

# 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:	Sheriden Hutchinson-Jones	Job title:	Principal	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	10.12.21	Review interval:	Half termly	Date of next review:	January 2022
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Related documents	
<b>Trust documents:</b> Contingency Risk Assessment	<b>Government guidance:</b> <a href="#">Actions for early years and childcare providers</a> <a href="#">Use of PPE in education and childcare settings</a> <a href="#">PHE cleaning of non-healthcare settings</a> <a href="#">HSE guidance on air conditioning and ventilation</a> <a href="#">DfE contingency Framework</a>

## Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major:</b> Causes major physical injury, harm or ill-health.	H	H	H
	<b>Severe:</b> Causes physical injury or illness requiring first aid.	H	M	L
	<b>Minor:</b> 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)
<b>1. Ensure good hygiene for everyone</b>					
<b>1.1 Hand hygiene</b>					
Inadequate access to hand washing means that pupils and staff do not maintain good hand hygiene	H	<ul style="list-style-type: none"> <li>Monitoring arrangements are in place to ensure that supplies of soap are maintained throughout the day in all designated hand washing areas.</li> <li>Additional external wash basins have been provided at key points around the school.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Premises and cleaning team to regularly check supplies throughout the day. Staff to notify the cleaning team if any supplies appear low.</li> <li>External wash basins are in place at key entry points for blocks.</li> <li>Hand sanitizer stations available across the site in addition to hand washing facilities.</li> </ul>	M

<p><b>Pupils forget to wash their hands regularly and frequently</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Posters and electronic messaging boards reinforce the need to maintain good hand hygiene.</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Posters reminding of good hand hygiene are around the site especially in key areas such as toilets and the dining hall.</li> <li>• Reminders of good hand hygiene are displayed on the electronic boards around site.</li> <li>• Students are reminded in assemblies / form time / appropriate times in lessons.</li> </ul>	<p>M</p>
<p><b>1.2 Additional Hygiene</b></p>					
<p><b>Virus spreads through aerosol transmission in enclosed spaces</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Posters and electronic messaging boards reinforce the need to maintain good respiratory hygiene, including the 'Catch It, Bin It, Kill It' message</li> <li>• 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</li> <li>• 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.</li> <li>• Pupils or students (in year 7 or above) should continue to wear face coverings on public and dedicated school transport, unless they are exempt.</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Posters will be displayed in communal areas and reception asking staff, students and visitors to wear a face covering unless exempt.</li> <li>• Students will be reminded to wear face coverings on public transport when boarding buses on site.</li> <li>• Masks will be available for staff</li> </ul>	<p>M</p>

		<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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 for formally vulnerable or extremely vulnerable colleagues to shield.</li> </ul>		and students if they have forgotten to bring one with them.	
Appropriate PPE is not available or worn	H	<ul style="list-style-type: none"> <li>• PPE levels are assessed on site regularly to ensure adequate stocks are available.</li> <li>• PPE should be worn when staffing the ATS, when supporting a symptomatic individual or when cleaning an area used by a symptomatic individual</li> </ul>	Y	<ul style="list-style-type: none"> <li>• PPE levels are regularly checked across the site and are available in key areas such as first aid for staff to use when supporting symptomatic individuals and when staffing the ATS.</li> <li>• Staff will be reminded of the appropriate order to put on and remove PPE, and where to dispose of PPE correctly after use.</li> </ul>	M
<b>2. Maintain appropriate cleaning regimes</b>					
<b>2.1 Cleaning</b>					

<p><b>Cleaning capacity is reduced so that appropriate cleaning standards cannot be maintained</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Dining areas, toilets and high frequency areas are prioritised for cleaning more regularly throughout the day</li> <li>• Cleaning logs completed in key areas e.g. toilets, dining and high frequency areas</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Rotas are in place to ensure toilets and high frequency areas are cleaned regularly throughout the day.</li> <li>• Dining areas are cleaned between each sitting.</li> </ul>	<p>M</p>
<p><b>3. Keep occupied spaces well ventilated</b></p>					
<p><b>3.1 Maximise ventilation</b></p>					
<p><b>Aerosol transmission is increased due to lack of ventilation in enclosed spaces</b></p>		<ul style="list-style-type: none"> <li>• Spaces with poor ventilation have been identified and where ventilation cannot be improved, their occupation will be limited</li> <li>• 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)</li> <li>• Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow</li> <li>• CO2 monitors will be deployed to identify any areas of poor ventilation and actions taken to maximise this where needed and possible</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Staff to be reminded that doors and windows must be opened where possible in classrooms and offices.</li> <li>• Windows on corridors will be open where possible to improve ventilation in high traffic areas.</li> <li>• Spaces with poor ventilation will only be used where necessary.</li> <li>• CO2 monitors have been placed in</li> </ul>	<p>M</p>

				areas of poor ventilation and are checked regularly to identify if any action is required.	
<b>4. Follow Public Health advice on testing, self-isolation and managing confirmed cases of COVID-19</b>					
<b>4.1 Communication</b>					
<b>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</b>	H	<ul style="list-style-type: none"> <li>● 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.</li> <li>● This guidance has been explained to staff and pupils as part of the induction process.</li> <li>● Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> <li>● Communication sent to all parents on using the NHS Covid-19 app</li> <li>● The school can refuse a pupil if a parent insists on sending them to school with COVID-19 symptoms</li> <li>● 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, unless this is a suspected or confirmed case of the Omicron strain</li> <li>● If the close contact is a suspected or confirmed case of Omicron, the individual(s) will be required to self isolate and take a PCR test, irrespective of age or vaccination status.</li> </ul>	Y	<ul style="list-style-type: none"> <li>● Staff have been updated via email and in briefing sessions regarding the current advice. Any updates are shared in the same format as soon as available.</li> <li>● Parents have received updated information via text, social website and information on the academy website. Any updates are shared in the same format as soon as available.</li> <li>● Pupils will receive information through standardised form time topics and assembly's in an ongoing plan.</li> </ul>	M

4.2 Isolating symptomatic children and staff					
<p><b>Symptomatic staff and children cannot be isolated in school whilst awaiting transport home to maintain infection control</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Social distancing provisions are in place for isolation rooms.</li> <li>• Additional rooms are designated for pupils or staff with suspected COVID-19 whilst collection is arranged.</li> <li>• Procedures are in place for isolation rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> <li>• Doors and windows will be opened to encourage natural ventilation of rooms and spaces (with the exception of fire doors)</li> <li>• Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow.</li> <li>• Staff and students will be advised to avoid public transport as a means of getting home</li> <li>• They will be advised to book a confirmatory PCR test</li> <li>• Those in close contact with suspected or confirmed Omicron case will be required to isolate for 10 days</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Designated spaces are available for pupils with suspected covid 19 while awaiting collection.</li> <li>• Procedures and PPE are in place for the designated spaces to be cleaned after suspected cases.</li> <li>• Social distancing measures are in place in the designated areas.</li> <li>• Staff will be reminded that doors and windows must be open where possible.</li> <li>• Staff and students will be advised to avoid public transport when going home and to book a PCR if going home with suspected covid 19 symptoms.</li> </ul>	<p>M</p>

4.4 Testing and managing symptoms					
<p><b>Social mixing during holidays increases the transmission rate on the return to school in January</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Students will be allowed to return to face to face lessons after their first negative onsite test (or immediately if not consented)</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• AST will be set up for students in the sports hall on return in January.</li> <li>• Social distancing and measures will be in place through the AST to reduce potential contacts while waiting for test results.</li> <li>• On receipt of their first negative test students will return to face to face lessons (or immediately if not consented).</li> <li>• Staff, students and parents will be reminded of the importance of twice weekly testing during the holidays and that kits are available to collect from the academy.</li> <li>• Students will receive a home testing kit after their second onsite test.</li> </ul>	<p>M</p>



<p><b>Regular weekly testing is not used effectively to help manage staffing levels and support staff wellbeing</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Twice weekly home LFD testing available for staff and students to end of September 2021</li> <li>• Testing and tracing in place nationally</li> <li>• Guidance on getting PCR tested if symptomatic has been published.</li> <li>• The guidance has been explained to staff as part of the induction process.</li> <li>• Home PCR Test Kits issued to staff/students</li> <li>• 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</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Staff, students and parents will be reminded of the importance of twice weekly testing and that kits can be collected from the academy.</li> <li>• Staff and parents will be reminded of the guidance for PCR testing and of the importance of going for a test if displaying symptoms.</li> <li>• Students will receive a home testing kit after their second onsite test.</li> <li>• A small ATS site will maintained outside the academy hall for those who are unable to test at home.</li> </ul>	<p>M</p>
<p><b>5. Well Being and Support</b></p>					
<p><b>5.1 Mental health concerns – pupils</b></p>					

<p><b>Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• There are sufficient numbers of trained staff available to support pupils with mental health issues.</li> <li>• There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.</li> <li>• 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).</li> <li>• Resources/websites to support the mental health of pupils are provided.</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• A number of staff have undertaken mental health training and mental health first aid training to support students with mental health issues.</li> <li>• Wellbeing and mental health topics are covered in PSHE, form time and assemblies.</li> <li>• Students have access to a mental wellbeing website which provides support and a range of resources.</li> </ul>	<p>M</p>
<p><b>Additional safeguarding concerns are identified on children's return to school</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• All staff will receive safeguarding training as part of the INSET on the first day of term</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Staff received safeguarding training on the INSET day in September, have undertaken online safeguarding training in the first term and weekly updates/training are included in weekly briefing sessions.</li> </ul>	<p>M</p>
<p><b>5.2 Mental health concerns – staff</b></p>					

<p><b>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</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Staff are encouraged to focus on their wellbeing.</li> <li>• Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.</li> <li>• Staff briefings and training have included content on wellbeing.</li> <li>• Staff briefings/training on wellbeing are provided.</li> <li>• Staff have been signposted to useful websites and resources.</li> <li>• Staff are encouraged to use the staff EAP</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Staff are encouraged to use the EAP and the contact details are shared regularly through weekly briefing notes.</li> <li>• Well being information on a range of topics are signposted and shared with staff via email and briefing notes.</li> <li>• Line managers are proactive in discussing wellbeing and seeking additional support from HR if required.</li> </ul>	<p>M</p>
<p><b>6. Education Recovery</b></p>					
<p><b>6.1 Attendance concerns</b></p>					
<p><b>Children do not attend school consistently as habits and social norms have changed</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>• The need and value of attendance at school will be regularly reinforced with children and families</li> <li>• PR campaigns regarding attendance will be launched</li> <li>• Attendance staffing requirements will be kept under review to ensure that all absence is chased effectively</li> <li>• Regular safeguarding phone calls to those children not attending</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Students and parents are reminded of the importance of attendance.</li> <li>• Attendance and safeguarding teams make regular calls to students not attending and those whose</li> </ul>	<p>M</p>

		<ul style="list-style-type: none"> <li>• Attendance fines will be reintroduced</li> <li>• EHE is discouraged where requested by parents/carers</li> <li>• Any concerns about EHE and child safety are reported to DSL and safeguarding policy followed</li> <li>• X code will be used in registers where students are self isolating due to COVID symptoms</li> </ul>		<p>absence is a concern.</p> <ul style="list-style-type: none"> <li>• Attendance is a focus during term time and praise is embedded for those whose attendance is good to encourage continued and improved attendance.</li> </ul>	
<p><b>Children do not attend at the start of term due to isolating requirements after returning from abroad</b></p>	M	<ul style="list-style-type: none"> <li>• Children and parents will be reminded of the need to follow government guidance on quarantine and isolation following foreign travel</li> <li>• Blended learning will be offered where possible in these circumstances</li> <li>• Y code will be used in registers if absence is the result of travel disruption and quarantine requirements</li> <li>• Where absence is the result of choosing to stay abroad or trying to avoid quarantine - unauthorised absence will be recorded in the register</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Students and parents will be reminded of quarantine and isolation requirements following foreign travel and the need to follow the guidance.</li> <li>• Attendance team will monitor these absences and record as appropriate.</li> </ul>	L
<p><b>6.2 Closing the Gap</b></p>					
<p><b>Pupils have fallen behind in their learning during school closures and achievement gaps have widened</b></p>	H	<ul style="list-style-type: none"> <li>• High quality remote and blended learning provision for all children isolating</li> <li>• Technology provided to support remote learning where children cannot attend school</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Blended and remote learning will be in place for students who are isolated. Staff are notified regularly of students who are isolating to</li> </ul>	M

		<ul style="list-style-type: none"> <li>• Gaps in learning are assessed and addressed in teachers' short, medium and longer term planning</li> <li>• Praising stars will be used to assess the impact of interventions</li> <li>• Curriculum has been re-ordered to focus on learning priorities for the phase of education if it cannot all be caught up</li> <li>• Plans for intervention are in place for those pupils who have fallen behind in their learning</li> <li>• 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</li> </ul>		<p>ensure they are aware of students who need remote learning to be available.</p> <ul style="list-style-type: none"> <li>• Staff check students who are isolating have technology to access remote learning and technology is provided where possible.</li> <li>• Summer school was run for students in July for students transitioning to Y7. Masterclasses are delivered by staff across the Trust for students to access to further learning.</li> <li>• Praising stars is used to identify interventions required and to assess the impact of these.</li> </ul>	
<p><b>7. Operational issues</b></p>					
<p><b>7.1 Reduced staffing</b></p>					

<p><b>Staff are required to isolate following holidays abroad, making them unavailable for the start of the new term</b></p>	M	<ul style="list-style-type: none"> <li>• All staff have been advised to follow government advice on the booking of holidays</li> <li>• All staff have been advised of the need to be available for work and to plan any quarantine timings into their holiday plans</li> <li>• Staff managing attendance policy and absence policies to be followed</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Staff have been notified to follow the government guidance in relation to holidays overseas and the need to be available for work and to consider quarantine in their plans.</li> </ul>	L
<p><b>Transmission rates in staff lead to a reduced workforce</b></p>	M	<ul style="list-style-type: none"> <li>• 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</li> <li>• 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.</li> <li>• Social distancing of 2m should be maintained where possible</li> <li>• Meetings should be held online where possible</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Staff will be reminded to wear masks in communal areas and to maintain social distancing where possible. Masks will be available for staff if they do not have one.</li> <li>• Staff will be reminded that windows and doors must be open where possible in classrooms and offices.</li> <li>• Staff briefing will be virtual. Training and meetings should be virtual where possible or in smaller groups in larger spaces where good</li> </ul>	M

				ventilation and social distancing is possible.	
<b>Staff test positive of COVID- 19</b>	M	<ul style="list-style-type: none"> <li>• Cover would be put in place to ensure learning continues</li> <li>• 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.</li> <li>• Staff Attendance Policy - COVID Addendum will remain in place to end of September 21</li> <li>• 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</li> </ul>	Y	<ul style="list-style-type: none"> <li>• There are a number of cover supervisors available to cover absences and deliver lessons provided by the teacher/department. External agency cover will be sourced where required.</li> <li>• Technology and supervision will be available for those who wish to deliver remotely.</li> </ul>	M
<b>7.2 Sustained Improvement Plan Progress</b>					
<b>Limited progress with the school's improvement plan as a result of COVID</b>	M	<ul style="list-style-type: none"> <li>• Senior Leadership Team (SLT) will share the school's SIP and agree short, medium and long term actions.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• SIP discussed and updated regularly as part of SLT and HOD meetings. Actions shared with staff where appropriate.</li> </ul>	M
<b>7.3 Policy review</b>					

<p><b>Existing policies are no longer fit for purpose in the current circumstances</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• All relevant policies have been revised to take account of government guidance on COVID-19 and its implications for the school</li> <li>• Staff attendance Addendum will remain in place to the end of September 2021</li> <li>• Staff, pupils, parents and governors have been briefed accordingly</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Policies are reviewed by the Trust. Updates to policies are shared with staff via email with key updates highlighted. Updates are shared via governors via email and during academy council meetings. Policies are uploaded to the website where appropriate and parents informed via text.</li> </ul>	<p>L</p>
<p><b>7.4 School Visits, Trips &amp; Events</b></p>					



<p><b>The resumption of school visits poses risks to infection control</b></p>		<ul style="list-style-type: none"> <li>● 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.</li> <li>● International trips that have previously been deferred can be re-booked after September 2021, taking account of government guidance on foreign travel</li> <li>● Future international trips can be booked after September 2021, taking account of government guidance on foreign travel</li> <li>● Domestic day trips can go ahead with appropriate risk assessment in place</li> <li>● Domestic residential trips can go ahead with appropriate risk assessments in place</li> <li>● Trip risk assessments must detail how the following will be addressed:             <ul style="list-style-type: none"> <li>○ Contingency plans in case a member of the trip becomes symptomatic</li> <li>○ arrangements for cleaning and sanitisation of bathrooms, kitchens, dining, frequent touch areas and communal areas</li> <li>○ Ventilation</li> </ul> </li> </ul>	<p style="text-align: center;">Y</p>	<p>Trips are assessed on a case by case basis prior to going out and appropriate risk assessments or adjustments are put in place where required. Consideration will be given to plans should someone on the trip become symptomatic, ventilation at the event and on any transport and arrangements for how social distancing, cleaning and good hygiene can be maintained.</p>	<p style="text-align: center;">M</p>
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**8. Contingency Planning**

<p><b>Outbreak management plans are not in place and the school is within an outbreak area</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>• 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</li> <li>• If several confirmed cases are reported within a 14 day period in school, this will be notified via the DfE helpline 08000468687</li> <li>• Advice of the local Director of Public Health will be followed in stepping up or stepping down control measures</li> <li>• Where necessary, all or elements of the contingency risk assessment will be put into place</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Outbreak management plans are in place should bubbles need to be reintroduced such as different blocks for different bubbles and the introduction of 2 separate dining areas to reduce mixing between bubbles.</li> <li>• Only one year group is on at each break time. Where two year groups are on lunch at the same time, they queue at different counters for hot food and sit in different areas of the hall.</li> <li>• Advice is sought from local Director of Public Health where required.</li> </ul>	<p>M</p>
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