



**RISK ASSESSMENT (v17 - December 2021)**

<b>Title:</b>	Covid 19 Detailed Risk Assessment – School Full Opening September 2020			
<b>School</b>	Nailsea School		<b>Number of staff/students:</b>	1036 students
<b>Name of assessor:</b>	D Elliott S Hurlow C Perry	Head teacher Business Manager Assistant Business Manager	<b>Date of Assessment:</b>	03 December 2021
<b>Review: (To take place sooner should a significant change/incident occur)</b>	<p>Health and Safety meeting onsite: Tues 7<sup>th</sup> July</p> <p>Shared with staff for comment: Friday 10<sup>th</sup> July</p> <p>Discussion and approval by governing body: Tues 14<sup>th</sup> July</p> <p>Shared with all stakeholders: Wed 15<sup>th</sup> July</p> <p>Weekly review over the summer break and during term time</p> <p>Reviewed for changing guidance on isolation days - 14 Oct</p> <p>Reviewed for procedural changes during 2<sup>nd</sup> lockdown period – 4 Nov</p> <p>Reviewed for national lockdown – January 2021</p> <p>Reviewed for amended national lockdown guidance – February 2021</p> <p>Reviewed for re-opening to all pupils - March 2021</p> <p>Reviewed as a result of easing of national restrictions – April 2021</p> <p>Reviewed as a result of easing of national restrictions – May 2021</p> <p>Reviewed as a result of new Omicron variant and DfE Guidance – December 2021</p>			

## **Contents:**

### **Background, context and references**

#### **Part 1: Reopening schools from 1 September 2020**

- A. Contact with those with symptoms of coronavirus: testing; ‘Track and Trace’; outbreak response**
- B. Cleaning and hygiene**
- C. Minimising contact (social distancing)**
- D. Minimising contact (Social distancing) phase specific details**
- E. Use of personal protective equipment**
- F. School transport and travel arrangements**
- G. School workforce**
- H. Pupil wellbeing**
- I. Provision of first aid the administration of medication**
- J. Premises (including lettings)**
- K. Curriculum delivery: Music and PE**
- L. Social distancing in the wider school environment**
- M. Social distancing: Offices and shared staff areas**
- N. Afterschool and breakfast clubs**
- O. Public examinations**

#### **Part 2: Maintaining educational provision in the event of a local outbreak**

#### **Part 3: Arrangements for staff working from home in the event of a local outbreak**

## **Background, Context & References: [Re-opening schools to all pupils from 8 March 2021](#) and [DfE guidance following discovery of new COVID variant](#)**

From 8 March 2021 Schools were required to re-open to all pupils [as of November 2021](#) wearing of face masks in social spaces was recommended by the DfE.

This risk assessment is based on the implementation of government guidance set out in [Schools coronavirus \(COVID-19\) operational guidance - GOV.UK \(www.gov.uk\)](#) last updated on 3<sup>rd</sup> December 2021.

The guidance states that: *We have worked closely with the Department of Health and Social Care (DHSC) and PHE to develop this guidance. Based on the recent ONS data, the risks to education staff are similar to those for most other occupations. Implementing the system of controls, creates a safer environment for pupils and staff where the risk of transmission of infection is substantially reduced. The way to control this virus is the same, even with the current new variants. We are further strengthening the measures, to provide more reassurance and to help decrease disruption the virus causes to education. You must comply with health and safety law and put in place proportionate control measures.*

To meet these obligations you must:

- *review your health and safety risk assessments in light of this refreshed guidance*
- *make any necessary changes to your control measures applying the system of controls*

As the system of controls set out in the guidance above is very similar to 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 provided by Delegated Services. WE WILL REVIEW THE CONTROL MEASURES CAREFULLY TO ENSURE THAT THEY REMAIN IN PLACE AND CONTINUE TO BE SUFFICIENT FOR THE LOCKDOWN PERIOD.

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

### **The system of controls: protective measures**

The system of controls set out in this Operational guidance for schools [Schools coronavirus \(COVID-19\) operational guidance - GOV.UK \(www.gov.uk\)](#) provides a set of principles for infection control.

*“We know that the predominant new variant of coronavirus (COVID-19) is more transmissible however, PHE advice remains that the way to control this virus is with the system of controls, even with the current new variants. In this section where something is essential for public health reasons, as advised by Public Health England (PHE), we have said ‘must’. Where there is a legal requirement we have made that clear. This guidance does not create any new legal obligations. This is the set of actions you must take. They are grouped into ‘prevention’ and ‘response to any infection’. If you follow the system of controls, you will effectively reduce risks in your setting and create an inherently safer environment. These additional measures will be reviewed in partnership with health experts to decide whether evidence suggests that these measures can be eased ahead of the summer term”.*

### **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 sections below.

**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) Ensure face coverings are used in recommended circumstances
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual
- 4) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 5) maintain enhanced cleaning, including cleaning frequently touched surfaces often, using [recommended cleaning products](#)
- 6) Consider how to minimise contact between individuals and maintain social distancing wherever possible
- 7) Keep occupied spaces well ventilated [through doors and windows being open](#).

**In specific circumstances:**

- 8) Ensure individuals wear appropriate personal protective equipment (PPE) where necessary
- 9) Promote and engage in asymptomatic testing, [twice weekly](#)

Numbers 1 to 7 must be in place in all schools, all the time.

**Response to any infection:**

- 10) Promote and engage with the NHS Test and Trace process
- 11) Manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 12) Contain any outbreak by following local health protection team advice

Numbers 10 to 12 must be followed in every case where they are relevant.

Task/Activity/ Environment being assessed	Possible hazards	Who is at risk?	What severity of harm can be reasonably expected (see Definitions Table 1)	What precautions (existing controls) are already in place to either eliminate or reduce the risk of harm?	What likelihood is there of an accident/harm occurring?  (See Definitions Table 1)	What is the risk rating?  (See Risk Rating Matrix Table 2)
<b>1.A: Contact with those with symptoms of coronavirus: Testing: Track and Trace; Outbreak response</b>						
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	<p>Guidance has been issued to the entire school community.</p> <p>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 be stay at home and are advised to <b>take a PCR test. All instances of suspected or confirmed COVID are to be reported through the school <a href="mailto:c19@nailseaschool.com">c19@nailseaschool.com</a> email</b></p> <p>Other members of their household <b>should follow government advice on testing and isolating as follows;</b>  <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <p>Temperature testing is not recommended on its own. Guidance states that it is not a reliable method for identifying coronavirus.</p>	Medium	Medium

	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 <b>the same as</b> set out above. Affected staff <b>and students</b> will be sent home and advised to obtain a PCR test (school can support with this).</p> <p><b>Students being sent home will be put in isolation within the school 1<sup>st</sup> Aid area awaiting collection by a parent or guardian.</b></p> <p>The Test and Trace app (launched late Sept 2020) is encouraged to be used by <b>staff &amp; 6<sup>th</sup> form students</b>. (Lower school students would be unable to use this as it contravenes our school mobile phone policy)</p>	Medium	Medium
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><b>Following the discovery of the Omicron variant the government issued new operational guidance for schools as follow;</b></p> <p><b><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/covid-19-schools-operational-guidance">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/covid-19-schools-operational-guidance</a></b></p> <p><b>Staff and students are required to wear face coverings whilst moving around the building, whilst queuing for food at outlets and on any school or council organised transport.</b></p> <p><b>Inside the building “social bubbles” for consumption of food &amp; drink based on year groups have been designated. No bubbles have been designated outside due to reduced chances of transmission.</b></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 <b><a href="#">Public Health England health protection team</a></b>. We will ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p>	Medium	Medium

Anxiety and dissent within the school community

- [book a test](#) if they are displaying symptoms. Staff and students must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school.
- 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
- [self-isolate](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), 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.

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.

The government have provided the school with a number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. When **necessary &** possible the school **will** apply for further testing kits.

We will ask parents and staff to inform us immediately of the results of a test – including using the dedicated email address, [C19@Nailseaschool.com](mailto:C19@Nailseaschool.com), outside of school hours.

				<ul style="list-style-type: none"> <li>• 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.</li> <li>• if someone tests positive, they should follow the governments guidance on self-isolating as follows;  <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a> </li> </ul>		
Lateral Flow Testing	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>The opportunity for all adults to participate in lateral flow testing has been publicised amongst the school community.</p> <p>The school will supply LFT testing kits as supplied to them through the government scheme ad all staff &amp; students are encouraged to test twice per week (Wed &amp; Sun).</p> <p>Test kits are also directly available through the following  <a href="https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests">https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests</a> </p> <p>Where an individual tests positive on a LFT they must stay at home and take a PCR test</p> <p>If the result of the PCR is negative it then overrides the self-test LFD and the individual can return to school. Those with a negative self-test LFD test can continue to attend school.</p> <p>A separate risk assessment is in place to cover the arrangements for Lateral Flow Testing.</p>		



Management of confirmed cases of coronavirus	Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.  Anxiety and dissent within the school community	Pupils and staff	Serious	The school is not responsible for Track & Trace however, the school will keep a record of all staff & students that inform them of a positive LFT and/or PCR test. This information will be used to identify any trends and to inform parents where necessary.  The school will work closely with the local health protection team where possible in identifying connected cases amongst the school community.	Medium	Medium
Containing any local outbreak	Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.  Anxiety and dissent within the school community	Pupils and staff	Serious	The school will try to avoid having to send large groups of students home due to an outbreak but where this is advised by the local health protection team then the school will move to its contingency plan including provision of online teaching/learning	Medium	Medium

<b>1: B Cleaning and hygiene</b>						
Hand hygiene	Poor hand hygiene increases the likelihood of infection from coronavirus	Pupils and staff	Serious	Opportunities are provided for staff and students to clean their hands with soap and water and dry thoroughly: <ul style="list-style-type: none"> <li>• on arrival at school</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> </ul>	Medium	Medium

				<ul style="list-style-type: none"> <li>• before leaving school</li> <li>• after sneezing/coughing.</li> </ul> <p>Signage about how to wash hands properly, is on display and reinforced with students.</p> <p>Hand gel stations are provided in all toilet areas and teaching spaces and students are encouraged to use these.</p>		
Cleaning	Person contracts COVID 19 as a result of inadequate cleaning	Pupils and staff	Serious	<p>Our cleaning specification has been reviewed to ensure we comply with 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 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> <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.: books, chairs, tables, doors, sinks, toilets, bannisters, light switches, etc.</li> </ul>	Low	Low
Safe use of cleaning products	Inappropriate exposure to cleaning product	Pupils and staff	Serious	All staff involved in cleaning duties will receive training re: safe use and storage of cleaning materials.	Low	Low

	<p>results in allergic reaction/ poisoning etc</p> <p>Storage arrangements of cleaning product change increasing potential for unauthorised 'use' by pupils.</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>		
	<p>Use of hand gel potential for improper use and ingestion.</p>	<p>Pupils and staff</p>	<p>Serious</p>	<p>We are providing/allowing the use of hand gels that contain at least 60% alcohol.</p> <p>Hand gel stations are available at all entrances to the building, toilet areas, staffbases and teaching spaces. These are checked at least once per day.</p>	<p>Low</p>	<p>Low</p>
<p>Measures to reduce contamination from coronavirus.</p>	<p>Use of shared resources</p>	<p>Pupils and staff</p>	<p>Serious</p>	<p>Students are encouraged to use only their equipment and not to share with others.</p> <p>In IT areas where there are computers shared by many then sterile wipes are provided for cleaning keyboards and surrounding areas prior to use.</p>	<p>Medium</p>	<p>Medium</p>

<b>1:C Minimising contact (social distancing)</b>						
<p>Social distancing across the site</p>	<p>Too many people on site increases likelihood of exposure to coronavirus</p>	<p>Pupils and staff</p>	<p>Serious</p>	<p>We have taken the following measures to reduce footfall and maintain social distancing on site including:</p> <ul style="list-style-type: none"> <li>• Requesting that parents/carers do not pick up/drop off children on site, and do not enter reception to collect children or drop belongings off.</li> <li>• Erected signage and barriers to remind those visiting the site of social distancing requirements.</li> <li>• Separate indoor social areas identified.</li> </ul>	<p>Low</p>	<p>Low</p>

Social distancing for large groups of pupils.	Large groups of pupils and/or adults increase the likelihood of exposure to and transmission of coronavirus	Pupils and staff	Serious	Although weekly assemblies will not take place, year bubble events can be scheduled.  Groups of students from different year groups can meet providing social distancing can be maintained in the space they are meeting.	Low	Low
Visits for prospective parents	Large groups of adults increase likelihood of exposure to and transmission of coronavirus	Pupils and staff	Serious	Tours of the school can take place providing all involved follow the school's procedures in place at the time which could include the use of face coverings for all.  Tours will be cancelled at short notice should the school be advised to do so by either The Trust or the local health protection team		

<b>1:D Minimising contact (social distancing) Phase specific guidance.</b>						
Grouping pupils of pupils and social distancing of pupils:	Exposure to infection Classroom teaching	Pupils and staff	Serious	Staff will be advised to socially distance and where it is necessary to be within 2m of students then a face covering must be worn.  To avoid students facing each other then where possible tables will all face in the same direction, students may sit side-by-side.  After school clubs can take place but must be by year group.	Low	Low

<b>1: E Use of Personal Protective Equipment</b>						
Use of Personal Protective Equipment (PPE)	Incorrect use exacerbates the risk of further infection.	Pupils and staff	Serious	The school will supply any necessary PPE to staff to ensure they are protected, this includes face coverings and hand gel	Medium	Medium

				Students are requested to supply their own face masks for use during the day and to wear these when moving through the building or queuing for food. Hand gel is available throughout the building.		
--	--	--	--	---	--	--

1: F School transport and travel arrangements						
School transport	Risk of exposure to coronavirus whilst using dedicated school transport.	Pupils and staff	Serious	The wearing of face masks by staff and students on dedicated school transport will continue until the Government guidance states otherwise. The school will reserve the right to extend this should they feel it is necessary to protect the wider local community.		
	Exposure to coronavirus when travelling to and from school and within wider social groupings (outside school).	Pupils	Serious	<p>Pupil travel arrangements have been taken into consideration in our plans for opening as follows:</p> <ul style="list-style-type: none"> <li>We will encourage pupils to walk or cycle to school where possible</li> </ul> <p>We have provided clear messages to pupils about minimising the use of public transport and how to reduce the risks of transmission outside of school.</p> <p>We have also discussed with pupils the potential for coronavirus to spread when they socialise in groups outside school and have reminded them of the importance of following social distancing guidance in the wider community.</p>		
Staff transport to and from work	Potential for increased exposure to coronavirus (and potential for introduction into the school) through use of	All staff	Serious	Where staff would normally use public transport to travel to work, we will discuss options to alleviate this eg: secure cycle storage to support people to walk, run or cycle to work where possible.		

	public transport at peak times.					
	Risk of exposure to coronavirus whilst using school vehicles.	Pupils and staff	Serious	School vehicles will be used for essential purposes only. School safeguarding procedures to be followed re1:1 transport in school vehicles.		

<b>1: G School workforce</b>						
Staff who are required to work 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	Individual discussions have been/are held with staff to identify concerns/ barriers re: returning to work. (NB: recognising that some could be experiencing bereavement, mental health issues, etc.).  Staff can access counselling services e.g Health Assured Scheme can be contacted confidentially on 0870 240 2530.  Trade unions are kept informed and meetings held where needed.	Medium	Medium
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	Where practically possible we will accommodate additional measures to support staff where appropriate. e.g changes to timetable, use of technology to teach  We have developed this risk assessment with reference to our Equalities Policies and Procedures to ensure that that those affected by the control	Medium	Medium

				<p>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>		
Staff training	Staff are not aware or do not understand the requirements for working safely.	All staff	Serious	<p>Staff will be given updates on changes to policies and procedures as they arise.</p> <p>Staff given daily "tracker" update on students who are or may be positive.</p>	Low	Low
Individual staff requirements	Concerns from staff in identified work groups	Clinically extremely vulnerable (Shielding)	Fatal/ Major	<p>CEV individuals are no longer advised to shield but must continue to follow rules in place for everyone under the current national guidance.</p> <p>We will continue to discuss with employees about how they will be supported, including to work from home where possible.</p> <p>We will review individual staff risk assessments in light of changes to local tier levels and individual circumstances.</p>	Medium	Medium
		Clinically vulnerable	Serious	<p>We note that clinically vulnerable staff can continue to attend school where it is not possible to work from home.</p> <p>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</p>	Medium	Medium

				<p>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>		
	Concerns from staff in identified work groups	Pregnancy	Serious	<p>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. COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding contains vaccination advice.</p> <p>Any COVID related implications will be included in the school's individual risk assessment for expectant mothers.</p> <p>Any individual member of staff who is pregnant and has reached 28 weeks' gestation or has underlying health conditions at any point of gestation, may be at greater risk of severe illness if they catch coronavirus (COVID-19) and therefore will be offered the opportunity to work from home. This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness if they catch coronavirus (COVID-19).</p> <p>The school will follow the same principle for students who are pregnant by offering remote learning.</p>	Medium	Medium
		Those living with someone who is	Serious	We will follow government guidance (7/1/21) that states that:	Medium	Medium



		clinically vulnerable		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	Staff and students	Serious	We note that it is permissible for supply staff and other temporary workers 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.	Medium	Medium
Staff recruitment	Visitors to school increase the potential for the spread of coronavirus	Pupils and staff	Serious	Interviews will take place face-to-face and follow our systems of control including our protocols on the wearing of face coverings.	Medium	Medium

<b>1:H Pupil wellbeing</b>						
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	Parents will receive a weekly newsletter from the Head Teacher that outlines any changes to protocol covering the pandemic.  Where an increase in infections covers any particular group then communication will be sent to this group detailing the changes being introduced to control the virus.	Low	Low
Pupil wellbeing This has been retained as some aspect will be relevant when	Changing family circumstances likely to have an adverse effect of pupil's ability to reengage with school	Pupils and staff	Serious	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.	Low	Low

pupils return to school.				Staff responsible for pupil groups have been briefed in advance and made aware of any existing support plans/ risk assessments etc, for individual pupils.		
	Ineffective reintegration of young/ vulnerable pupils who have not been attending school for a number of weeks causes anxiety and distress for parents and pupils	Pupils and staff	Serious	We will discuss arrangements on an individual basis where we anticipate difficulties in this area.  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.	Low	Low
	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.	Low	Low
Individual pupil medical requirements	Pupils in identified groups.	Extremely clinically vulnerable pupils (shielded)	Fatal/Major	We have taken note of the government guidance of 06/04/21 stating that:  Shielding advice has been paused nationally from 31 March. All CEV pupils should attend their school unless they are one of a very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Pupils who live with someone who is CEV should continue to attend school.  <a href="https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people">https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people</a>  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	Medium	Medium

				<p>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.</p> <p>Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.</p>		
		Clinically vulnerable pupils	Serious	These pupils may attend school if they are categorised as vulnerable or are the children of critical workers and cannot remain at home.	Medium	Medium
		Pupils living in a household with a person who is extremely clinically vulnerable.	Serious	These pupils may attend school if they are categorised as vulnerable or are the children of critical workers and cannot remain at home.	Medium	Medium

<b>1: I Provision of first aid and the administration of medication</b>						
Provision of first aid		Pupils and staff	Serious	<p>First Aid is available either by students presenting themselves to the first aid room or by calling reception on 1111.</p> <p>Where students present symptoms of COVID then the member of the First Aid team will isolate them within the first aid area closest to the window and the window will be open to allow good ventilation.</p>	Low	Low

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.</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>Staff accept that in an emergency the importance of immediate action to save life takes precedence over social distancing.</p> <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>		
------------------------------	--	------------------	-------------	---	--	--

				Tables will be cleaned after lunch, rubbish disposed of and bin emptied to avoid allergens remaining in the classroom for longer than necessary.		
--	--	--	--	--	--	--

1: J Premises						
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>Government supplied CO2 monitors have been installed in spaces where large numbers of people congregate and levels of CO2 may exceed 150ppm. Many spaces are already monitored and ventilation is controlled through the BMS system.</p>	Low	Low
	Additional doors and windows are left open compromising site security/fire safety.	All premises occupants	Serious	<p>A review of the building identified doors that could remain open without compromising fire safety/ and or security during the day.</p> <p>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 removable 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.</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). Corridor fire doors will not be wedged open at any time.</p>	Medium	Medium

	<p>Open windows in the winter months mean that the temperature in buildings is uncomfortable.</p>	<p>All premises occupants</p>	<p>Serious</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. This will include closing external doors to avoid unnecessary heat loss from occupied buildings. <b>The minimum workplace temperature of 16 degrees will be maintained to allow teaching to take place.</b></p> <p>During particularly cold weather, windows may be closed at times (at the discretion of the teacher), however, all classrooms with external windows <b>MUST</b> have a period of opening of at least 15 minutes in the middle of each lesson.</p> <p>Advice from HSE available  <a href="https://www.hse.gov.uk/temperature/thermal/managers.htm">https://www.hse.gov.uk/temperature/thermal/managers.htm</a></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 drafts</li> </ul>	<p>Medium</p>	<p>Medium</p>
--	---	-------------------------------	----------------	--	---------------	---------------

				Heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces		
Emergency Evacuation and lockdown	Failure to follow procedures leads to injury or loss of life.	Pupils and staff	Serious	Measures necessary for additional ventilation of the building have been and will be assessed and will not compromise fire safety or site security arrangements.  We have briefed staff who are aware of the measures to take in the event of an emergency evacuation or lockdown.  Safe evacuation/ lockdown takes priority over the maintenance of social distancing arrangements temporarily.	Medium	Medium
Lettings	School control measures re: cleaning, social distancing etc are compromised leading to increased risk of infection, expense and possible reputational damage.	Pupils Staff Wider community	Serious	Letting of the internal and external areas of the building is permitted in line with this risk assessment and the hirers own risk assessment in protecting their users.  A venue QR code is available but is no longer a requirement under Track & Trace.	Medium	Medium

<b>1: K Curriculum delivery: Music, Drama, Tech, PE and Science</b>						
Curriculum delivery: Music	Increased likelihood of infection from coronavirus from playing musical instruments and singing.	Pupils and staff	Serious	Peripatetic teachers may give individual lessons but must follow this risk assessment and any additional requirements of their employer.  Large events can take place in line with recommendations on how to control transmission including but not limited to the wearing of face masks and the use of LFT testing prior to the event	Medium	Medium

Curriculum delivery: Drama	Increased likelihood of infection from coronavirus	Pupils and Staff	Serious	Large events can take place in line with recommendations on how to control transmission including but not limited to the wearing of face masks and the use of LFT testing prior to the event	Medium	Medium
Curriculum delivery: Physical Education	Increased likelihood of infection from coronavirus	Pupils and staff	Serious	<p>Students will arrive wearing their PE on the day of their PE lesson and only use the changing room as a result of inclement weather. This will reduce the over use of the changing room areas.</p> <p>Students will be kept in consistent groups.</p> <p>School can hold PE lessons indoors, including those that involve activities including practising specific techniques.</p> <p>Outdoor activities will be prioritised where possible and large indoor spaces used where it is not, maximising airflow and natural ventilation. This is particularly important, given how people breathe during exercise.</p> <p>Extra-curricular activities can take place providing year groups are maintained.</p> <p>Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures.</p>	Medium	Medium
Curriculum delivery: Science	Increased likelihood of infection from coronavirus	Pupils and staff	Serious	There are no restrictions in delivering of science lessons other than those relating to social distancing between staff and students	Medium	Medium



**1: L Social distancing in the wider school environment**

Arrival and departure from school	Exposure to infection from inadequate social distancing	Pupils and staff	Serious	Staff and students will wear masks on entering the building. This will also apply to visitors.	Low	Low
Circulation within the building	Exposure to infection from inadequate social distancing	Pupils and staff	Serious	Staff and students are required to wear masks when moving around the building designated, these are areas where masks can be removed to eat & drink. No eating or drinking should take place outside these zones.	Low	Low
Social Times	Exposure to infection from inadequate social distancing during preparation and serving of food (catering staff)	Pupils and staff	Serious	Face masks will be worn by students when queuing for food/drink but are not required outdoors.  Face coverings are to be worn by catering staff when serving.	Low	Low
	Payment for food	Pupils and staff	Serious	The site will be completely cashless, and students will need to pay by card.	Low	Low
Educational visits	Exposure to infection from inadequate social distancing etc	Pupils and staff	Serious	All educational day visits will be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time as well as following the school's "Trips Policy". This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination.  Visit Leaders will 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, leaders will consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. All risk	Low	Low

				<p>assessments must be approved before the visit can take place.</p> <p>OEAP National Guidance will be followed (see Contents   (oeapng.info) )</p> <p>We note that schools can undertake domestic residential educational visits from 17 May.</p> <p>Any domestic residential educational visits will be conducted in line with relevant coronavirus (COVID-19) secure guidance and regulations in place at that time.</p> <p>We will keep children within their consistent bubbles for the purpose of the visit and follow operation guidance when planning and undertaking a residential visit as part of Step 3.</p> <p>It is not foreseen that any visits will take place outside the UK during 2021/22 Academic year and staff are advised not to plan any until further notice.</p>		
Inductions	<p>Exposure to infection from inadequate social distancing etc</p> <p>Poor record keeping leads to difficulties in tracing contacts, if required</p>	Staff and Inductees	Serious	<p>Staff inductions can take place providing the inductee follows the school risk assessment relative to their job role. It is the responsibility of the line manager to brief any new staff on the requirements and ensure they follow the risk assessment.</p> <p>Student inductions can take place but must be in line with government guidance on social mixing at the time of the visit.</p> <p>A thorough risk assessment will take place before running any event to ensure that they are run in line with our own system of controls and aligned with the advice contained within the latest guidance and the roadmap out of lockdown.</p> <p>This will include:</p>	Low	Low

				<ul style="list-style-type: none"> <li>• adherence to guidance about group sizes</li> <li>• maintaining bubbles and records of attendees</li> <li>• Social distancing of staff working with groups of pupils</li> </ul>		
Celebration Events	<p>Exposure to infection from inadequate social distancing etc</p> <p>Poor record keeping leads to difficulties in tracing contacts, if required</p>	Pupils and staff	Serious	Celebration events can take place providing that a thorough risk assessment is conducted in line with our own system of controls and aligned with the advice contained within the latest guidance.	Low	Low

<b>1:M Social distancing: Offices and shared staff areas</b>						
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 and outside of school hours where possible.</p> <p>Signage has been erected to advise visitors of social distancing protocols and face coverings are expected to be worn at all times.</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>	Low	Low

	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>	Low	Low
Other work areas	Exposure to infection from inadequate social distancing: other work areas	Staff	Serious	<p>Staff reminded about the importance of social distancing. Additional work space has been made available to allow greater social distancing to occur.</p> <p>All areas are cleaned regularly, a dishwasher is available for cleaning crockery, utensils etc.</p> <p>Face coverings are expected to be worn in staff social areas, except when eating/drinking</p>	Low	Low
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>	Low	Low

**1.P: Public Examinations (Use of the school as an Examinations Centre for existing and potentially returning students who are no longer on the school roll.)**

Face coverings	Failure to wear a face covering increases the likelihood of the transmission of coronavirus in areas where social distancing cannot be observed.	Pupils and staff	Serious	<p>Candidates and invigilators do not need to wear face coverings during exams, but they may wear them if they wish to.</p> <p>Face coverings are expected to be worn on entering and leaving the exam room, and in common areas.</p> <p>Everyone who uses public transport to travel to exams should follow the requirements for wearing face coverings.</p>	Medium	Medium
Invigilators	Poor social distancing increases the likelihood of the transmission of coronavirus	Pupils and staff	Serious	<p>We will follow our protocols in place for visitors and temporary staff. Invigilators can move between different schools and colleges. They should minimise contact and maintain as much distance as possible from other staff.</p> <p>Before the exams, we will advise invigilators what they need to do to minimise contact and maintain as much distance as possible from other staff.</p> <p>Invigilators do not need to wear gloves when collecting exam scripts from candidates but will be advised to wash their hands thoroughly and more frequently than usual and particularly after handling exam papers.</p>	Medium	Medium
Maintaining distance between staff and candidates	Poor social distancing increases the likelihood of the transmission of coronavirus.	Pupils and staff	Serious	<p>We will advise invigilators and other staff to stand alongside candidates when interacting with them, rather than face to face.</p> <p>For encounters of over 15 minutes, for example, when scribes, readers or other individuals are supporting candidates, staff should maintain a 2-metre distance where possible, for example using a separate room from other candidates. If staff cannot maintain a 2-metre distance, they should avoid close</p>	Medium	Medium

				<p>face to face contact and minimise time spent within 1 metre of others.</p> <p>These arrangements may not be possible when working with some candidates who have complex needs, in which case these candidates' educational support should be provided as normal during exams.</p> <p>If candidates need to leave the exam room and need to be accompanied for more than 15 minutes, staff will maintain a 2-metre distance where possible. If this is not possible, staff should take mitigating measures, such as standing alongside the candidate and using a face covering</p>		
--	--	--	--	--	--	--

**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	<p>Concerns may become apparent during interaction in the community, online communication etc</p> <p>All school staff to be aware of arrangements in place for contact school DSL/ Deputies during the closure period.</p>	Low	Low
	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	<p>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.</p> <p>School to make parents aware of sites they are asking their children to use and school staff their child will interact with.</p>	Low	Low

	E-Safety. Inappropriate staff contact with pupils/ students	Pupils	Minor to Serious	School E-Safety Polices 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.	Low	Low
	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 doorstep 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.	Low	Low

**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	We follow guidance from HSE (March 2020) as follows:  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.  We have provided workers with advice on completing their own basic assessment at home using: <a href="http://www.hse.gov.uk/pubns/ck1.pdf">www.hse.gov.uk/pubns/ck1.pdf</a>	Low	Low
--	--	-------------------------	---------	---	-----	-----

				<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"> <li>• breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity</li> <li>• avoiding awkward, static postures by regularly changing position</li> <li>• getting up and moving or doing stretching exercises</li> <li>• avoiding eye fatigue by changing focus or blinking from time to time.</li> </ul>		
Data protection	<p>Data breach exposes staff or students to risk of harm.</p> <p>Data breach is undetected.</p>	All	Serious	<p>All staff have received GDPR training and are aware of their responsibilities re: use and transfer of personal data. 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>	Low	Low
Workplace stress exacerbated by social isolation.	<p>Depression</p> <p>Anxiety and other forms of mental illness</p>	Staff working from home	Serious	<p>Opportunities are in place for regular contact from line managers and colleagues. Albeit remotely via online methods.</p> <p>Access to counselling services is provided by Health Assured Scheme on 0870 240 253</p>	Low	Low



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.

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.