

# Risk Assessment COVID 19

Updated for school reopening January 4<sup>th</sup> 2021

Updated following - 2<sup>nd</sup> Full Lock Down 6<sup>th</sup> January  
2021

## School Risk Assessment COVID 19 – Re opening of school January 2021

World Health Organisation have declared the outbreak of a new strain of corona virus (COVID-19) A Public Health Emergency of international concern.

The main symptoms of COVID-19 are a cough, high temperature, loss of taste and in severe cases shortness of breath. Some people will show no symptoms at all.

Current data shows the UK will more than likely be significantly affected as we are all susceptible to catching the disease.

Early data shows that most people who develop the virus will have a mild self-limiting illness – like flu. The Government have mounted a phased response to COVID-19 to minimise the potential health impact by trying to slow the spread of the virus.

As a school we are looking to follow Government Guidelines and now continue to be fully open school in January 2021 following our fully opening of school in September 2020

This risk assessment will be changed/updated on a regular basis as we move forward.

It is our plan that all pupils in all year groups will return full time from the beginning of the Spring term.

We will be following health advice endorsed by Pupil Health England for specialist settings.

The risk to pupils themselves of becoming severely ill from corona virus is low and there are negative health impacts of being out of school and that returning to school is vital for pupils for their wellbeing.

There is no evidence that pupils transmit the disease any more than adults.

### Updates

Following a single case of COVID 19 in a staff member at school changes to school risk assessment have taken place on 23.9.20 – these changes will stay in place into 2021.

Updated 6<sup>th</sup> January following 2<sup>nd</sup> Full Lock Down 2021

System of control

Prevention;

1. Minimise contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who have someone in their household who does, do not attend school.
2. Clean hands thoroughly more often than usual.
3. Ensure good respiratory hygiene by promoting the 'catch it , bin it, kill it' approach.
4. Enhanced cleaning, including frequently touched surfaces often,
5. Maintain social distancing wherever possible.
6. Where necessary wear appropriate PPE.
7. Wearing of face masks or face shields to be used by all staff and senior pupils when travelling along corridors and at other times that are deemed necessary.
8. Engage with the NHS test and trace process and Public Health England.
9. Contain any outbreak by following local health protection team advice. (ICC.Northwest@PHE.gov.uk)
10. School ref: HPZ249083
11. Testing of staff and senior aged pupils has been put into place using the Lateral Flow Test following Government advice.
12. Consent forms completed and returned to school office.

**Staying alert and Safe Social Distancing Implementing protective measures in school at all times.**

**Weekly updates to Risk Assessment to take place by SLT**

**School working within - Government Guide Lines and Public Health England**

**Telephone ; 08000468687-1 (national)  
0344-225-0562-1 (local)**

Risk Assessment Item	What hazard to health and/or safety	Persons at risk	Control measures	Level of risk
Entry into school	Ensure all staff and pupils keep to Government set rules of social distancing "1 plus meter rule" as much as possible	Staff, pupils, parents,	<ul style="list-style-type: none"> <li>* Access and exit routes to school should be maintained in a good condition</li> <li>* Regular inspections should be made of all areas to ensure that they remain in good condition</li> <li>* All access areas to be kept clear at all times               <ul style="list-style-type: none"> <li>• Signage be in place</li> <li>• Due to the VI of pupils not always possible to keep distance so PPE to be worn.</li> <li>• Taxi's to stagger arrival and leaving times.</li> <li>• Individual drivers and escorts asked to stay in their taxis or outside of school when dropping off and picking up pupils and to wear face coverings.</li> <li>• Pupils may share taxis, local authorities are responsible for ensuring safe transport, they will be following Government Guidance.</li> <li>• If taxi drivers need to use toilets staff should allow them to do so , but ensure social distancing and hygiene guidance is applied and that toilet is cleaned after use.</li> <li>• Parents/Carers dropping off and picking up pupils are also advised to stay out of school unless there is a sensitive handover that requires privacy to discuss. Face coverings to be worn if waiting outside of car for pupils.</li> <li>• In these cases staff should ensure they are in a room large enough to social distance appropriately and that the parent/carer follows hygiene rules when entering the school building.</li> </ul> </li> </ul>	LOW
Weekly testing	Help keep infection rates down	Pupils ,staff	<ul style="list-style-type: none"> <li>• Ensure all pupils whose parents have given consent to attend session every Monday Morning</li> <li>• Ensure all staff attend session every Tuesday Morning</li> <li>• Results through in 30 minutes</li> <li>• Records kept and reported on Government website – NHS test and trace.</li> </ul>	

Entering school	Hand Sanitizer is use before entry	Staff, pupils, parents.	<ul style="list-style-type: none"> <li>• Ensure all staff and pupils coming into school are fit and well – Temperature checks to be taken.</li> <li>• Hand Sanitiser units fitted in and around school.</li> <li>• Disinfection Wipes to be found on table in reception and all class rooms and group areas.</li> <li>• Thermometer to be located on table in reception area.</li> <li>• Face masks, gloves, aprons to be located on table in reception area and in all work areas.</li> </ul>	low
All fire doors will be wedged open from 7am – 4pm daily	Lower risk of contamination by hands	Staff, pupils, parents.	<ul style="list-style-type: none"> <li>• Cleaners to do this as part of daily routine AM.</li> <li>• Site Manager to remove these at end of school day.</li> <li>• All staff to be made aware of the need to close doors in case of evacuation</li> </ul>	low
Ensure all pupils and staff contact details are up to date	In case of emergency need	Staff, pupils,	<ul style="list-style-type: none"> <li>• Office staff and Family and Learning Coordinator to hold this information.</li> </ul>	low
Contact with pupils	Pass on infection	Staff, pupils,	<ul style="list-style-type: none"> <li>• Re delivery of basic hand and respiratory hygiene to pupils by HCC.</li> <li>• Reinforcement from class staff, care staff.</li> <li>• PPE in place for use when dealing with pupils personal needs.</li> <li>• Weekly testing</li> </ul>	low
Therapist Staff Part Time Staff	Pass on infection	Staff and pupils	<ul style="list-style-type: none"> <li>• Follow guidelines</li> <li>• Ensure they are fit and well</li> <li>• Weekly testing</li> <li>• Use of hand sanitiser</li> <li>• Room to be deep cleaned</li> <li>• Disinfection wipes to be used to wipe down equipment between pupils.</li> <li>• PPE to be worn as and when necessary.</li> <li>• Write and have their own Risk Assessments for individual pupils.</li> </ul>	low

Class/Care group areas/toilets hygiene/cleanliness	Spread of infection	Staff pupils	<ul style="list-style-type: none"> <li>• Increase school and group cleaning rota.</li> <li>• Schedules in place.</li> <li>• Hand washing and hygiene protocols in place across campus.</li> <li>• All windows in classrooms, offices, residential areas should be open as much as possible while in use to aid ventilation.</li> <li>• Good supply of hand sanitizer, tissues and hard surface wipes and bins to be located in every room.</li> <li>• All pupils have been given their own personal sanitiser.</li> <li>• 14 hand sanitiser stations to be located around school, group areas and toilet areas.</li> </ul>	low
Staff and pupil information	Lack of knowledge	Staff, Pupils	<ul style="list-style-type: none"> <li>• Display and inform staff and pupils of corona virus by use of public information campaign by displaying posters in strategic locations around school by H&amp;S team.</li> </ul>	low
Visitors to school / Meetings	Risk of infection spread	Staff, pupils	<ul style="list-style-type: none"> <li>• Only advanced notice visitors.</li> <li>• All visitors will be asked on arrive if they feel well and if to their best knowledge have not come from a household where a member has Covid 19</li> <li>• No meetings involving external people to be held on site unless sanctioned by SLT.</li> <li>• Annual reviews/meetings with professionals should be completed virtually.</li> <li>• Venues for meetings to be changed to ensure social distancing can be adhered to as much as possible or held remotely.</li> <li>• Staff are not expected to use their personal devices to participate in on line meetings.</li> <li>• Where possible all meetings will go ahead through conference calls IT support will be given if and necessary.</li> </ul>	Low

Out break of illness within school	Spread of infection	Staff and pupils	<ul style="list-style-type: none"> <li>• Set up of isolation unit (KELLER) with outdoor access without moving through school.</li> <li>• Deep cleaning of unit has taken place.</li> <li>• Emergency PPE equipment for staff put into place.</li> <li>• All staff and pupils in contact of out break to be sent home for 10 days.</li> <li>• Staff/pupils to have test and inform school member of result before returning.</li> <li>• Pupils isolation to take place at home not school.</li> <li>• Clinically vulnerable pupils to shield as and when needed.</li> </ul>	Low
Out break of illness and local home area lock downs				
Health and wellbeing staff checks	Good Patrice	Staff	<ul style="list-style-type: none"> <li>• SLT contact with staff grouping on weekly basis.</li> <li>• Inform staff of any changes.</li> <li>• School working within a plan A /B timetable dependent on staffing numbers.</li> </ul>	Low
Redeployment of staff	Cover staff absence	Staff	<ul style="list-style-type: none"> <li>• Redeployment of staff to areas of need within school as and when necessary.</li> </ul>	Low
Identification of staff members with underlining health issues	HCC / SLT / line Manager to be in informed	Staff	<ul style="list-style-type: none"> <li>• Individual cases to be considered as and when necessary</li> </ul>	Low
In case of outbreak within school	Spread of Infection	Staff / pupils	<ul style="list-style-type: none"> <li>• Class group or whole school to be sent home</li> <li>• School closure If necessary – following Public Health England Advice</li> <li>• Deep Clean</li> <li>• Work with pupil Health England – risk assessment on line</li> <li>• Letters to parents to go home</li> <li>• Letter to staff in close contact to isolate - 10 days</li> <li>• Letters to staff with no contact</li> <li>• Named members of staff to work from home where possible</li> </ul>	Low

Wellbeing of pupils unable to attend school	Shielding or self isolating	Pupils	<ul style="list-style-type: none"> <li>• Weekly phone call home from Family and Learning Support Officer, Key worker, Teacher , LSA, HCC or Pastoral Manager.</li> <li>• Work packs to be sent home by teaching staff, zoom sessions to take place with Teachers.</li> <li>• Zoom sessions to take place from school and using school equipment</li> <li>• School laptops to be in place for staff having to work from home.</li> </ul>	Low
Dining Room	Spread of infection	Pupils/staff	<ul style="list-style-type: none"> <li>• All staff to wear PPE</li> <li>• Staffing ratios are appropriate to number of pupils present</li> <li>• Less pupils at each table</li> <li>• Pupils to come into Dining room be seated by staff , one class at a time</li> <li>• Table service in place. (Care Staff )</li> <li>• Pupils to use same places every day.</li> </ul>	
Break and Lunch times	Spread of infection	Pupils/Staff	<ul style="list-style-type: none"> <li>• Pupils to use designated areas.</li> <li>• All activities on site must follow social distancing guidelines and staff must remind pupils to follow these rules.</li> <li>• Following Association for PE guidelines on football to minimise risk of injury – it must be non contact - no direct tackling.</li> <li>• Wear solid footwear that will help prevent trips, falls and injuries.</li> <li>• Games must be friendly.</li> </ul>	



In Addition to current practice	Spread of infection	Pupils/Staff		
STVIN/RiskAssessment			<ul style="list-style-type: none"> <li>• Temperatures checked on entry to school</li> <li>• Testing of both staff and pupils (with parental consent) to take place on a weekly basis</li> <li>• Windows to be open in all rooms (while room is in use)</li>   <li>• 3 Bubbles – primary, Secondary, P16.</li>   <li>• Timetables/teaching rooms to remain the same (except CB and JMCM)</li> <li>• CB – Art/Science rooms – JMCM – Hall</li> <li>• school to have an A/B plan dependant on staff numbers</li>   <li>• Staff - All staff to wear PPE in classroom and corridors and communal areas.</li>   <li>• Staff – Staff to maintain social distancing, including staff room.</li>   <li>• Pupils – Secondary pupils will be asked to wear face coverings while travelling along corridors and in communal places once in school.</li>   <li>• Staff – Will wear face coverings and PPE with in school on corridors and communal spaces . (unless exempt)</li> </ul> <p>Breaks times – usual time  Monday to Friday – Primary – swing area/playroom  KS3/4 - field / bottom yard/youth club  P16 - Sensory garden/front yard/Caulfield down stairs.</p> <p>Lunch Times – At usual time  Primary lunch to take place in Primary wing - P5 - swing area/playroom  KS3/4 lunch to take place in Dining room - field / bottom yard/youth club  P16 lunch to take place in Dining room - Sensory garden/front yard/Caulfield down stairs.</p> <p>No whole school Assemblies – Morning briefing and worship to take place in class form rooms.</p> <p>Hand washing routine – On arrival at school  Before and after break and lunch times  Before leaving school</p>	

