

COVID-19: Operational risk assessment

Please note: this risk assessment should be undertaken in conjunction with the operational guidance for schools issued by the DfE on **9/12/21**:

[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:	Amanda Crane	Job title:	Principal	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	03.01.22	Review interval:	Half termly	Date of next review:	February 2022

Related documents

<p>Trust documents: Contingency Risk Assessment</p>	<p>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</p>
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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	<ul style="list-style-type: none"> 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. 	Y	<ul style="list-style-type: none"> Additional outdoor sinks are in place at all entrances to promote handwashing before entry into the building. Hand sanitiser readily available throughout the academy including social areas, classrooms and toilet - regularly replenished by the site team. Hand sanitizer dispensers in the main dining hall. Cleaning staff and site supervisors are monitoring the soap levels in all toilets and dispensers. 	M

<p>Pupils forget to wash their hands regularly and frequently</p>	<p>H</p>	<ul style="list-style-type: none"> • 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. 	<p>Y</p>	<ul style="list-style-type: none"> • January INSET day included reminders on the requirement to handwashing • Additional outdoor sinks are in place at all entrances to promote handwashing before entry into the building. • Hand sanitiser readily available throughout the academy including social areas, classrooms and toilet - regularly replenished by the site team. 	<p>M</p>
<p>1.2 Additional Hygiene</p>					
<p>Virus spreads through aerosol transmission in enclosed spaces</p>	<p>H</p>	<ul style="list-style-type: none"> • Posters and electronic messaging boards reinforce the need to maintain good respiratory hygiene, including the 'Catch It, Bin It, Kill It' message • Posters will be displayed in communal areas and in areas that are difficult to ventilate, asking staff, students and visitors to wear a face covering • Face coverings should be worn in communal areas in all settings for staff, visitors and pupils or students in year 7 and above, unless they are exempt. • Face coverings to be worn in classrooms for students in year 7 and above, unless they are exempt. • Pupils or students (in year 7 or above) should continue to wear face coverings on public and dedicated school transport, unless they are exempt. • Visitors to the school, including parents and carers, will be strongly encouraged to undertake a rapid test prior to entering the setting. This will be communicated to all parents/carers. • From Monday 13 December, those staff who are able to work from home without disrupting the delivery of face to face education or the effective running of the school, will be encouraged to do so. The Principal will determine those roles that can work from home. There is no requirement 	<p>Y</p>	<ul style="list-style-type: none"> • Main messages promoted on the TV screens around the academy • Parents and students informed of the requirement to the wear face coverings via text and social media • Communication for face masks to be worn in classrooms and all communal areas • Parents and visitors informed of the requirement to test before attending school • Phased return in place for January to aid lateral flow testing of pupils before they return into the academy. 	<p>M</p>

		for formally vulnerable or extremely vulnerable colleagues to shield.			
Appropriate PPE is not available or worn	H	<ul style="list-style-type: none"> 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 	Y	<ul style="list-style-type: none"> Staff advised to wear face coverings in all areas of the academy on INSET day for the main briefing then moved remotely. Staff clear about expectations and guidelines 	L
2. Maintain appropriate cleaning regimes					
2.1 Cleaning					
Cleaning capacity is reduced so that appropriate cleaning standards cannot be maintained	H	<ul style="list-style-type: none"> 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 	Y	<ul style="list-style-type: none"> Enhanced cleaning routine in place across the academy. Additional dining staff and catering staff cleaning the dining hall 	M
3. Keep occupied spaces well ventilated					
3.1 Maximise ventilation					
Aerosol transmission is increased due to lack of ventilation in enclosed spaces		<ul style="list-style-type: none"> 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 CO2 monitors will be deployed to identify any areas of poor ventilation and actions taken to maximise this where needed and possible 	Y	<ul style="list-style-type: none"> Reinforced expectations to staff though INSET, email communications and L&P briefings about ventilation in classrooms and offices - windows open at all times and doors during student movement CO2 monitors are in place across the academy where the room is poorly ventilated. 	M

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

4.1 Communication

<p>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</p>	<p>H</p>	<ul style="list-style-type: none"> • 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 • Staff and children who test positive to self isolate in line with current government guidance. 	<p>Y</p>	<ul style="list-style-type: none"> • Delivered through INSETday and L&P briefing • Website and social media details procedures • All updates posted via website and social media • Regular letters and text messages shared with parents/careers and the community detailing control measures and guidance for anyone displaying symptoms 	<p>M</p>
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4.2 Isolating symptomatic children and staff

<p>Symptomatic staff and children cannot be isolated in school whilst awaiting transport home to maintain infection control</p>	<p>H</p>	<ul style="list-style-type: none"> • 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) 	<p>Y</p>	<ul style="list-style-type: none"> • Visitors and late students will be asked to wait under the canopy outside the reception • The hall can be utilised in case of poor weather for break and lunch times. • Cleaning staff available to sanitise spaces after a suspected or actual case or where lateral flow testing has taken place. 	<p>L</p>
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		<ul style="list-style-type: none"> 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 Those in close contact to a positive case to undertake daily contact testing and continue to attend school unless testing positive or showing symptoms of Covid 19. 		<ul style="list-style-type: none"> Isolation rules shared with all staff dealing with parents' advice for isolation, including close contact 	
4.4 Testing and managing symptoms					
Social mixing during holidays increases the transmission rate on the return to school in January	H	<ul style="list-style-type: none"> 1 onsite lateral flow test will be offered to all secondary age children on return to school in January in school, with a further to be undertaken at home Students will be allowed to return to face to face lessons after their first negative onsite test (or immediately if not consented) 	Y	<ul style="list-style-type: none"> Testing centre established onsite Phased return in place for January to aid lateral flow testing of pupils before they return into the academy. Parents will be informed of lateral flow testing that students will undertake in January 	M
Regular weekly testing is not used effectively to help manage staffing levels and support staff wellbeing	H	<ul style="list-style-type: none"> 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 	Y	<ul style="list-style-type: none"> Staff encouraged to take 2 LFD tests a week LFD tests available in the academy for staff to home test Regular communications with staff and students to remind all to test 	M
5. Well Being and Support					
5.1 Mental health concerns – pupils					

<p>Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</p>	H	<ul style="list-style-type: none"> • 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. 	Y	<ul style="list-style-type: none"> • Mental wellbeing champions and first aiders available as and when required • Additional time allocated for safeguarding staff where possible • Mental health support available at all times through staff without timetable restrictions • Mental health and employee assistance programme signposted 	M
<p>Additional safeguarding concerns are identified on children's return to school</p>	H	<ul style="list-style-type: none"> • All staff will receive safeguarding training as part of the INSET on the first day of term 	Y	<ul style="list-style-type: none"> • Safeguarding delivered as part of INSET training in September and January. • Additional time allocated for safeguarding staff where possible • L&P reminders 	M
<p>5.2 Mental health concerns – staff</p>					
<p>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</p>	H	<ul style="list-style-type: none"> • 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 	Y	<ul style="list-style-type: none"> • Google Classroom focusing on staff wellbeing has been created to share resources • Regular line - management contact and support time promoted • EAP regularly shared with all staff • Wellbeing room for staff was created and prompted. 	M
<p>6. Education Recovery</p>					
<p>6.1 Attendance concerns</p>					
<p>Children do not attend school consistently as habits and social norms have changed</p>	M	<ul style="list-style-type: none"> • 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 	Y	<ul style="list-style-type: none"> • Attendance expectations shared with families through social media and letters to families • Attendance rewards in place and promoted by SLT • Continued safeguarding systems in place for non - attendance 	M

		<ul style="list-style-type: none"> 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 X code will be used in registers where students are self isolating due to COVID symptoms 		<ul style="list-style-type: none"> Trust directives implemented 	
Children do not attend at the start of term due to isolating requirements after returning from abroad	M	<ul style="list-style-type: none"> 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 	Y	<ul style="list-style-type: none"> Blended and remote learning is available for all students unable to attend through isolating. This enables to be in the classroom virtually with peers at school and from home Remote learning is not available for unauthorised absence. 	L
6.2 Closing the Gap					
Pupils have fallen behind in their learning during school closures and achievement gaps have widened	H	<ul style="list-style-type: none"> 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 	Y	<ul style="list-style-type: none"> Student assessments carried out in all subjects to inform potential gaps in knowledge HoDs working with Directors to delivering catch up curriculum Praising Stars utilised to assess current positions and inform intervention highlighted at RAG HoD/Inclison to implement highlighted one to one 	M

		<ul style="list-style-type: none"> Additional catch up and recovery funding will be focused to ensure it targets children 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	<ul style="list-style-type: none"> 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 	Y	<ul style="list-style-type: none"> Information sent from Trust has been shared with colleagues regarding holidays and planning to be available for work. 	L
Transmission rates in staff lead to a reduced workforce	M	<ul style="list-style-type: none"> 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 Face coverings should be worn in communal areas in all settings for staff, visitors and pupils or students in year 7 and above, unless they are exempt. Social distancing of 2m should be maintained where possible Meetings should be held online where possible 	Y	<ul style="list-style-type: none"> Manage groups of staff to allow distancing, promote good ventilation Utilise larger rooms for training Online meetings where possible or the above is not available 	L
Staff test positive of COVID- 19	M	<ul style="list-style-type: none"> 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 Partial closure will be considered as a final resort if staff absence levels have a significant impact on the health and safety requirements of the school 	Y	<ul style="list-style-type: none"> Cover supervisor team available initially Additional support for the cover team in place. Daily reviews of staffing and cover requirements. Staff are delivering remotely if they are well enough to do so. 	L
7.2 Sustained Improvement Plan Progress					
Limited progress with the school's improvement plan as a result of COVID	M	<ul style="list-style-type: none"> Senior Leadership Team (SLT) will share the school's SIP and agree short, medium and long term actions. 	Y	<ul style="list-style-type: none"> Development plans reviewed weekly through SLT meetings and appropriate short & medium term actions based on current need are addressed and implemented. 	M

7.3 Policy review					
<p>Existing policies are no longer fit for purpose in the current circumstances</p>	<p>H</p>	<ul style="list-style-type: none"> • 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 	<p>Y</p>	<ul style="list-style-type: none"> • Revised policies have been published • Website regularly updated. • All policies are shared with all staff. 	<p>M</p>
7.4 School Visits, Trips & Events					

<p>The resumption of school visits poses risks to infection control</p>		<ul style="list-style-type: none"> ● Should the school have planned events that will exceed 500 unseated indoor visitors, then it will be necessary for NHS Covid Passports to be provided by those over 18. ● 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: <ul style="list-style-type: none"> ○ 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 	<p style="text-align: center;">y</p>	<ul style="list-style-type: none"> ● Detailed risk assessing for travel & venue - Covid risk ● Specific transport risk assessments ● All events and trips are approved through SLT meetings. 	<p style="text-align: center;">M</p>
<p>8. Contingency Planning</p>					
<p>Outbreak management plans are not in place and the school is within an outbreak area</p>	<p style="text-align: center;">M</p>	<ul style="list-style-type: none"> ● 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 	<p style="text-align: center;">Y</p>	<ul style="list-style-type: none"> ● Independent OAD Outbreak Management Risk Assessment in place if required 	<p style="text-align: center;">M</p>

		<ul style="list-style-type: none">• 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			
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