

School COVID 19 Risk Assessment

This assessment is a working document that will be reviewed on a monthly basis. It will be amended or updated whenever local circumstances dictate a need or if substantial amendments are required by changes to guidance issued by the UK Government, PHE, the HSE or the LA. Changes since the last review will be highlighted for ease.

Guidance used in the compilation of this RA includes:

- A. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf
 B. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_source=29%20November%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19

Ratings used in this assessment are:

- Red: this measure cannot be put in place in our school at any time
- Amber: this measure is not yet in place and will incur a time delay and/or additional costs before being in place
- Green: this measure is in place, can be in place without delay and can be resourced from existing budgets

NO	HAZARD/ISSUE	WHO MIGHT BE AFFECTED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN CONTROLS IN PLACE BY:	RATING R/A/G	ADDITIONAL NOTES
1.	Spread of virus	<ul style="list-style-type: none"> • Staff • Student • Visitor 	Staff, students and other adults must self-isolate immediately if they experience any of the three symptoms of COVID-19 (a high temperature, a new, continuous cough and a loss or change to their sense of smell or taste) and must take a Lateral Flow Test (LFT) to determine if they have COVID-19. If the result is negative, they can attend school or the workplace. If the result is positive, they must continue to self-isolate for a minimum of seven days from the date of the test and can only return to school or the workplace if subsequent LFT on day 6 and day 7 of isolation provide negative results. If still positive, the student or staff member must remain away from school or the workplace until they can provide two negative LFT results on consecutive days. There is now no longer a need for a confirmatory PCR to prove infection.	All	5 Jan 22	GREEN	Close contacts or other household members are not required to isolate from school or work if they do not exhibit any COVID-19 symptoms.
2.	Actions to be taken if Lateral Flow Testing provides a positive result for COVID 19	<ul style="list-style-type: none"> • Staff • Student • Visitors 	It is an individual/family responsibility to notify NHS Track and Trace of all positive LFT results using the online system within 24 hours of the test result.	All	5 Jan 2022	GREEN	.

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3.	Actions to be taken by a staff member or student who is in close contact with any person who has, or is suspected of having, COVID 19	<ul style="list-style-type: none"> • Staff • Students 	If a staff member or student is notified by NHS Track and Trace that they have been identified as a close contact of a suspected, or confirmed case of COVID 19, they are no longer required to self-isolate but are to carry out daily Lateral Flow Test for a minimum of seven days. If testing provides a negative result, staff and students can return to work/school. If testing provides a positive result they are to notify the NHS Track and Trace system and carry out the isolation requirements given in Paragraph 1 above.	All	14 Dec 2021	GREEN	Notified to all staff by email
4.	Actions to be taken by a staff member who believes a student is displaying COVID 19 symptoms	<ul style="list-style-type: none"> • Staff • Student 	<p>Staff who believe a student is showing any one of the COVID 19 symptoms are to:</p> <ul style="list-style-type: none"> • If in a class, tell the student to leave the classroom and make their way as quickly and directly as possible to the Medical Room taking all their personal belongings with them • Wear their mask while moving to the Medical Room. • If the student cannot be accompanied by an adult to the Medical Room they should be reminded not to stop and talk to anybody or to go anywhere else. • Ring the Medical Coordinator (MEDCO) to inform them of the arrival of the student. <p>MEDCO will, when warned, meet and safely manage the student upon their arrival at the Medical Room. If COVID 19 is suspected, MEDCO will:</p> <ul style="list-style-type: none"> • Contact parents/carers to collect the student from the site • Pass details of the student to the Attendance office <p>If COVID 19 is not suspected, MEDCO is to determine whether or not the student can return to lessons.</p>	All Staff SLT MEDCO Reception	01 Sep 2021	GREEN	<p>MEDCO is to wear provided PPE even if a safe distance can be achieved between themselves and students who are suspected of, or are showing, COVID 19 symptoms</p> <p>The decision to fog a classroom because a student has been sent home with suspected COVID 19 will be taken by SLT in consultation with MEDCO. If it is decided that a classroom is to be fogged, the Site Team is to be contacted to arrange this. SLT must inform staff in any classroom that will be fogged of the reason why. The classroom must be vacated by staff and students until fogging has taken place and they must take their personal belongings with</p>

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							them. Staff and students will be able to return to the classroom once all detergent vapour has evaporated. No fogging is to take place if classrooms are not empty of staff of students.
5.	Increased risk to Clinically Extremely Vulnerable (CEV) students	<ul style="list-style-type: none"> • Students 	<p>All Clinically Extremely Vulnerable (CEV) students should attend their education setting unless under paediatric or other specialist care and following written advice from their clinician or other specialist not to attend school.</p> <p>Students who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should attend school</p>	Leadership	1 Sep 2021	GREEN	.
6.	Increased risk to Clinically Extremely Vulnerable (CEV) Staff	<ul style="list-style-type: none"> • Staff 	<p>All Clinically Extremely Vulnerable (CEV) staff should attend their place of work unless under paediatric or other specialist care and following written advice from their clinician or other specialist not to attend their normal workplace.</p> <p>Other staff living with an employee who is classed as CEV but who are not themselves CEV should still attend the workplace.</p>	Staff	1 Sep 2021	GREEN	
7.	Asymptomatic testing of students and staff.	<ul style="list-style-type: none"> • Staff • Students 	<p>Staff and students are to be reminded of the need to test twice weekly and to record the details on line using the NHS Track and Trace System within 24 hours.</p> <p>Testing kits can be ordered directly by staff and families using the following URL:</p> <p>https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests</p>	<p>All Staff</p> <p>All Students</p>	5 Jan 2022	GREEN	

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8.	Increasing the likelihood of a larger virus outbreak by not reducing interaction or mixing between staff and student year groups	<ul style="list-style-type: none"> • Staff • Students 	The school has separated year groups into working “bubbles” to reduce the risk of possible virus spread between older and younger students.	Leadership	1 Sep 2021	GREEN	Students and staff and will enter and depart school by clearly identified entrances and exits. Separate dining facilities have been allocated to each year group and incorporated into the curriculum timetable
9.	Increasing the likelihood of the virus spreading by not exercising and maintaining good respiratory hygiene	<ul style="list-style-type: none"> • Staff • Students • Visitors 	All users are to be encouraged to use the “Catch it, Bin it, Kill it” approach to good respiratory hygiene.	All Site Team	1 Sep 2021	GREEN	The school cleaning team is to ensure that signs are displayed reminding users of this practice throughout the school in all toilets and communal areas.
10.	Increasing the likelihood of the virus spreading by not exercising and monitoring good hand cleaning guidance	<ul style="list-style-type: none"> • Staff • Students • Visitors 	<p>Any staff member, student, visitor or contractor entering or leaving the school site is required to clean their hands using either soap and water or sanitizer provided at entrances where there are no wash basins.</p> <p>Students and staff have been asked to provide their own hand sanitiser to supplement that provided by the school.</p> <p>While on the school site, all users are required to wash and clean their hands using soap and water or the provided sanitizer when:</p> <ul style="list-style-type: none"> • Entering a classroom, office or staff room • After using the toilet • After disposing of any used tissues or detergent wipes • After eating <p>Bottles of hand sanitiser have been provided to teaching staff for use in sanitising students or visitors to their room. The bottle is to be kept at the entrance to</p>	All Site Team	1 Sep 2021	GREEN	<p>The Site Team is to check automatic dispensers at all entrances are replenished on a daily basis. If a sanitiser is not working, it is to be replaced immediately with an alternative option.</p> <p>Staff members who greet students upon arrival in the school are to take bottles of hand sanitiser from the Site Team. When finished, staff are to return the bottles to the site team for cleaning, refilling and re-use.</p>

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			the teaching space for ease of use by those entering the room and to allow it to be refilled by school cleaning staff without interrupting teaching.				
11.	Increasing the possibility of the virus spreading by not reconfiguring classrooms	<ul style="list-style-type: none"> • Staff • Students • Visitors 	<p>Classrooms are, wherever possible, to be configured so that students face forward and are not sat facing each other.</p> <p>Classrooms can be configured so no unmasked student is facing another student (within one metre). If students are unmasked, a minimum distance of 2 metres is to be provided or students must face away from other students.</p>	Teaching staff	1 Sep 2021	GREEN	Where this is not possible, distancing or screens should be used to allow whatever separation can be achieved.
12.	Possible spread of virus between students and staff	<ul style="list-style-type: none"> • Staff • Students • Visitors 	Staff have been given marking tape to identify safe zones in classrooms and offices. These safe zones should only be entered by other staff members of students with the permission of the staff member.	All Staff	1 Sep 2021	GREEN	
13.	Risk of virus being spread through use of shared resources or facilities	<ul style="list-style-type: none"> • Staff • Students • Visitors 	<p>To reduce the possible transmission of the virus by using shared tools, equipment, offices or classrooms, additional cleaning materials have been provided to the following areas for use by staff and students to clean between users:</p> <ul style="list-style-type: none"> • Art and Photography • Design Technology • Physical Education • Computer Sciences/Rooms • Library Services • Science • Music • Shared Offices • Shared Classrooms 	Site Team School Cleaning Team	1 Sep 2021	GREEN	Staff are to order replacement sanitiser, detergent wipes, paper rolls and paper towels using the school maintenance system. These demands will be met by the site team or school cleaning team.
14.	Potential for virus to be spread by and between students when moving on site	<ul style="list-style-type: none"> • Staff • Students • Visitors 	The ability to transmit and spread the virus when moving through open and aerated areas is very low. Movement between classes and along corridors will use identified routes employing, wherever possible, a one-	All Students All Staff	1 Sep 2021	GREEN	The site team is to update and replace, where necessary, signage identifying

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			way system to move students quicker, reduce congestion and remove bottlenecks.				routes to be taken and one way systems.
15.	Use of face coverings in education.	<ul style="list-style-type: none"> • Staff • Students • Visitors 	<p>From 4 Jan 2022, all students, staff and visitors are required to wear masks or face coverings when on the school site, including in classrooms, unless exempt or if the wearing of a mask or face covering severely impacts on the delivery of teaching or taking part in a lesson, such as sporting activities. This measure will be reviewed on 26 Jan 2022.</p> <p>Students, staff or visitors who are unable to wear face coverings because of a physical condition, mental illness or impairment, disability or who speak or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate will be exempt from the wearing of face coverings.</p>	<p>All Students</p> <p>All Staff</p> <p>Reception</p>	4 Jan 2022	GREEN	<p>Students and staff have all been asked to attend school with 3 re-usable face coverings.</p> <p>Reception will maintain a small supply of disposable face masks for issue to visitors or students who forget or lose their own masks</p>
16.	Virus being spread by staff members and students who ignore room capacity signs and admittance instructions when entering classrooms, offices, staff rooms and toilets	<ul style="list-style-type: none"> • Staff • Students • Visitors 	All teaching spaces will have a stated maximum capacity of 30 at any one time unless a hall or gym, where numbers can be greater. The school will provide maximum capacity signs to staff who wish to set safe capacities as agreed by users.	All staff	1 Sep 2021	GREEN	The requirement to exceed these limits for irregular and short periods of time to deal with work or emergencies must be accepted by users.
17.	Virus being spread by lack of cleaning	<ul style="list-style-type: none"> • Staff • Students • Visitors 	<p>The school ensures it meets cleaning standards identified by the HSE to maintain a COVID secure work place. This includes deep and periodic cleaning which is identified by the HSE as:</p> <ul style="list-style-type: none"> • Deep cleaning - is a thorough clean of all frequently touched surfaces at least once a day. This is completed at the end of every school day when there are less staff and no students on site to ensure reduced infection between contract cleaning staff and students. • Periodic cleaning is cleaning at different times throughout the day. It can include cleaning items 	<p>All</p> <p>School Cleaning Team</p> <p>Site Team</p> <p>TTB</p>	1 Sep 2021	GREEN	<p>Daily (Deep) cleaning of the whole school site is conducted by the cleaning contractor (TTB).</p> <p>Periodic cleaning is carried out by School Cleaning Team.</p> <p>Items used on a daily basis for curriculum</p>

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			<p>immediately after use as well as cleaning surfaces on a regular basis throughout a single day. This cleaning is carried out every day by SCS between 10.20 and 14.20.</p> <p>The school also employs disinfecting fogging machines to quickly clean areas of high use such as the gymnasium or communal areas and teaching spaces when, or if, the need is identified.</p>				purposes are cleaned immediately after use by students and/or staff
18.	Virus being spread by lack of cleaning	<ul style="list-style-type: none"> • Staff • Students • Visitors 	A daily clean of all teaching spaces, communal areas, toilet facilities, offices and staffrooms will be carried out by the contracted cleaning service	TTB	1 Sep 2021	GREEN	This cleaning meets the standards set out in Government and HSE guidance. The anti-bacterial cleaner used by TTB (EC4) has been certified as 99.999% effective against all known viruses, including COVID 19
19.	Virus being spread by lack of cleaning	<ul style="list-style-type: none"> • Staff • Students • Visitors 	<p>Additional cleaning of communal areas, toilets, dining areas, surfaces and equipment will be carried out on a regular basis during the school day by SCS.</p> <p>This additional cleaning will primarily focus on:</p> <ul style="list-style-type: none"> • Replenishing classroom hand sanitisers • Replenishing classroom wipes (if provided) • Banisters • Bathroom facilities (including taps and flush buttons) • Staffrooms • Dining facilities • Door and window handles in corridors • Water Fountains • Light switches in corridors • Fingerprint scanners • Photocopiers • Emptying classroom bins 	School Cleaning Team	1 Sep 2021	GREEN	

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20.	Virus being spread because of a lack of cleaning materials	<ul style="list-style-type: none"> • Staff • Students • Visitors 	The school has increased its holdings of cleaning materials for use by staff and students in teaching spaces and communal areas	SBM	1 Sep 2021	GREEN	The SBM is to ensure that holdings of detergent wipes, hand sanitiser gel, paper towels and paper rolls are maintained at agreed levels. The SBM is to arrange resupply via TTB to maintain these levels.
21.	Virus being spread because of a lack of cleaning materials in teaching spaces and offices	<ul style="list-style-type: none"> • Staff • Students • Visitors 	All teaching spaces and offices will be provided with hand sanitiser .Staff are to ensure that any student or visitor to their space is required to sanitise their hands upon entry.	Staff	1 Sep 2021	GREEN	
22.	Virus being spread because of a lack of cleaning materials in teaching spaces and offices	<ul style="list-style-type: none"> • Staff • Students • Visitors 	Hand sanitisers in teaching spaces and offices are to be checked on a daily basis and refilled by school cleaning staff when carrying out programmed cleaning. Bottles are to be left by the entrance door to allow staff to check and/or refill bottles without interrupting teaching or work	School Cleaning Team	1 Sep 2021	GREEN	The School Cleaning Team is to ensure sanitiser gel dispensers in all teaching spaces and offices are filled on a daily basis
23.	Lack of sufficient personal protection equipment (PPE)	<ul style="list-style-type: none"> • Staff 	<p>Guidance identifies that those individuals, whose roles or responsibilities require them to work closer than 2 metres with students should be provided with access to the following PPE:</p> <ul style="list-style-type: none"> • Visors • Face Masks • Disposable gloves • Disposable aprons 	MEDCO	1 Sep 2021	GREEN	<p>The school holds stock of all items.</p> <p>MEDCO will control holdings of all disposable items, less visors, and will distribute them based on known priorities. MEDCO is to maintain agreed stock levels and replenish them as necessary.</p>
24.	Increased risk of virus being spread by visitors to the school	<ul style="list-style-type: none"> • Staff • Students 	Visitors to the school are to be by appointment and must only enter and leave by the Arts Block Reception.	Visitors Hosts	1 Sep 2021	GREEN	Staff arranging meetings are to communicate these measures to

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		<ul style="list-style-type: none"> • Visitors 	<p>Visitors will only be allowed access to the school if they follow existing protocols. Visitors must:</p> <ul style="list-style-type: none"> • Sanitise their hands before entering the school • wear a face mask when moving around communal areas • If encountering staff or students while moving in the school they should keep to the left of any corridor and not engage in conversation with any person unless a minimum distance of 2 metres between participants is maintained. Wherever possible, conversations should take place outside communal areas in the open air and the 2 metre distance should be observed. 				attendees so they are aware of the need to wash hands upon entering the school and any office or classroom, the need to socially distance as much as possible and to wear face masks while moving through and around the school.
25.	Increased risk of virus being spread by contractors to the school	<ul style="list-style-type: none"> • Staff • Students • Visitors 	<p>The site team is to ensure that appointments for contractors are arranged so that, unless dealing with an emergency, they only enter the school after students and staff are in lessons. Contractors are to:</p> <ul style="list-style-type: none"> • Not mix with staff or students at main entry and exit points. • Sanitise their hands before entering the school • Wear a face mask when moving around communal areas • If encountering staff or students while moving in the school they should keep to the left of any corridor and not engage in conversation with any person unless a minimum distance of 2 metres between participants is maintained. Wherever possible, conversations should take place outside communal areas in the open air and the 2 metre distance should be observed. 	Site Team	1 Sep 2021	GREEN	The Site Team is to communicate these measures to contractors when making appointments so that they are aware of the need to adhere to arrival and departure timings, the need to wash hands upon entering the school and any office or classroom, the need to socially distance as much as possible and to wear face masks while moving through and around the school.
26.	Increased risk of virus spreading because of staff, students, visitors and contractors mixing	<ul style="list-style-type: none"> • Staff • Students • Visitors • Contractors 	New evacuation assembly points, by house, have been notified to all staff.	Leadership	1 Sep 2021	GREEN	An evacuation drill will be carried out to identify any concerns or issues.

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	when responding to an emergency						
27.	Spread of virus through mixing year groups for assemblies	<ul style="list-style-type: none"> • Staff • Students • Visitors 	Assemblies can be conducted with reduced numbers and greater dispersal of those attending. Assemblies can only take place if sufficient social distancing is achieved, only one year group is attending, or those attending have all been vaccinated.	Leadership HoH	1 Sep 2021	GREEN	
28.	Spread of virus by mixing year “bubbles” during social time	<ul style="list-style-type: none"> • Staff • Students • Visitors 	Access to catering facilities and social areas will be restricted to specific year groups at identified times to reduce the possible risk of spreading the virus between year groups. Student year groups will be segregated within dining facilities to increase social distancing and to maintain year group bubbles.	All Staff	1 Sep 2021	GREEN	
29.	Use of school transport	<ul style="list-style-type: none"> • Staff • Students • Visitors 	The use of school minibuses is possible for daily trips however safeguards being used on public transport must be used when determining numbers who can be transported and COVID 19 measures that must be taken.	All Staff	1 Sep 2021	GREEN	This may require reduced numbers, the use of face masks and the ventilation of the vehicle
30.	Lack of sufficient ventilation to allow air changes and reduce ability of virus to linger in areas	<ul style="list-style-type: none"> • Staff • Students • Visitors 	<p>External doors will be opened every day and left open until classrooms are occupied. At that time they will be closed to ensure areas are kept warm but windows in corridors will be opened where possible.</p> <p>Teaching and Office staff are to keep classroom and office doors open to the corridor to allow the movement of air into and along corridors. If classrooms or offices become too warm, windows are to be opened to enhance air flow.</p>	All Staff	1 Sep 2021	GREEN	
31.	Lack of sufficient ventilation	<ul style="list-style-type: none"> • Staff • Students • Visitors 	External air flow is to be increased by opening windows and propping open doors where fire safety and safeguarding is not compromised.	All Staff	1 Sep 2021	GREEN	Door wedges have been provided to each classroom and office in use. Fire instructions have been amended to include the removal of

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							wedges when evacuating buildings
32.	Requirement to report COVID 19 positive cases to HSE	<ul style="list-style-type: none"> • Staff • Students • Visitors 	Schedule 2 of RIDDOR now includes the requirement for employers to report any accident or incident which results, or could have resulted, in the release or escape of a biological agent likely to cause severe human infection or illness and this now includes coronavirus. When working with the general public (this includes schools) the use of RIDDOR to report cases of infection caused by exposure to persons who are not known to be COVID positive but subsequently test positive is not required. In such cases it is unlikely that infection will be attributable to occupational exposure and therefore does not need to be reported.	All Staff	1 Sep 2021	GREEN	RIDDOR reporting will be required if any staff member, student or visitor is knowingly exposed to a person who has tested positive for COVID 19.
33.	Failure to ensure school environment meets statutory Health and Safety standards because of COVID 19 measures or constraints.	<ul style="list-style-type: none"> • Staff • Students • Contractors • Visitors 	<p>Checks to the premises and infrastructure have been completed and any remedial action taken.</p> <p>Fire, first aid and emergency procedures have been reviewed to ensure they can still be carried out while meeting, wherever possible, COVID 19 distancing and safety measures.</p>	SBM	1 Sep 2021	GREEN	

VERSION CONTROL

DATE	VERSION CONTROL	CHANGES
9 Dec 21	19	Addition of Isolation rules for close contacts of Omicron variant
16 Dec 21	20	Change to isolation requirements for close contacts
10 Jan 22	21	Change to testing, isolation and use of LFT