Support Partnership</a> which provides a free helpline for setting staff and targeted support for mental health and wellbeing. HR advice is available if required. We are working with the trade unions. <a href="https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf">https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf</a>	L	L
Staff training (including induction for supply teachers and other visiting staff).	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 2021 training and written instruction were provided re: operating procedures outlined in this risk assessment to all staff.  This includes: <ul style="list-style-type: none"> <li>• What to do if they suspect that they or a member of their household has coronavirus (including testing arrangements)</li> <li>• Day to day organisations and procedures including arrangements for cleaning,</li> <li>• Procedures to follow if they suspect that a child in their group is displaying coronavirus symptoms</li> <li>• Site security and fire safety including evacuation and lockdown procedures.</li> </ul> Use of PPE (where applicable).	L	L

Individual staff requirements	Concerns from staff in identified work groups	Clinically extremely vulnerable	Fatal/ Major	We have taken note of government guidance issued on 28/9/21, namely: <a href="#">Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</a>  We will continue to discuss with CEV employees how they can be supported to carry out their duties in the workplace.	L	L
	Concerns from staff in identified work groups	Pregnant women	Serious	We will follow the specific <a href="#">guidance for pregnant employees</a> because pregnant women are considered CV. In some cases, pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply. We will follow the same principles for pregnant pupils, in line with our wider health and safety obligations. NB Further <a href="#">guidance and advice on coronavirus (COVID-19) and pregnancy from the Royal College of Gynaecologists</a> .	L	L
Use of volunteers	Potential for the introduction of coronavirus into the setting	Pupils & Staff	Serious	Volunteers may be used to support the work of the setting, as would usually be the case.  All volunteers will be expected to follow our control measures to reduce the spread of coronavirus.	L	L
<b>8: PUPIL WELLBEING</b>						
Management of expectations within the setting community	Anxiety within the setting's community re: prevalence and effectiveness of infection control measures.	All members of the setting community	Serious	Our communication with parents and pupils prior to our return in September 2021 will include information about the control measures within this risk assessment. Government guidance for parents is available at: <a href="#">What parents and carers need to know about early years providers, settings and colleges - GOV.UK (www.gov.uk)</a>	L	L
Individual pupil medical	Increased likelihood of serious illness	Extremely clinically	Fatal/ Major	All CEV pupils should attend their setting unless they are one of the very small number of pupils under paediatric or other	L	L



requirements	resulting from exposure to coronavirus.	vulnerable pupils (shielded)		<p>specialist care and have been advised by their GP or clinician not to attend.</p> <p>Where a pupil is unable to attend our setting because they are complying with clinical or public health advice, we will immediately offer them access to remote education. settings should keep a record of, and monitor engagement with this activity but this does not need to be formally recorded in the attendance register.</p> <p>Where children are not able to attend our setting as parents are following clinical and/or public health advice, absence will not be penalised.</p>		
<b>9: PROVISION OF FIRST AID AND ADMINISTRATION OF MEDICATION</b>						
Provision of first aid	Inadequate first aid treatment exacerbates injury or pre-existing conditions.	Pupils and staff	Serious	<p>We will revert to our substantive risk assessment which includes control measures to ensure that suitably qualified staff are available at all times.</p> <p>We will ensure a member of staff with a full PFA certificate is on site at all times when children are present, as set out in the EYFS.</p>	L	L
Administration of medication	Illness or injury to those who are unable to access their medication	Pupils and staff	Fatal/ major	Setting procedures for the administration of prescription and controlled medication will continue to apply.	L	L
<b>10: LETTINGS</b>						
Lettings	setting control measures re: cleaning etc are compromised leading to increased risk of infection, expense and possible reputational damage.	Pupils Staff Wider community	Serious	We will ensure that all users of our premises adhere to the control measures set out in this risk assessment. This will include ensuring that effective cleaning is maintained and additional ventilation measures do not compromise site security.		

<b>11: EDUCATIONAL VISITS</b>						
Educational visits	Exposure to infection from inadequate social distancing etc	Pupils and staff	Serious	<p>We will follow local Public Health advice and liaise closely with our transport provider and intended hosts then undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, we will consider what control measures need to be used to reduce the risk of exposure to coronavirus and follow wider advice on visiting indoor and outdoor venues.</p> <p>OEAP National Guidance will be followed (see <a href="https://www.oepng.info">Contents   (oeapng.info)</a> )</p>	L	L
<b>12: SETTING RECEPTION AREAS</b>						
Setting Reception areas	Exposure to infection from inadequate social distancing: visitors to setting.	Pupils and staff	Serious	<p>Signage has been erected to advise visitors of hygiene protocols.</p> <p>Staff signing in arrangements - sanitiser available to clean hands after use.</p> <p>Hand sanitiser will be provided to all persons entering premises with signage to explain control measures etc.</p>	L	L
	Violence and aggression towards setting staff causes injury and distress	Pupils and staff	Serious	We will maintain transparency and regular contact with all members of the setting community.	L	L

				<p>Regular briefings/updates for all staff so that they are aware of setting 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>		
<b>13: AFTERSCHOOL AND BREAKFAST CLUBS</b>						
Afterwards and Breakfast Clubs	Arrangements for infection control, social distancing etc are not practised at Breakfast and Afterwards Club thus increasing the risk of infection within the setting community.	All members of the setting community	Serious	<p>Updated guidance for operating may be found as follows: <a href="https://www.gov.uk/government/guidance/protective-measures-for-holiday-or-after-setting-clubs-and-other-out-of-setting-settings-for-children-during-the-coronavirus-covid-19-outbreak">Protective measures for holiday or after-setting clubs and other out-of-setting settings for children during the coronavirus (COVID-19) outbreak - GOV.UK (www.gov.uk)</a></p> <p>Control measures re: hygiene, cleaning, ventilation etc. set out above will be followed.</p>	L	L
<b>14: SCHOOL PERFORMANCES (This is not specifically included in government guidance for schools – please see link below for further information re potential control measures).</b>						
School Performances	Exposure to and increased opportunity for transmission of coronavirus within the school community.	All members of school community	Serious	<p>Performances in schools can take place in front of live audiences, subject to Covid-secure measures being in place. See the Government’s <a href="https://www.gov.uk/government/guidance/guidance-on-performing-arts">guidance on performing arts</a> for more advice.</p> <p><a href="https://www.gov.uk/government/guidance/working-safely-during-coronavirus-covid-19">Events and attractions - Working safely during coronavirus (COVID-19) - Guidance - GOV.UK (www.gov.uk)</a></p> <p><b>In deciding whether to admit parents/ carers to a school performance we will:</b></p>	L	L

				<ul style="list-style-type: none"> <li>● Consider holding the performance outside</li> <li>● Ask parents/carers to carry out a Lateral Flow Test at home prior to attending and/or produce a 'COVID Passport'</li> <li>● Limit numbers and space out seating.</li> <li>● Ask the audience to wear face coverings.</li> <li>● Ensure the performance space is well ventilated.</li> </ul>		
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**Action plan:**

What is the <b>Hazard</b> you need to Control? (Medium to high from the risk rating above)	What <b>additional precautions</b> do you need to either eliminate or reduce the risk to an acceptable level?	Who is <b>responsible</b> for implementing these controls?	<b>When</b> are these controls to be implemented (Date)?	When <b>were</b> these controls implemented (Date)?

**Table 1: Definitions**

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

**Table 2: Risk rating matrix: Potential severity of harm + Likelihood/ probability of Harm = Risk rating**

	High (Likely/Probable)	Medium (Possible)	Low (Unlikely)
Fatal/Major Injury	<b>VERY HIGH</b>	<b>HIGH</b>	<b>MEDIUM</b>
Serious Injury	<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>

Minor Injury	MEDIUM	LOW	LOW
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**Table 3: Action required: Key to ranking and what action to take**

<b>VERY HIGH Risk</b>	STOP ACTIVITY! Take action to reassess the work/activity and apply reduction hierarchy before proceeding.
<b>HIGH Risk</b>	Action MUST be taken as soon as possible to reduce the risks and before activity is allowed to continue.
<b>MEDIUM Risk</b>	Implement all additional precautions that are not unreasonably costly or troublesome within an agreed timeframe. Reduce risk to a tolerable level.
<b>LOW Risk</b>	Monitor and review your rolling programme.