COVID-19: Operational risk assessment for Step 4

Please note: this risk assessment should be undertaken in conjunction with the operational guidance for schools updated by the DfE on 27/08/2021:

[Schools COVID 19 Operational Guidance](#)

Control Measures

The previous system of controls is replaced by the following control measures:

1. Ensure good hygiene for everyone

2. Maintain appropriate cleaning regimes

3. Keep occupied spaces well ventilated

4. Follow Public Health advice on testing, self-isolation and managing confirmed cases of Covid 19

Assessment conducted by:	Godsway Dzoboku / Laura Calton	Job title:	Principal / Communications & Compliance Officer	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers

Date of assessment:	01.09.21	Review interval:	Half termly	Date of next review:	End September 2021

Related documents

Trust documents: Contingency Risk Assessment	Government guidance: **Actions for early years and childcare providers** **Use of PPE in education and childcare settings** **PHE cleaning of non-healthcare settings** **HSE guidance on air conditioning and ventilation** **DfE contingency Framework**

Risk matrix

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

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1. Ensure good hygiene for everyone					
1.1 Hand hygiene					
Inadequate access to hand washing means that pupils and staff do not maintain good hand hygiene	H	• Monitoring arrangements are in place to ensure that supplies of soap are maintained throughout the day in all designated hand washing areas. • Additional external wash basins have been provided at key points around the school.		• Sanitiser is available in all classrooms and offices • Signage in all hand washing areas to remind pupils and staff • Outside hand washing stations are available	L

Pupils forget to wash their hands regularly and frequently	H	• Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently, particularly before and after eating, after using the toilet and after sneezing or coughing into hands. • Posters and electronic messaging boards reinforce the need to maintain good hand hygiene.		• Sanitiser is available in all classrooms and offices • Staff to ensure pupils sanitise hands when leaving and re-entering classrooms	L
1.2 Respiratory Hygiene					
Virus spreads through aerosol transmission in enclosed spaces	H	• Posters and electronic messaging boards reinforce the need to maintain good respiratory hygiene, including the 'Catch It, Bin It, Kill It' message	Y	• Maintain good ventilation throughout the academy	L
Appropriate PPE is not available or worn	H	• PPE levels are assessed on site regularly to ensure adequate stocks are available. • PPE should be worn when staffing the ATS, when supporting a symptomatic individual or when cleaning an area used by a symptomatic individual		• PPE available to all staff who may need to provide First Aid	L
2. Maintain appropriate cleaning regimes					
2.1 Cleaning					
Cleaning capacity is reduced so that appropriate cleaning standards cannot be maintained	H	• Dining areas, toilets and high frequency areas are prioritised for cleaning more regularly throughout the day • Cleaning logs completed in key areas e.g. toilets, dining and high frequency areas		• A cleaning timetable is in place for regular cleaning of communal areas.	L
3. Keep occupied spaces well ventilated					

3.1 Maximise ventilation					
Aerosol transmission is increased due to lack of ventilation in enclosed spaces		• Spaces with poor ventilation have been identified and where ventilation cannot be improved, their occupation will be limited • Doors (not fire doors) and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) • Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow		• Maintain good ventilation throughout the academy	M

4. Follow Public Health advice on testing, self-isolation and managing confirmed cases of COVID-19

4.1 Communication					
Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19	H	• Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. • This guidance has been explained to staff and pupils as part of the induction process. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. • Communication sent to all parents on using the NHS Covid-19 app • The school can refuse a pupil if a parent insists on sending them to school with COVID-19 symptoms		• Key changes to be notified to parents/carers • Staff training on 1.9.2021 inline with new government guidance	L

		● Staff and children upto the age of 18 (including upto 4 months after their 18th birthday to allow them to be vaccinated) will no longer need to isolate as a result of being a close contact			
4.2 Isolating symptomatic children and staff					
Symptomatic staff and children cannot be isolated in school whilst awaiting transport home to maintain infection control	H	● Social distancing provisions are in place for isolation rooms. ● Additional rooms are designated for pupils or staff with suspected COVID-19 whilst collection is arranged. ● Procedures are in place for isolation rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. ● Doors and windows will be opened to encourage natural ventilation of rooms and spaces (with the exception of fire doors) ● Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow. ● Staff and students will be advised to avoid public transport as a means of getting home ● They will be advised to book a confirmatory PCR test		● Seperate rooms are allocated to keep students with symptoms separated from other staff and students.	L
4.4 Testing and managing symptoms					
Social mixing during summer holidays increases the transmission rate on the return to school in September	H	● 2 onsite lateral flow tests will be offered to all secondary age children on return to school in September, 3-5 days apart ● Students will be allowed to return to face to face lessons after their first negative onsite test (or immediately if not consented)		● On--site testing has taken place in preparation for a return to school in September	M

Regular weekly testing is not used effectively to help manage staffing levels and support staff wellbeing	H	- Twice weekly home LFD testing available for staff and students to end of September 2021 - Testing and tracing in place nationally - Guidance on getting PCR tested if symptomatic has been published. - The guidance has been explained to staff as part of the induction process. - Home PCR Test Kits issued to staff/students - A small onsite ATS will be maintained until the end of September 2021 to support any staff or students who are unable to test at home		Home testing is in place for staff and students	M

5. Well Being and Support

5.1 Mental health concerns – pupils

Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	H	- There are sufficient numbers of trained staff available to support pupils with mental health issues. - There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. - Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). - Resources/websites to support the mental health of pupils are provided.		- Mental health will be led by AP and supported by an Aspiring Leader. - Mental Health ambassadors utilised. - Mental health strategies incorporated into tutor time.	M
Additional safeguarding concerns are identified on children's return to school	H	All staff will receive safeguarding training as part of the INSET on the first day of term		More staff trained in Level 3 safeguarding	L

5.2 Mental health concerns – staff

The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	H	- Staff are encouraged to focus on their wellbeing. - Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. - Staff briefings and training have included content on wellbeing. - Staff briefings/training on wellbeing are provided. - Staff have been signposted to useful websites and resources. - Staff are encouraged to use the staff EAP		- Training with Line Managers on supporting Mental Wellbeing. - Avenue for staff to share Mental Wellbeing concerns. - Staff are aware of the Employee Assistance Programme.	M

6. Education Recovery

6.1 Attendance concerns

Children do not attend school consistently as habits and social norms have changed	M	- The need and value of attendance at school will be regularly reinforced with children and families - PR campaigns regarding attendance will be launched - Attendance staffing requirements will be kept under review to ensure that all absence is chased effectively - Regular safeguarding phone calls to those children not attending - Attendance fines will be reintroduced - EHE is discouraged where requested by parents/carers - Any concerns about EHE and child safety are reported to DSL and safeguarding policy followed		Attendance prizes will be cumulative and celebrated.	L

		• X code will be used in registers where students are self isolating due to COVID symptoms			
Children do not attend at the start of term due to isolating requirements after returning from abroad	M	• Children and parents will be reminded of the need to follow government guidance on quarantine and isolation following foreign travel • Blended learning will be offered where possible in these circumstances • Y code will be used in registers if absence is the result of travel disruption and quarantine requirements • Where absence is the result of choosing to stay abroad or trying to avoid quarantine - unauthorised absence will be recorded in the register		• Remote Learning will be in place for any students who are isolated.	L
6.2 Closing the Gap					
Pupils have fallen behind in their learning during school closures and achievement gaps have widened	H	• High quality remote and blended learning provision for all children isolating • Technology provided to support remote learning where children cannot attend school • Gaps in learning are assessed and addressed in teachers' short, medium and longer term planning • Praising stars will be used to assess the impact of interventions • Curriculum has been re-ordered to focus on learning priorities for the phase of education if it cannot all be caught up • Plans for intervention are in place for those pupils who have fallen behind in their learning • Additional catch up and recovery funding will be focused to ensure it targets children		• Gap analysis is carried out and interventions are in place where these have been identified.	M

		who have missed learning, this may include NTP, 1:1, summer schools etc			

7. Operational issues

7.1 Reduced staffing

Staff are required to isolate following holidays abroad, making them unavailable for the start of the new term	M	● All staff have been advised to follow government advice on the booking of holidays ● All staff have been advised of the need to be available for work and to plan any quarantine timings into their holiday plans ● Staff managing attendance policy and absence policies to be followed		● Staff have been made aware of the restrictions and expectations around travel	L
Transmission rates in staff lead to a reduced workforce	M	● We shall be mindful not to create scenarios that could lead to increased transmission e.g. good ventilation and spacing when bringing staff together and in office spaces		● Increased ventilation in classrooms and office areas.	L
Staff test positive of COVID- 19	M	● Cover would be put in place to ensure learning continues ● On rare occasions, staff who are non-symptomatic may wish to still deliver their planned lessons remotely. Supervision would be provided in school in these lessons. ● Staff Attendance Policy - COVID Addendum will remain in place to end of September 21		● Systematic approach to any absence in operation.	L

7.2 Sustained Improvement Plan Progress

Limited progress with the school's improvement plan as a result of COVID	M	● Senior Leadership Team (SLT) will share the school's SIP and agree short, medium and long term actions.		● Regular reviews by SLT ● Staff updated on plans on INSET day	L

7.3 Policy review

Existing policies are no longer fit for purpose in the current circumstances	H	● All relevant policies have been revised to take account of government guidance on COVID-19 and its implications for the school ● Staff attendance Addendum will remain in place to the end of September 2021 ● Staff, pupils, parents and governors have been briefed accordingly		● Policies are regularly reviewed and updated where necessary	L
7.4 School Visits and Trips					

| The resumption of school visits poses risks to infection control | | • International trips that have previously been deferred can be re-booked after September 2021, taking account of government guidance on foreign travel

• Future international trips can be booked after September 2021, taking account of government guidance on foreign travel

• Domestic day trips can go ahead with appropriate risk assessment in place

• Domestic residential trips can go ahead with appropriate risk assessments in place

• Trip risk assessments must detail how the following will be addressed:

    ○ Contingency plans in case a member of the trip becomes symptomatic

    ○ arrangements for cleaning and sanitisation of bathrooms, kitchens, dining, frequent touch areas and communal areas

    ○ Ventilation | | • All trips to be monitored and risk assessed using internal systems prior to taking place. | L |

8. Contingency Planning

| Outbreak management plans are not in place and the school is within an outbreak area | M | • Our outbreak management plans cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups. Any decision to recommend the reintroduction of 'bubbles' will not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education. Advice from PHE will be sought | | • Outbreak management risk assessments have been completed and communicated to staff. | L |

		- If several confirmed cases are reported within a 14 day period in school, this will be notified via the DfE helpline 08000468687 - Advice of the local Director of Public Health will be followed in stepping up or stepping down control measures - Where necessary, all or elements of the contingency risk assessment will be put into place			