

COVID-19 RISK ASSESSMENT PROCESS: September 2021

This is an update of the COVID-19 Risk Assessment to support schools and educational settings in Step 4 of the Government Roadmap which came into place from 19 July 2021*. The aim of the risk assessment is to implement protective measures in the government's operational guidance to protect your staff, pupils and community.



*Please note that this risk assessment may be updated before September 2021 in light of updates to government guidance.

All schools are fully open for all pupils.

There is no legal limit for social contact.

		<ul style="list-style-type: none"> All areas where a person with symptoms has been to be cleaned after they have left. Following threshold guidance in schools, the school's plan for managing an outbreak will be initiated than two positive tests, the school's outbreak management plan will be initiated. School has sufficient supplies of PPE, face coverings, cleaning materials and hand washing/sanitising liquids. <ul style="list-style-type: none"> Update staff, pupils, stakeholders and visitors on changes in practice – COVID safe measures. <ul style="list-style-type: none"> If a parent/carer insists on a pupil attending your school with symptoms, Head of School may refuse the pupil if, in their reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. 			<p>Supervising member of staff</p> <p>Contact in school to monitor and order as necessary</p> <p>HOS and teachers to reinforce expectations on regular basis</p>	When child has left site	
Poor Personal Hygiene	<p>Employees</p> <p>Pupils</p> <p>Young People</p> <p>Families</p> <p>Contractors</p> <p>Visitors</p> <p>Members of the public</p>	<ul style="list-style-type: none"> COVID-19 posters/ signage displayed. Frequent and thorough hand cleaning is regular practice. Pupils and staff to clean their hands regularly throughout the school day Sufficient handwashing facilities are available. Where there is no sink, hand sanitiser provided in classrooms. Skin friendly skin cleaning wipes used as an alternative to hand washing or sanitiser. 	No	Put in place monitoring and supervision to make sure people are following any controls you have in place, including	<p>Posters: Ops Manager to refresh School Administrators with templates for displaying.</p> <p>Facilities Team to</p>	1.9.21	Yes

		<ul style="list-style-type: none"> • Staff help is available for pupils who have trouble cleaning their hands independently (e.g. small children and pupils with complex needs). • Use resources such as “e-bug” to teach effective hand hygiene etc. • Adults and pupils are encouraged not to touch their uth, eyes and nose. • Adults and pupils encouraged to use a tissue to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’). • Tissues to be provided. • Bins for tissues provided and are emptied throughout the day. 		enhanced cleaning.	ensure sufficient Hand Sanitiser and wipes.	September 2021 Reminders as necessary	
Spreading coronavirus from contact with surfaces, equipment and workstations	<p>Employees Pupils Young People Families Contractors Visitors Members of the public</p>	<ul style="list-style-type: none"> • Reduced clutter and removing difficult to clean items to make cleaning easier. • Cleaning using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices. • Surfaces that are frequently touched and by many people in common areas to be cleaned twice a day. • Avoid sharing work equipment by allocating it on a personal basis or put cleaning regimes in place to clean between each user. • Identify where you can reduce people touching surfaces, for example by leaving doors open (except fire doors), or providing contactless payment. • Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects. • Provide more bins and empty them more often. • Toilets and communal areas to be cleaned regularly. • Sanitising spray and paper towels to be provided in classrooms for use by members of staff. • Thorough cleaning of rooms at the end of the day. 	No	<p>Put in place monitoring and supervision to make sure people are following controls, for example by implementing cleaning regimes.</p> <p>Provide information telling people who should clean something and when.</p> <p>Provide instruction and training to</p>	<p>Class teachers/office staff</p> <p>Regular wiping of surfaces throughout the day – all staff</p>		Yes

				people who need to clean. Include information on the products they need to use, precautions they need to follow and the areas they need to clean			
Poorly ventilated spaces leading to risks of coronavirus spreading	Employees Pupils Young People Families Contractors Visitors Members of the public	<ul style="list-style-type: none"> • Ventilation and AC systems working optimally. • Heating used as necessary to ensure comfort levels are maintained when the building is occupied. • Keep windows open wide enough to provide some natural background ventilation and open internal doors to increase air flow. • Open windows fully when rooms are unoccupied for longer periods to purge the air (e.g. lunch times and before and after school). • Action taken to prevent occupants being exposed to draughts. For example, partially open high-level windows as oppose to low-level windows, close external doors and arrange the furniture if appropriate and possible. • Use fans for good air circulation. • Air conditioning systems that normally run with a recirculation mode set up to run on full outside air. • Ventilations system that removes and recirculates air to different rooms is turned off. • Ventilation system remains on at all times, even when the building is unoccupied. The system set to operate at lower ventilation rates during evenings and weekends. • Occupants encouraged to wear additional, suitable indoor clothing. (If they have to wear coats, scarves 	No	Identify any poorly ventilated spaces take steps to improve fresh air flow in these areas. Maintain air conditioning plant and equipment as per manufacturers instructions.	Class teachers/TAs		Yes

		<p>and other outdoor clothing the room would be considered too cold and the above steps must be considered).</p> <ul style="list-style-type: none"> • Ensure staff meetings and insets are in rooms with suitable and sufficient ventilation. 					
Increased risk of infection and complications for workers who are clinically extremely vulnerable and workers in higher- risk groups	<p>Employees Pupils Young People Families Contractors Visitors Members of the public</p>	<ul style="list-style-type: none"> • Identify who in the work force could be clinically extremely vulnerable and refer to government guidance and HSE and PHE guidance on protecting vulnerable workers during the pandemic on how to support workers in higher-risk groups and those who are clinically extremely vulnerable. • Carry out a risk assessment of pregnant workers to identify the risk and measures to be taken. • Some pregnant workers (+28 Weeks) will be at greater risk of severe illness from coronavirus and they should stay at home as much as possible and work from home if they can. • Where adjustments to the job or working from home is not possible pregnant workers will be suspended from work on paid leave. 	No	<p>Guidance on who is clinically extremely vulnerable and what further support may be available from Public Health England.</p> <p>Keep under review completed individual risk assessments for pregnant workers.</p>	<p>HOS</p> <p>CST</p>		Yes
Airborne spread of COVID	<p>Employees Pupils Young People Families Contractors Visitors Members of the public</p>	<ul style="list-style-type: none"> • Although from Step 4, face coverings will no longer be advised for pupils, staff and visitors, persons choosing to wear face coverings as a precaution will not be deterred when outside the classroom. • Where staff are in enclosed and /or crowded spaces and may come into contact with people they don't normally meet) face masks are expected and recommended • Face coverings recommended on school transport. 	Yes		HOS		N/A
Returning to work after	<p>Employees</p>	<ul style="list-style-type: none"> • Buildings and health and safety compliance checks continue to be undertaken (e.g. fire alarm, emergency lighting, water hygiene, lifts, etc.). 	Yes				N/A

summer closure	Pupils Young People Families Contractors Visitors Members of the public	<ul style="list-style-type: none"> • Checking mechanical ventilation systems are working effectively and are properly maintained. • Decide the tasks that need to be carried out as a priority. This will allow you to plan the order in which workers will return to your workplace and in what number. • Information and instruction for returning workers to ensure clarity on arrangements for cleaning and hygiene and ventilation. • Vaccination is a control measure against COVID so staff can be asked to confirm that they are vaccinated. This information will assist in the risk assessment for outbreak management plans. • Communicate updates with supply staff and other temporary or peripatetic staff and volunteers to follow the school's arrangements for managing and minimising risk. • Staff to undertake twice weekly home tests whenever they are on site until at least the end of September. • Review/update policies to reflect changes brought about by updated COVID-19 requirements. • Ensure website is compliant with regards to the publishing of policies and risk assessment. 					
Educational Visits	Employees Pupils	<ul style="list-style-type: none"> • Thorough risk assessments to be carried out by school staff and risk assessments of places being visited to be scrutinised in detail. Confirmation from EVC before proceeding. 	Yes				N/A
Lack of Trustee oversight	Employees Pupils Young People Families Contractors Visitors Members of the public	<ul style="list-style-type: none"> • Copy of risk assessment sent to Audit & Risk Committee. Trustees updated at committee meetings. 	Yes				N/A

Lettings: Risk of contamination from external operators and their customers	Employees Pupils Young People Families Contractors Visitors Members of the public	<ul style="list-style-type: none"> • Full return of lettings remains curtailed. • Lettings to be assessed on an individual basis with extra cleaning where required. 	No	Assess on an individual basis.	Ops Manager HoB	As Required	Yes
Lack of Staff to safely operate the schools	Employees Pupils Young People Families	<ul style="list-style-type: none"> • Follow risk assessment and government guidelines. • Use supply teachers as infill where required • Share staff between schools where safe and practical to do so. • Use external contractors where possible (IT, Site and Finance) support staff. 	No	Assess on an individual basis.	EHT HoS HoB	As Required	Yes
Working from home can adversely affect mental health	Employees	<ul style="list-style-type: none"> • Staff working from home due to self-isolation have regular catch-ups with line managers. • Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. • Appropriate work plans have been agreed with support provided where necessary. • Staff working from home may help provide remote learning for any pupils who need to stay at home. 	No	Assess on an individual basis.	HoS HoB	As Required	Yes
Home Visits	Employees	<ul style="list-style-type: none"> • Face Masks should be worn. • Hand Sanitiser used before and after visit. • Home Visit Risk Assessment has been reviewed and updated. 1/9/21. 	Yes				N/A

Completed by:	Rawdon Cowley	Date	1/9/21
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Reviewed by	Date	Next Review Due
Kim Hoodless	1/9/21	29/10/21