

COVID-19: Operational risk assessment for Step 4

Please note: this risk assessment should be undertaken in conjunction with the operational guidance for schools issued by the DfE on 06/07/2021:

[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:	Sheridan Hutchinson-Jones	Job title:	Principal	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	16.07.21	Review interval:	Half termly	Date of next review:	End September 2021
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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	<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"> 6 external sinks have been installed around the site at key entry points, in addition to hand washing facilities located in toilet blocks throughout the site. Hand sanitizer stations are also available around the site. Cleaning and site team check levels of soap/sanitizer and hand towels throughout the day. Staff are also proactive in alerting the team if 	M

				<p>anything needs replenishing.</p> <ul style="list-style-type: none"> • Stock available is monitored by the cleaning team and replenishments purchased in a timely fashion. • Staff and students reminded of the importance of good hand hygiene via briefing/assembly, posters around site and on electronic screens. 	
<p>Pupils forget to wash their hands regularly and frequently</p>	H	<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. 	Y	<ul style="list-style-type: none"> • Students receive regular reminders and refreshers, when required regarding the importance of cleaning routines. • Emphasis to be given on the importance of hand washing rather than using antibacterial gel, when and where possible. • Posters are displayed around school as well as on the electronic screens and in identified classrooms to 	M

				ensure that this measure has a high profile.	
1.2 Respiratory Hygiene					
Virus spreads through aerosol transmission in enclosed spaces	H	<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 	Y	<ul style="list-style-type: none"> Posters are displayed around the site and on electronic screens. Students and staff reminded of importance of good hygiene through briefing / assembly. Ventilation of spaces by opening of windows and doors where possible. Seating and spacing considered for any larger group meetings. 	M
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"> PPE stocks are regularly checked and replenished following use. Staff are clear when PPE should be worn and will be reminded of the appropriate wear and disposal of PPE. PPE should be worn for the 	M

				<p>duration of the care. Gloves, coveralls and mask should be disposed of at the end of each session in the special bins provided. Goggles should be placed in the identified container for disinfecting and reuse</p> <p>Donning and removing PPE</p> <p>PPE should be put on and removed in this order, after washing hands</p> <ol style="list-style-type: none"> 1. apron 2. mask 3. Eye protection 4. gloves 5. removing PPE 6. gloves 7. apron 8. Eye protection 9. mask 10. wash hands 11. disposal of PPE <p>They should be disposed of in lidded bins provided in the Academy</p> <p>Items should be placed directly into bins and should not be placed on other surfaces whilst discarding them</p>	
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2. Maintain appropriate cleaning regimes

2.1 Cleaning

<p>Cleaning capacity is reduced so that appropriate cleaning standards cannot be maintained</p>	<p>H</p>	<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 	<p>Y</p>	<ul style="list-style-type: none"> • Increased cleaning capacity has been sourced for during the academy day while staff and students are on site. • Academy divided into sections for cleaning with clear responsibility for cleaners to ensure areas are covered in case of absence. • Contact points, work surfaces, door handles, light switches, taps etc are cleaned regularly and sanitised throughout the day. • Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flushes throughout the day. • Bins will be checked and emptied 	<p>M</p>
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				throughout the day.	
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 	Y	<ul style="list-style-type: none"> • Staff reminded to ensure windows in classrooms/offices are opened on arrival and remain open throughout the day. • Use is limited of areas with poor ventilation. 	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	<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. 	Y	<ul style="list-style-type: none"> • Information shared with staff, pupils and parents via a range of communication methods including letters, text messages, academy website and social media. • Staff made aware of updates via 	M

		<ul style="list-style-type: none"> • 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 • 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 		<p>emails and weekly staff briefings.</p> <ul style="list-style-type: none"> • Any updates or changes will be circulated as soon as possible. • Staff made aware of guidance as part of induction and during weekly briefings. 	
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>	H	<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) • 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 	Y	<ul style="list-style-type: none"> • Clear procedures are in place for those who are displaying symptoms awaiting collection, including social distancing provision and ventilation of the area. • Travel arrangements are confirmed for those leaving site, including advising against using public transport. • Anyone leaving site with symptoms advised to book a PCR test. 	M

4.4 Testing and managing symptoms					
<p>Social mixing during summer holidays increases the transmission rate on the return to school in September</p>	<p>H</p>	<ul style="list-style-type: none"> • 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) 	<p>Y</p>	<ul style="list-style-type: none"> • Onsite testing will be in place for those who consent and will take place in a scheduled manner before students start in September. • Arrangements will be in place to notify parents for collection of any students who test positive. Those with negative tests or who do not give consent will return to lessons. 	<p>M</p>
<p>Regular weekly testing is not used effectively to help manage staffing levels and support staff wellbeing</p>	<p>H</p>	<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 	<p>Y</p>	<ul style="list-style-type: none"> • Home testing is already in place for students and staff. This will continue in September and staff/students will be reminded of the procedures. • LFD kits are available for collection and will be issued on return in September. • Staff who work over the summer have been advised to continue with 	<p>M</p>

				<p>twice weekly testing.</p> <ul style="list-style-type: none"> • Small testing site will be maintained near the academy hall. • New starters advised of the process as part of their induction. 	
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. 		<ul style="list-style-type: none"> • Wellbeing checks are continually being made to check on the wellbeing of vulnerable students. • ISpace are continuing to support students. • Parents and students are reminded of the mental wellbeing website and how to access support. • Wellbeing and mental health focus to be included in INSET and L&P schedules. 	

<p>Additional safeguarding concerns are identified on children's return to school</p>	<p>H</p>	<ul style="list-style-type: none"> All staff will receive safeguarding training as part of the INSET on the first day of term 	<p>Y</p>	<ul style="list-style-type: none"> Safeguarding training is part of the INSET day on the first day of term for all staff. Updates will be provided by the safeguarding team. Safer Schools Partnership Officer available onsite, working with the safeguarding team. 	<p>M</p>
<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>	<p>H</p>	<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 	<p>Y</p>	<ul style="list-style-type: none"> The Employee Assistance programme (EAP) is available 24/7 and can offer telephone counselling if face to face isn't an option. Staff are reminded of this on the weekly briefing notes. Line managers continue to check in on colleagues and ensure their mental health is looked after and signpost to any services that are required. Staff continue to be encouraged to 	<p>M</p>

				<p>manage work/life balance and not work too late - monitored by line managers.</p> <ul style="list-style-type: none"> Staff praise has been ongoing, to recognise and celebrate all the work that staff have done to engage students and support each other. 	
6. Education Recovery					
6.1 Attendance concerns					
<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 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 	Y	<ul style="list-style-type: none"> Attendance team to contact parents and families who are not attending, with the same encouragements, support and sanctions in place to promote good attendance. Expectation to attend is reinforced in communications with parents. 	M

		<ul style="list-style-type: none"> • X code will be used in registers where students are self isolating due to COVID symptoms 			
<p>Children do not attend at the start of term due to isolating requirements after returning from abroad</p>	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"> • Parents/carers will be reminded via letter / website / social media of the guidance and potential outcomes of not being able to attend due to travel choices. 	L
6.2 Closing the Gap					
<p>Pupils have fallen behind in their learning during school closures and achievement gaps have widened</p>	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 • Additional catch up and recovery funding will be focused to ensure it targets children 	Y	<ul style="list-style-type: none"> • HoDs have already started to restructure SoL to address missed learning. • Intervention plan built into new curriculum structure. Intervention can be directed across Year 9 in 2 Life lessons, in option time that is extra (as they don't terminate in Year 11). • Plan for summer school has been devised for the 	M

		who have missed learning, this may include NTP, 1:1, summer schools etc		<p>first week in the summer holidays.</p> <ul style="list-style-type: none"> Masterclasses are in place, as well as sessions for Year 11 and Year 13 students to prepare them for their next steps. 	
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"> All staff have been advised as to the government guidance regarding travel and that they need 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 	Y	<ul style="list-style-type: none"> Any space used to bring staff together will be ventilated. Seating and spacing will be considered to reduce potential transmission. Where possible, smaller group sessions will be utilised. 	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 	Y	<ul style="list-style-type: none"> Staff are aware of who to notify and to do this as quickly as possible. 	M

		<p>their planned lessons remotely. Supervision would be provided in school in these lessons.</p> <ul style="list-style-type: none"> Staff Attendance Policy - COVID Addendum will remain in place to end of September 21 		<ul style="list-style-type: none"> Cover will be arranged following the usual process. 	
7.2 Sustained Improvement Plan Progress					
<p>Limited progress with the school's improvement plan as a result of COVID</p>	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"> Actions will be agreed and reviewed regularly to ensure any issues are identified and resolved as quickly as possible. 	M
7.3 Policy review					
<p>Existing policies are no longer fit for purpose in the current circumstances</p>	H	<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 	Y	<ul style="list-style-type: none"> Policies revised accordingly. Relevant stakeholders are made aware of any changes or updates. 	M
7.4 School Visits and Trips					

<p>The resumption of school visits poses risks to infection control</p>		<ul style="list-style-type: none"> ● 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>Y</p>	<ul style="list-style-type: none"> ● All trips must be approved by the Principal through the Evolve system. ● Trips will not be approved until appropriate, satisfactory risk assessments are completed which include plans for any individuals who become symptomatic, cleaning and hygiene arrangements and ventilation. 	<p>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>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>Y</p>	<ul style="list-style-type: none"> ● Outbreak management plan developed and will be put in place if advised to do so. ● Contact will be made with the local Public Health Team and any advice issued will be followed. 	<p>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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