

COVID-19: Operational risk assessment.

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education on 27th September 2021 as follows:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

In addition, guidance and instructions to Staffordshire schools were issued on 28.9.21. It instructed all schools to with immediate effect reintroduce additional measures. The risk assessment was reviewed in adherence to this.

Assessment conducted by:	HELEN BEBBINGTON	Job title:	HEADTEACHER	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	28.9.21	Review interval:	FORTNIGHTLY- or as and when advice is updated.	Date of next review:	14.10.21
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Related documents

Government guidance: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

Trust/Local Authority documents:

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. Prevention					
1.1 Contact with infected people					
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	H	<p>If a member of staff, pupil, parent or any other adult show symptoms of Coronavirus or they have tested positive within the last 10 days, <u>they are not to attend school</u>. The symptoms have been communicated with all members of the school community on multiple occasions and will continue to be shared.</p> <p>If an adult becomes unwell, they are to remove themselves from the setting as soon as possible.</p> <p>If a child in the setting becomes unwell, the existing guidelines will be followed i.e. the child will be removed to the outside preferably or the staff room, where they can be monitored and supported until they are collected by their parents or carers. Supervisor staff to wear full PPE. The room that the child utilised will be immediately cleaned with following cleaning advice ensuring staff wear full PPE. The children/adults will wash their hands thoroughly for 20 seconds.</p> <p>In terms of PPE, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. The member of staff supporting the symptomatic child does not need to go home to self-isolate</p>	YES	Ensure parents are continually signposted to the latest government advice. Use posters and social media to keep the message constant.	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)
		<p>unless they develop symptoms themselves or if the symptomatic child subsequently tests positive or they have been requested to do so by NHS Test and Trace.</p> <p>The child should then be tested for coronavirus. If the test is negative the child can return to the setting assuming they are well enough. If the test is positive, all children and adults within that group should self-isolate for 10 days. This guidance also applies if an adult presents as unwell and is subsequently tested as positive.</p> <p>If the child or adult concerned, has interacted with other children, in school close contract tracing will take place. Parents will be informed and requested to take the child concerned for a PCR test. Parents will be asked to keep their child at home until a negative result has been received.</p> <p>Cases of confirmed COVID-19 should be reported to Staffordshire Outbreak team: tel:01785854004</p>			
1.2 Handwashing					
Clean hands thoroughly more often than usual.	M	<p>Adults and children are to wash their hands on the following occasions:</p> <ul style="list-style-type: none"> - Entry to school - Before/after break times - Before lunch - Before and after PE - When they change rooms - Before leaving school - Anytime that they visit the toilet or cough/sneeze into their hands. 	YES	Children will continually be reminded how to wash hands thoroughly for 20 seconds. Use videos and poster prompts.	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)
		<p>Additional hand sanitiser pumps have been purchased and are stationed in each classroom as well as additional hand sanitiser at appropriate points in school i.e. the reception desk for visitors and staff upon arrival and the photocopying areas for increased hygiene as a 'pinch point' in the school.</p> <p>Where children are struggling to wash independently, they will receive adult support. Children may also use moisturiser supplied from home when required.</p>			
1.3 Respiratory hygiene					
Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.	M	<p>Children will be reminded of the posters around school that encourage them to catch it, bin it and kill it. Children will be reminded that if tissues are regularly disposed of throughout the day, they should be thrown into the lidded bins in each classroom and their hands must be cleaned afterwards.</p> <p>Where pupils struggle to maintain as good respiratory hygiene as their peers (spitting etc) they will need an individual risk assessment to ensure measures can be put in place to reduce the risks. This is not a reason to deny these pupils face-to-face education.</p>	YES		L
1.4 Cleaning schedule					

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)
Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products	M	<p>At various intervals (as per the cleaning schedule), adults will disinfect and clean tables, door handles and equipment. Each class will have their own allotted set of classroom cleaning equipment in a caddy. It will be stored appropriately within the classrooms.</p> <p>Children should be allowed to go to the toilet as they would do in a normal school day, however staff need to be very aware of how many other children are also using the toilet and ensure that children wash their hands afterwards. Toilets are to be cleaned regularly.</p> <p>If we are required to clean an area after a positive case of coronavirus has been identified, we must follow the guidelines (https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings). This includes ensuring that all tissues, PPE, and cleaning materials are put in a separate disposal bag that is stored securely for 72 hours before being disposed of.</p>	Yes		L
1.5 Contact					
Minimise contact between individuals and maintain social distancing wherever possible.	M	<p>.</p> <p>The purpose of 'bubbles' is to minimise contacts and mixing between people, reducing the transmission of coronavirus.</p> <p>There will be 2 bubbles formed: R/KS1 and KS2.</p> <p>The Meadows is a very small school with capacity for 98 pupils in total. Due to the lack of toilet facilities and a school hall, children will inevitably need to share the same space across all classes.</p>	YES		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)
		<p>Children will eat their lunches in 2 separate classrooms within their bubbles.</p> <p>The playground will be used by one bubble at a time with staggered lunchbreaks.</p> <p>Unavoidably, there will be some interaction between bubbles such as in the corridor and in the toilets. classrooms with some mixing across the school.</p> <p>Any bubbles will also be compromised by the before and after school provision. A small number of children will attend from all classes.</p> <p>A restricted number of staff will need to move across classes and bubbles to ensure PPA cover and the delivery of the full curriculum.</p> <p>In the event of a positive COVID test, close contact tracing will be conducted by the school. The relevant parents will be informed, and requested to organise a PCR test for their child ASAP.</p> <p>Measures within the classroom</p> <p>Social distancing is not possible due to the size of classrooms.</p> <p>Measures elsewhere</p> <p>There will be no whole-school events where children and adults are required to congregate. Assemblies will be limited to individual class groupings. Where possible, efforts will be made to have virtual assemblies through Teams (video conference software).</p>			

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		<p>Staggered start and end of school day. R/KS1 9:00.3:15 KS2 8:45-8:55/3:30</p> <p>Where there are siblings, the younger ones will follow the times for the KS2 bubble.</p> <p>Staggering entrance/collection will ensure that the adults and on site can distance appropriately. The playground is very small with one narrow entrance/exit.</p> <p>Parents will be asked and expected to leave the school grounds immediately and adhere to times. Senior staff will supervise, and sure parents do not congregate.</p> <p>There will be no face to face parent/teacher meetings held inside. In exceptional circumstances where a particular need is identified, there will be a meeting held with strict social distancing. Parents will make contact using email or telephone. Where required virtual Teams meetings will be arranged.</p> <p>Termly parent progress meetings will be held virtually via TEAMS.</p> <p>Staggered playtimes: KS1 – 10:30 -10:45 KS2 10:50 -11:05</p> <p>Ventilation</p>			

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		<p>Keeping occupied spaces well ventilated. It is important to ensure it is well ventilated and a comfortable teaching environment is maintained.</p> <p>natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air.</p> <p>Other considerations Supply teachers, sports coaches, peripatetic teachers and/or other temporary staff can move between schools.</p> <p>Sports coaches (ASM) and Putting music First to provide own RA which will be signed off by the school.</p> <p>Likewise, specialists, therapists, clinicians and other external support staff for pupils with SEND should provide interventions as usual. However, they must be made aware of school procedures and they must adhere to them.</p> <p>Where contractors can attend outside of school hours they should. If that is not possible, they should follow all procedures as determined by school.</p>			

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		Face Coverings are not required.			
1.6 PPE equipment					
Where necessary, wear appropriate personal protective equipment (PPE).	H	<p>PPE should only be used for two reasons; where an individual is presenting with coronavirus symptoms and/or when a child is receiving intimate care (toileting/relevant first aid support).</p> <p>The PPE available in school for dealing with cleaning of potentially infected zones and supporting ill children or adults is as follows:</p> <ul style="list-style-type: none"> - Face masks - Aprons - Gloves <p>Children need to know that some adults might be wearing PPE and that it is 'ok'.</p>	Yes		L
2.Response to any infection					
2.1 Track and Trace					

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)
Engage with NHS Test and Trace.	M	<p>Parents and staff will be informed that they are expected to engage in the NHS Test and Trace process if required to do so.</p> <p>Anyone who displays symptoms of coronavirus can and should get a test following the flowchart response.</p> <p>Contact with the symptomatic family will be maintained so that we can respond appropriately to either a positive or a negative result.</p> <p>If the test result is negative, the child can return to school assuming they would do so under normal circumstances.</p> <p>If the test result is positive, the child and family need to follow the 'stay at home' guidelines</p>		.	M
2.2 Confirmed infection risk					
Manage confirmed cases of coronavirus (Covid-19) amongst the school community.	H	<p>School should contact the local outbreak team where there are 5 cases confirmed in a 10 day period.</p> <p>School must provide the details of those children/adults that have been in direct close contact with the child/adult (face-to-face contact for any length of time</p> <p>The admin team will prepare a report that shows the contact details of each member of the phase bubbles to support the contact tracers.</p> <p>School will inform parents of the infection, according to the flowchart, but we will not reveal the name of the infected child/adult.</p>	Yes	.	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)
		<p>Those contacted or sent home are requested to obtain a PCR test.</p> <p>If the result is positive, they must inform school immediately and isolate for at least 10 days from the onset of symptoms.</p> <p>The Meadows will not (as per the DfE instruction) be able to ask for evidence of negative test results or other medical evidence before admitting children back after a period of self-isolation.</p>			
2.3 Local outbreak					
Contain any outbreak by following local health protection team advice.	H	<p>Keep in contact with our health protection team.</p> <p>If school has 5 or more confirmed cases within a 10 day period, this could be considered an outbreak and greater measures would need to be put in place. The health protection team would advise throughout.</p> <p>This could result in a phase bubble lockdown; a school closure or/and a mobile testing station being established in school.</p> <ul style="list-style-type: none"> • Testing will focus on the affected year groups, then the remainder of school if required. 	Yes	•	M
1.10 Governance and policy					
Governors are not fully informed or involved in making key decisions	L	<ul style="list-style-type: none"> • Online meetings are held regularly with governors. • Governing bodies are involved in key decisions on reopening. 	YES	• We will return to face to face meetings when the advice guides us to do so.	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)
		<ul style="list-style-type: none"> Governors are briefed regularly on the latest government guidance and its implications for the school. 			
1.11 Policy review					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	L	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. Staff, pupils, parents and governors have been briefed accordingly. 	YES		L
1.12 Communication strategy					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	L	<ul style="list-style-type: none"> Communications strategies for the following groups are in place: <ul style="list-style-type: none"> Staff Pupils Parents Governors/Trustees Local authority Regional Schools Commissioner Professional associations Other partners 	YES	<ul style="list-style-type: none"> Communications will need to be updated as the situation evolves and advice changes. Planning must remain agile. 	L
1.13 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	L	<ul style="list-style-type: none"> Staff fully briefed on all issues to all staff in response to the changing guidance. Induction and CPD programmes are in operation for all staff, and include: <ul style="list-style-type: none"> Infection control 	Yes	<ul style="list-style-type: none"> 	L

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		<ul style="list-style-type: none"> • Fire safety and evacuation procedures • Constructive behaviour management • Safeguarding • Risk management 			
New staff are not aware of policies and procedures prior to starting at the school when it reopens		<ul style="list-style-type: none"> • Induction programmes are in place for all new staff – either online or in-school – prior to them starting. • The revised staff handbook is issued to all new staff prior to them starting. 	yes	•	
1.14 Free school meals					
Pupils eligible for free school meals will continue to receive vouchers during the school holidays up to Oct half term.	L	<ul style="list-style-type: none"> • Where pupils are in receipt of FSM and are absent from school due to self-isolation of receiving a positive test, weekly food hampers will be supplied from the catering provider ASM. <p>The school will communicate with the LA/DFE concerning any voucher provision over the school holidays.</p>	YES	<ul style="list-style-type: none"> • Mrs Cooper will phone families concerned to check any vouchers supplied have been received. 	L
1.16 School transport					
Transport					
<p>There is a distinction between dedicated school transport and wider public transport:</p> <ul style="list-style-type: none"> • by dedicated school transport, we mean services that are used only to carry pupils to school. This includes 	L	<p>Whilst the current LA enhanced restrictions are in place, force the children will not travel to the high school for PE PE will take place solely outside on the playground, rather than at the high school.</p> <p>Swimming is still permitted and RA by the provider.</p> <p>Children do not at any pointy come into contact with pupils form another school.</p>	YES		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)
<p>statutory home to school transport, but may also include some existing or new commercial travel routes, where they carry school pupils only</p> <p>by public transport services, we mean routes which are also used by the general public</p>					
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
3.6 Toilets					
<p>Handwashing risk non-compliance. Pupil contact in closed space.</p>	M	<ul style="list-style-type: none"> • Pupils are encouraged to access the toilet during allocated break time only /throughout the day to help avoid queues. • The toilets are cleaned frequently. • Monitoring ensures a constant supply of soap and paper towels. • Bins are emptied regularly. • Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. 	YES	Shared toilets across both bubbles	L
3.11 Staff areas					

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)
The configuration of staff rooms and offices makes compliance with any social distancing measures problematic	M	•	No	•	M
5. Enhancing mental health support for pupils and staff					
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	<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. 	Yes	<ul style="list-style-type: none"> • Parents are signposted to resources. 	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	<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. 	Yes	•	L
5.3 Bereavement support					

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)
Pupils and staff are grieving because of loss of friends or family	H	<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary. 	YES	<ul style="list-style-type: none"> Signpost staff to the services available through staff insurance. 	L
7. Operational issues					
7.2 Managing premises on reopening after lengthy closure					
All systems may not be operational	H	<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. All systems have been recommissioned. 	YES	<ul style="list-style-type: none"> 	L
Statutory compliance has not been completed due to the availability of contractors during lockdown	H	<ul style="list-style-type: none"> All statutory compliance is up to date. Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 	YES	<ul style="list-style-type: none"> 	L
7.3 Contractors working on the school site					

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)
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	M	<ul style="list-style-type: none"> • Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. • An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. • Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. • Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. • Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. • In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 	YES	•	L
8. Finance					
9. Governance					
9.1 Oversight of the governing body					

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)
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	M	<ul style="list-style-type: none"> The governing body continues to meet regularly via online platforms. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Principal's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. 	YES	•	L
10. Additional site-specific issues and risks					
Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					
Prospective parents visiting the school and requesting a tour around the setting. May pose a risk to social distancing and infection control	M	<ul style="list-style-type: none"> Whilst the current enhanced LA restrictions force, there will be no visits permitted. 	YES	•	L
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