



## Staffordshire County Council – Codsall High Federation of Schools General Risk Assessment Record Form

1. **Section/Service/Team**...All Stake holders (students, staff, visitors, governors) ..... 2. **Assessor(s)**.....Neil Eveson.

2. Description of Task/Activity/Area/Premises etc. ...**Corona Virus – Risk Assessment. Delivering Education during the COVID-19 Pandemic from September 2021. (Updated August 21)**

“The government continues to manage the risk of serious illness from the spread of the virus. Step 4 marked a new phase in the government’s response to the pandemic, moving away from stringent restrictions on everyone’s day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people’s education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.

Our priority is for you to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

We have worked closely with the Department of Health and Social Care (DHSC) and Public Health England (PHE) to revise this guidance.”.  
Department of Education Guidance 27<sup>th</sup> August 2021.

Main Changes since guidance last updated: 27<sup>th</sup> August 2021

- Mixing and ‘bubbles’
- Tracing close contacts and isolation
- Face coverings
- Stepping measures up and down

## **System of Controls**

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the following sections.

### **Prevention**

You must always:

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.

### **Response to any infection**

You must always:

10. Promote and engage with the NHS Test and Trace process.
11. Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
12. Contain any outbreak by following local health protection team advice.

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
<p><b>Ensure good hygiene for everyone</b></p>	<p>Pupils, staff, visitors, all stakeholders</p> <p>Everyone on site.</p>	<p>Hand hygiene Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.</p> <p>Respiratory hygiene The ‘catch it, bin it, kill it’ approach continues to be very important.</p> <p>The e-Bug COVID-19 website contains free resources for you, including materials to encourage good hand and respiratory hygiene.</p> <p>Use of personal protective equipment (PPE) Most staff in schools will not require PPE beyond what they would normally need for their work. The guidance on the use of PPE in education, childcare and children’s social care settings</p>	<p>H</p>	<p>Regular cleaning and replenishing of stocks throughout the school day.</p> <p>The e-Bug coronavirus (COVID-19) website contains free resources for schools, including materials to encourage good hand and respiratory hygiene.</p>	<p>Ongoing</p>	<p>M</p>

		provides more information on the use of PPE for COVID-19.				
<b>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</b>	Pupils, staff, visitors, all stakeholders  Everyone on site.	The 'catch it, bin it, kill it' approach continues to be very important, so we will ensure that there are enough tissues and bins available in the school to support pupils and staff to follow this routine. As with hand cleaning, all federation schools will ensure younger children and those with complex needs are helped to get this right and all pupils understand that this is now part of how the school operates.  Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example, those who spit uncontrollably or use saliva as a sensory stimulant. This will be considered in risk assessments in order to support these pupils and the staff working with them and is not a reason to deny these pupils face-to-face education.	M	Catch it bin it kill it signs are located across the federation sites and displayed in all key areas.	Ongoing	L
<b>Clean hands thoroughly more often than usual.</b>	Pupils, staff, visitors, all stakeholders  Everyone on site.	Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. We will ensure that Students clean their hands regularly, including when they arrive at school, when they return from breaks, when	M	Regular checks and cleaning of stations.  Supply of sanitiser available at all federation schools	Ongoing	L

		<p>they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future. Points to consider and implement:</p> <p>The school has added extra hand washing stations and there are sanitiser stations in each classroom and at all entrances to the school, where staff will direct the students to wash/sanitise their hands regularly</p> <p>supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative</p> <p>We are building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them</p>				
<p><b>Mixing and 'Bubbles'</b></p>	<p>Pupils, staff, visitors, all stakeholders</p>	<p>We are no longer recommending that it is necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be</p>	<p>M</p>	<p>As per contingency plan</p>	<p>Ongoing</p>	<p>M</p>

	<p>Everyone on site.</p>	<p>used for any summer provision or from the autumn term.</p> <p>All schools have a contingency plan (outbreak management plans) to cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</p> <p>Any decision to recommend the reintroduction of 'bubbles' will not be taken lightly and we would take account of the detrimental impact they can have on the delivery of education.</p>				
<p><b>Tracing close contacts and self-isolation</b></p>	<p>Pupils, staff, visitors, all stakeholders</p> <p>Everyone on site.</p>	<p>Close contacts will be identified via NHS Test and Trace and out-of-school settings will not be expected to undertake contact tracing. As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from an out-of-school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help</p>	<p>M</p>	<p>Schools to be advised via NHS.</p> <p>Staff informed about actions to take regarding isolation.</p> <p>Contingency plan to be discussed with local outbreak team.</p>	<p>Ongoing</p>	<p>M</p>

		with identifying close contacts, as currently happens in managing other infectious diseases.				
<b>Self-isolation</b>	<p>Pupils, staff, visitors, all stakeholders</p> <p>Everyone on site.</p>	<p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> <li>• they are fully vaccinated</li> <li>• they are below the age of 18 years and 6 months</li> <li>• they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>• they are not able to get vaccinated for medical reasons</li> </ul> <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case <b>and advised to take a PCR test. We would encourage everyone to take a PCR test if advised to do so.</b></p> <p>Staff who do not need to self-isolate, and children and young people aged under 18 years and 6 months, who usually attend an out-of-school setting, and have been identified as a close</p>	H	Staff training delivered on first day back at schools.	Ongoing	M

		<p>contact, can continue to attend the setting as normal. They do not need to wear a face covering within the setting, but it is expected and recommended that they wear one when travelling on public or dedicated transport.</p>				
<p><b>Maintain appropriate cleaning regimes, using standard products such as detergents</b></p> <p>Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.</p>	<p>Pupils, staff, visitors, all stakeholders</p> <p>Everyone on site.</p>	<p>The federation has put together a thorough cleaning schedule that ensures cleaning is generally enhanced and includes:</p> <p>More frequent cleaning of rooms and shared areas that are used by different groups</p> <p>Frequently touched surfaces being cleaned more often than normal</p> <p>Toilets will need to be cleaned regularly and students will be encouraged to clean their hands thoroughly after using the toilet.</p> <p>You should put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.</p> <p>The risk of coronavirus (COVID-19) infection depends on many factors, including:</p> <p>the type of surface contaminated</p>	<p>H</p>	<p>A cleaning schedule is in place with all cleaners having enhanced cleaning equipment to clean all services in the area, including soft furnishings.</p> <p>A recognised cleaning agent is used in all federation schools on an ongoing basis to thoroughly deep clean all areas.</p> <p>A specific cleaning spray has been purchased by the federation and will be used to sanitize and deep clean areas around the schools at set schedules throughout the day.</p> <p>Bathrooms</p> <p>Clean frequently touched surfaces regularly. Ensure suitable hand washing facilities are available including running water, liquid soap and paper towels or hand driers. Where cloth towels are used, these should be for individual use and laundered in accordance with</p>	<p>Ongoing</p>	<p>M</p>



		<p>the amount of virus shed from the individual  the time the individual spent in the setting  the time since the individual was last in the setting  COVID-19 spreads from person to person through small droplets, aerosols and through direct contact. Surfaces and belongings can also be contaminated with COVID-19 when people with the infection cough or sneeze or touch them. The risk of spread is greatest when people are close to each other, especially in poorly ventilated indoor spaces and when people spend a lot of time together in the same room.</p> <p>Keeping your distance, washing your hands regularly, good respiratory hygiene (using and disposing of tissues), cleaning surfaces and keeping indoor spaces well ventilated are the most important ways to reduce the spread of COVID-19.</p> <p>Increased frequency of cleaning of general room surfaces reduces the presence of the virus and the risk of contact.</p> <p>The infection risk from a COVID-19</p>	<p>washing instructions.</p> <p>Waste  Waste does not need to be segregated unless an individual in the setting shows symptoms of or tests positive for COVID-19.</p> <p>Dispose of routine waste as normal, placing any used cloths or wipes in 'black bag' waste bins. You do not need to put them in an extra bag or store them for a time before throwing them away.</p> <p>Cleaning and disinfection  Public areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal.</p> <p>All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells.</p> <p>Use disposable cloths or paper roll and disposable mop heads, to clean</p>		
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		<p>contaminated environment decreases over time. It is not yet clear at what point there is no risk from the virus, however, studies suggest that, in non-healthcare settings, the risk of residual infectious virus is likely to be significantly reduced after 48 hours.</p> <p>In situations where someone has symptoms of COVID-19, it is advised that you store personal waste for 72 hours as an additional precaution.</p>	<p>all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction.</p> <p>Use one of the options below:</p> <p>a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.) or</p> <p>a household detergent followed by disinfection (1,000 ppm av.cl.). Follow manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants or</p> <p>if an alternative disinfectant is used within the organisation ensure that it is effective against enveloped viruses Avoid mixing cleaning products together as this can create toxic fumes. Avoid creating splashes and spray when cleaning.</p> <p>Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined in the waste section below.</p> <p>Waste</p>		
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			<p>Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):</p> <p>Should be put in a plastic rubbish bag and tied when full          The plastic bag should then be placed in a second bin bag and tied          This should be put in a suitable and secure place and marked for storage until the individual's test results are known          This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.</p> <p>If the individual tests negative, this can be disposed of immediately with the normal waste.</p> <p>If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.</p> <p>If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must:</p>		
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				<p>keep it separate from your other waste                  arrange for collection by a specialist contractor as hazardous waste                  There will be a charge for this service.</p> <p>Other household waste can be disposed of as normal.</p>		
<p><b>Keep occupied spaces well ventilated</b></p>	<p>Pupils, staff, visitors, all stakeholders</p> <p>Everyone on site.</p>	<p>The federation will ensure where possible it is well ventilated and that a comfortable teaching environment is maintained.</p> <p>We have identified any poorly ventilated spaces as part of our risk assessment and taken steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example, school plays.</p> <p>Mechanical ventilation is a system that uses a fan to draw fresh air or extract air from a room. These have been adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated.</p>	<p>H</p>	<p>CO2 monitors will also be provided to all state-funded education settings from September, so staff can quickly identify where ventilation needs to be improved. Further information will be issued as monitors are rolled out.</p> <p>The government has also launched a trial of air purifiers in 30 schools in Bradford, which is designed to assess the technology in education settings and whether they could reduce the risk of transmission.</p> <p>Research shows that being in a room with fresh air can reduce the risk of infection from particles by over 70%.</p> <p>A training film has been issued to all staff as part of the 'Hands. Face. Space' campaign which urges public</p>	<p>Ongoing</p>	<p>M</p>

		<p>If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.</p> <p>Where mechanical ventilation systems exist, we have ensured that they are maintained in accordance with the manufacturers' recommendations.</p> <p>Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).</p> <p>We have balanced the need for increased ventilation while maintaining a comfortable temperature.</p>		<p>to adopt simple health behaviours to help reduce the risk of the virus spreading</p> <p>Research shows that being in a room with fresh air can reduce your risk of infection from particles by over 70%, as fresh air dilutes the particles.</p> <p>As we spend more time indoors, experts are recommending that people either:</p> <p>open windows for short, sharp bursts of 10 to 15 minutes regularly throughout the day leave windows open a small amount continuously</p>		
<p><b>Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19</b></p>	<p>Pupils, staff, visitors, all stakeholders</p> <p>Everyone on site.</p>	<p>When an individual develops COVID-19 symptoms or has a positive test Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them</p>	<p>H</p>	<p>Contingency plan will be used for increased cases in the schools as per guidance.</p>	<p>Ongoing</p>	<p>M</p>

		<p>to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</p> <p>If anyone in your school develops COVID-19 symptoms, however mild, we will send them home and they should follow public health advice.</p> <p>For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p> <p>If a pupil is awaiting collection, they will be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the use of PPE in education, childcare and children’s social care settings guidance. Any rooms they use should be cleaned after they have left.</p> <p>The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p>				
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<p><b>Asymptomatic testing</b></p>	<p>Pupils, staff, visitors, all stakeholders</p> <p>Everyone on site.</p>	<p>Testing remains important in reducing the risk of transmission of infection within schools. That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances.</p> <p>Schools will only provide tests for twice weekly asymptomatic testing for pupils and staff over the summer period if they are attending school settings. However, testing will still be widely available over the summer and kits can be collected either from your local pharmacy or ordered online.</p> <p>As pupils will potentially mix with lots of other people during the summer holidays, all secondary school pupils should receive <b>2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term.</b></p>	<p>H</p>	<p>Confirmatory PCR tests Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19.</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</p> <p>Additional information on PCR test kits for schools and further education providers is available.</p>	<p>Ongoing</p>	<p>M</p>
<p><b>Other considerations</b></p>	<p>Pupils, staff, visitors, all stakeholders</p> <p>Everyone on site.</p>	<p>All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or</p>	<p>M</p>	<p>Individual Risk Assessments will be used where appropriate on medical guidance.</p>	<p>Ongoing</p>	<p>M</p>

		<p>other specialist not to attend.</p> <p>Further information is available in the guidance on supporting pupils at school with medical conditions. We will ensure that key contractors are aware of the school's control measures and ways of working.</p>				
<p><b>Remote education</b></p>	<p>Pupils, staff, visitors, all stakeholders</p> <p>Everyone on site.</p>	<p>Not all people with COVID-19 have symptoms. Where appropriate, we will support those who need to self-isolate because they have tested positive to work or learn from home if they are well enough to do so. Schools subject to the remote education temporary continuity direction are required to provide remote education to pupils covered by the direction where their attendance would be contrary to government guidance or legislation around COVID-19.</p> <p>We will maintain your capacity to deliver high-quality remote education for the next academic year, including for pupils who are abroad, and facing challenges to return due to COVID-19 travel restrictions, for the period they are abroad.</p> <p>The remote education provided will be equivalent in length to the core</p>	<p>M</p>	<p>Schools subject to the remote education temporary continuity direction are required to provide remote education to pupils covered by the direction where their attendance would be contrary to government guidance or legislation around COVID-19.</p>	<p>Ongoing</p>	<p>L</p>



		<p>teaching pupils would receive in school.</p> <p>We will work collaboratively with families and put in place reasonable adjustments so that pupils with special educational needs and disabilities (SEND) can successfully access remote education.</p> <p>Full expectations for remote education, support and resources can be found on the get help with remote education service.</p>				
<b>Pupil wellbeing and support</b>	<p>Pupils, staff, visitors, all stakeholders</p> <p>Everyone on site.</p>	<p>Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. You can access useful links and sources of support on promoting and supporting mental health and wellbeing in schools.</p> <p>The return to school allows social interaction with peers, carers and teachers, which benefits wellbeing</p>	H	Pastoral staff to continually monitor	Ongoing	M
<b>Educational visits</b>	<p>Pupils, staff, visitors, all stakeholders</p> <p>Everyone on site.</p>	<p>It is recommended that we do not go on any international visits before the start of the autumn term. From the start of the new school term, you can go on international visits that have previously been deferred or postponed and organise new international visits for the</p>	H		Ongoing	H

		<p>future. Dependent on the travel list information.</p> <p>You should be aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and you must comply with international travel legislation and should have contingency plans in place to account for these changes.</p> <p>Thorough risk assessments will be in place in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP).</p>				
<p><b>Extra-curricular activity</b></p>	<p>Pupils, staff,</p>	<p>Sports provision All sports provision, including competition between settings, will be planned and delivered in line with this guidance.</p> <p>We will also refer to:  guidance on grassroots sports for public</p>	<p>H</p>	<p>Individual risk assessments in place for activities.</p>	<p>Ongoing</p>	<p>M</p>

		<p>and sport providers and guidance from Sport England                      advice from organisations such as the Association for Physical Education and the Youth Sport Trust                      information on school swimming, water safety and returning to pools guidance from Swim England                      using changing rooms safely                      Performances and events                      If planning an indoor or outdoor face-to-face performance in front of a live audience, you should follow the latest advice in the DCMS working safely during COVID-19 in the performing arts guidance.</p> <p>If delivering sporting or other organised events, more information can be found in COVID-19: Organised events guidance for local authorities.</p> <p>At the start of the school autumn term. From the start of the new school term, we can go on international visits that have previously been deferred or postponed and organise new international visits for the future from when the new school term starts.</p>				
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<p><b>Clinically extremely vulnerable</b></p>	<p>Pupils, staff, visitors, all stakeholders</p>	<p>Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take.</p> <p>Further information can be found in the 19 July guidance on protecting people who are CEV from COVID-19.</p> <p>Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. Employers should be able to explain the measures they have in place to keep CEV staff safe at work. The Health and Safety Executive (HSE) has published guidance on protecting vulnerable workers, including advice for employers and employees on how to talk about reducing risks in the workplace.</p> <p>We welcome your support in encouraging vaccine take up and enabling staff who are eligible for a vaccination to attend booked vaccine appointments where possible.</p>	<p>M</p>	<p>Individual Risk Assessments in place where necessary.</p>	<p>Ongoing</p>	<p>L</p>
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		<p>All CEV children and young people should attend their education or childcare setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.</p>				
<p><b>Stepping measures up and down</b></p>	<p>Pupils, staff, visitors, all stakeholders</p>	<p>All federation schools will have a contingency plan (sometimes called outbreak management plans) outlining what you would do if children or staff test positive for COVID-19, or how you would operate if you were advised to take extra measures to help break chains of transmission. Given the detrimental impact that restrictions on education and childcare can have on children and young people, any measures in out-of-school settings should only ever be considered as a last resort, kept to the minimum number of settings or groups possible, and for the shortest amount of time possible.</p> <p>We will base this information on taking extra action if the number of positive cases substantially increases. Information on what circumstances might lead you to consider taking additional action, and the steps you</p>	<p>H</p>	<p>Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission.</p>	<p>Ongoing</p>	<p>M</p>

		<p>should work through, can be found in the contingency framework.</p> <p>The contingency framework describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings - or a small cluster of settings - as part of their outbreak management responsibilities.</p>				
<p><b>Prevention</b></p> <p>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</p> <p>Essential measures include:</p>	<p>Pupils, staff, visitors, all stakeholders</p> <p>Everyone on site.</p>	<p>Ensuring that pupils, staff and other adults do not come into the school if they have <u>coronavirus (COVID-19) symptoms</u>, or have tested positive in at least the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19).</p> <p>If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent</p>	<p>H</p>	<p>If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. A window will be opened for ventilation. If it is not possible to isolate the student, they will be kept in an area which is at least 2 metres away from other people and well ventilated.</p> <p>If the student needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected</p>	<p>Ongoing</p>	<p>M</p>

<p>a requirement that people who are ill stay at home robust hand and respiratory hygiene enhanced cleaning and ventilation arrangements active engagement with NHS Test and Trace formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise the potential for contamination so far as is reasonably practicable</p>		<p>home and advised to follow '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>', which sets out that they should self-isolate for a minimum of 10 days up to 14 days and should <u>arrange to have a test</u> to see if they have coronavirus (COVID-19).</p> <p>If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 14-day isolation period from the day they develop symptoms. If a positive test is confirmed a 10-day isolation period will need to be followed.</p>		<p>using standard cleaning products before being used by anyone else.</p> <p>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.</p> <p>response to any infection:</p> <p>Engage with the NHS Test and Trace process</p> <p>Manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>Contain any outbreak by following local health protection team advice</p>		
<p><b>Where recommended,</b></p>	<p>Pupils, staff, visitors, all</p>	<p>On all transport.</p>	<p>M</p>	<p>Masks worn at all times on all school transport.</p>	<p>Ongoing</p>	<p>L</p>

<p><b>use of face coverings in schools.</b></p>	<p>stakeholders  Everyone on site.</p>	<p>Personal choice  If we are advised to go into a 'Stepping Up' measure by the local outbreak team</p>		<p>Areas cleaned thoroughly after runs.</p>		
<p><b>Engage with the NHS Test and Trace process.</b></p>	<p>Pupils, staff, visitors, all stakeholders  Everyone on site.</p>	<p>The Federation schools will ensure we understand the NHS Test and Trace process. We will ensure that staff members and parents/carers understand that they will need to be ready and willing to:  Book a PCR test if they are displaying symptoms. Staff and students must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit  provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace  Anyone who displays symptoms of coronavirus (COVID-19) can and</p>	<p>H</p>	<p>The federation have been provided with testing kits which may be implemented after further advice from the DfE.  If someone with symptoms tests negative for coronavirus (COVID-19), then they should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to have a PCR test.  If someone with symptoms tests positive, they should follow the guidance for households with confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms. The 10-day period starts from the day when they</p>	<p>Ongoing</p>	<p>L</p>



		should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.		first became ill.		
<b>Measures for arriving at and leaving school</b>	Pupils, staff, visitors, all stakeholders  Everyone on site.	All schools are open as per information given to parents with no staggered start times.	L	To be reviewed at ongoing intervals.	Ongoing	L
<b>Mitigate / Delay</b>	Students, staff, cleaners	<ul style="list-style-type: none"> <li>Follow Public Health advice.</li> <li>Deep clean of all areas throughout day.</li> <li>Lunch and breaks are in year group bubbles</li> <li>PPE provided to staff where required.</li> </ul>	H	Where staff or students display symptoms isolate in school, isolated in specific location with staff in PPE call parents to collect, send home. Deeper clean of areas used.	Ongoing	H
<b>Movement around school</b>	Students, staff,	All schools no longer have any requirements to change movement around the school.  This may be advised as part of the contingency plan as advised by the local outbreak team.	M	As per contingency plan	Ongoing	M

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
<b>Activities</b>	Students, Staff.	Normal risk assessments in place under schools H&S folders. Guidance to be followed for specific activities from appropriate bodies i.e. Cleapps and Sport England.	H	Covid19 risk assessment to cover general risk assessments	Ongoing	M
<b>Toilet Breaks / Hygiene / Handwashing</b>	Students, staff.	<ul style="list-style-type: none"> <li>• Soap in all toilets and topped up each day.</li> <li>• Bins</li> <li>• Sanitiser</li> <li>• Paper towels</li> <li>• Hand dryers taken out of use</li> <li>• Limited numbers at all times</li> <li>• Signage in all toilets for hygiene</li> <li>• Social distancing adhered to in toilets, physical signage and barriers at urinals</li> </ul>	H	<p>All toilets monitored at break and lunchtimes.</p> <p>Extra handwashing and sanitising stations around all schools to ensure all students have access to facility.</p> <p>Staff to remind of need for extra hygiene and regular hand washing throughout the day.</p> <p>Regular cleaning programme throughout the day for toilet facilities.</p>	Ongoing	M
<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b> List the control measures already in place	<b>What is the risk rating – H, M, L?</b> See section 5	<b>What further action, if any, is necessary, if so what action is to be taken by whom and by when?</b>	<b>Action Completed</b> State the date completed and	<b>What is the risk rating now – H, M, L?</b>

					sign.	See Section 5
<b>Sanitiser</b>	Students, staff,	<ul style="list-style-type: none"> <li>Stations located around school</li> <li>Regular communication to students to use sanitiser.</li> </ul>	M	<p>Over 60% alcohol based</p> <p>Children displaying signs of allergic reaction to hand sanitiser provided, will be asked to clean hands at the stations provided</p> <p>COSHH assessment undertaken on sanitiser delivered.</p> <p>Staff members to make team aware of any specialist requirements due to allergy.</p>	Ongoing	L
<b>PPE</b>	Students, staff,	<p>Students will be asked to wear a face mask on transport arranged by the federation to protect themselves and staff members.</p> <p>Staff will be in full PPE and the bus deep cleaned regularly.</p> <p>The school will take appropriate actions should there be an outbreak in the area, PPE may be brought back into action if advised local outbreak team.</p>	M	<p>Disposal of PPE</p> <p>In recognised bins end of day. This is then kept quarantined for 72 hours then placed in skip.</p> <p>Students will be allowed to attend school in PPE if appropriate.</p> <p>Cleaning staff will be asked to wear PPE as appropriate.</p>	Ongoing	M
<b>Personal / Intimate Care</b>	Staff and pupils. Transmission may occur when	<ul style="list-style-type: none"> <li>PPE provided (such as disposable gloves, disposable apron and face visor)</li> <li>Hand washing after providing care.</li> </ul>	H	<p>Staff providing personal or intimate care instructed on the safe “donning and doffing” of PPE.</p> <p>Review personal care plans to assess PPE requirements based on</p>	Ongoing	L

	providing personal or intimate care			individual circumstances.		
<b>Remote education expectations</b>	Students, staff,	Where a class, group or a small number of pupils need to self-isolate, or local restrictions require pupils to remain at home, we have the capacity to offer immediate remote education. All pupils not physically unwell with coronavirus (COVID-19) but who are at home as a result of coronavirus (COVID-19) should have access to remote education by the next school day.	L	All federation students have access to a high quality well planned and sequenced virtual curriculum,  The federation will ensure pupils are supported and have access to online learning.  And where less than 10% teachers set high quality work for students to undertake at home.  Please see contingency planning	Ongoing	L
<b>Safeguarding / Child Protection</b>	Students, Families.	<ul style="list-style-type: none"> <li>All child protection and safeguarding Policies to be adhered to.</li> </ul>	L	To be reviewed, all new starters to receive safeguarding training.	Ongoing	L
<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b> List the control measures already in place	<b>What is the risk rating – H, M, L?</b> See section 5	<b>What further action, if any, is necessary, if so what action is to be taken by whom and by when?</b>	<b>Action Completed</b> State the date completed and sign.	<b>What is the risk rating now – H, M, L?</b> See Section 5
<b>Fire</b>	Students, staff, visitors, all stakeholders	<ul style="list-style-type: none"> <li>On hearing the School fire alarm, the following steps should be taken:</li> </ul>	M	Evacuation plan as per pre-pandemic.  Autumn term fire tests to be undertaken.	Ongoing	L

		<ul style="list-style-type: none"> <li>• Please see individual fire procedure for each school.</li> </ul>				
<p><b>First Aid</b></p> <p>Exposure to COVID-19</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p>	<p>Staff and casualty. Transmission may occur when providing First Aid</p> <p>Staff and casualty. Transmission may occur when providing First Aid</p>	<ul style="list-style-type: none"> <li>• Wash/sanitise hands before and after treating a casualty.</li> <li>• Wear disposable gloves, disposable apron, fluid resistant surgical mask and eye protection where there is a risk of respiratory droplets splashing into the eyes due to repeated coughing or vomit.</li> <li>• When performing CPR phone an ambulance and use compression only CPR until the ambulance arrives. Wear PPE provided (such as disposable gloves, disposable apron). When directly treating people with symptoms of COVID-19 a fluid repellent surgical mask should be worn and eye protection may be needed where there is a risk of fluids entering the eyes due to repeated coughing, spitting or vomiting.</li> <li>• If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available.</li> <li>• First Aider on site each day</li> <li>• Risk assessments for activities to be adhered to.</li> </ul>	<p>H</p>	<ul style="list-style-type: none"> <li>• Review Assessment of First Aid Needs undertaken.</li> <li>• First aiders instructed on the safe “donning and doffing” of PPE.</li> <li>• Maintain stocks of PPE. Where this is not available contact Local</li> <li>• Staff to receive training on infection control.</li> </ul>	<p>Ongoing</p>	<p>M</p>

		<ul style="list-style-type: none"> <li>• Medical conditions for children to be held on site.</li> <li>• Staff from all schools will have access to the ECHP and communicate any issues.</li> <li>•</li> </ul>				
<b>If staff member Diagnosed with Covid-19.</b>	Staff member	<ul style="list-style-type: none"> <li>• Staff member to be isolated.</li> <li>• Ongoing communication with member of staff</li> <li>• Support services offered for wellbeing if required.</li> <li>• Rota to allow for cover for students.</li> <li>• Staff member to not come into school if displaying symptoms and notify school as appropriate.</li> </ul>	M	Track & trace will inform school of close contacts and of any actions to take.	Ongoing	M
<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b> List the control measures already in place	<b>What is the risk rating – H, M, L?</b> See section 5	<b>What further action, if any, is necessary, if so what action is to be taken by whom and by when?</b>	<b>Action Completed</b> State the date completed and sign.	<b>What is the risk rating now – H, M, L?</b> See Section 5
<b>Staff who are pregnant</b>	Staff Members	Pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the above advice, which applies to all staff in schools. The federation will conduct a risk assessment for pregnant women in line with the Management of Health and Safety at Work Regulations 1999 (MHSW).	M	<ul style="list-style-type: none"> <li>• Individual Risk Assessments to be undertaken.</li> <li>• Monitored every four weeks.</li> </ul>	Ongoing	M

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
<b>Uniforms</b>	Students & Staff	<ul style="list-style-type: none"> <li>Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</li> <li>We will consider how pupil non-compliance is managed, taking a mindful and considerate approach in relation to parents who may be experiencing financial pressures.</li> </ul>	L	Increased ventilation may make school buildings cooler than usual over the winter months. While we wish to maintain the benefits of our uniform code, we will monitor allowing additional, suitable indoor items of clothing to be worn during the winter period in addition to the school's current uniform.	Ongoing	L
<b>Pupil wellbeing and support</b>	All students	<ul style="list-style-type: none"> <li>Pupils may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood. This may particularly be the case for vulnerable children, including those with a social worker and young carers. It is important to contextualise these feelings as normal responses to an abnormal situation. Some may need support to re-adjust to school, others may have enjoyed being at home and be reluctant to return, a few may be showing signs of more severe anxiety or depression. Others will not be experiencing any challenges</li> </ul>	H	<ul style="list-style-type: none"> <li>Pastoral staff to continually monitor</li> </ul>	Ongoing	M

		<p>and will be keen and ready to return to school.</p> <ul style="list-style-type: none"> <li>• The return to school allows social interaction with peers, carers and teachers, which benefits wellbeing.</li> <li>• The government has recently launched the Wellbeing for Education Return programme, which will provide training and resources for teachers and staff in all state-funded schools to respond to the wellbeing and mental health needs of children and young people as a result of coronavirus (COVID-19). The training provides practical examples to support staff, children and young people within a school.</li> </ul>				
<b>Staffroom</b>	All staff	<ul style="list-style-type: none"> <li>• No cups, plates to be left around area, to be placed in dish washer or sink.</li> <li>• No books to be left in room</li> <li>• Anything left in room will be removed and placed in a quarantine area</li> <li>• Staff to respect others space and to use common sense with numbers.</li> <li>• Windows to be left open.</li> <li>• Face masks can be worn if required.</li> </ul>	H	<ul style="list-style-type: none"> <li>• Bleach sprays and antibacterial wipes are available.</li> </ul>	Ongoing	L



4. Tick (✓) if any of the identified hazards relate to any of the following specific themes:

Hazardous Substance	Manual Handling	Display Screen Equip	Fire	Work Equip / Machinery	Stress	Individual Person such as Young Person New/ Expectant Mother or Service User
✓			✓		✓	✓

If any are ticked a specific risk assessment form must be completed separately. For example, a COSHH form must be completed if a hazardous substance is used.

### 5. Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

Risk Rating	Description	Action Priority
High	Where harm is certain or near certain to occur and/or major injury or ill-health could result	Urgent action
Medium	Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days	Medium priority
Low	Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain	No action or low priority action

### 6. Assessment

**Signature of Assessor(s):** Neil Eveson

**Print Name:**

**Signature of Line Manager:** Alun Harding

**Print Name:**

**Date Assessed:** 1<sup>st</sup> September 2021

**Review Date:** December 2021

### 7. Communication and Review

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed annually or following a significant change, accident or violent incident.

*On school shared area.  
Discussion with all school staff.  
On School website*