



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 January 2022. (Updated January 2022)**

“The government continues to manage the risk of serious illness from the spread of the virus. The Prime Minister announced on 19 January that the temporary introduction of Plan B is to end. As a result, the Plan B measures in this guidance for schools are being removed. This advice remains subject to change as the situation develops. COVID-19 continues to be a virus that we learn to live with and the imperative to reduce the disruption to children and young people’s education remains. 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 the United Kingdom Health Security Agency (UKHSA) to revise this guidance”.

Main Changes since guidance last updated: 20th January 2022

Changes to the guidance since its 5 January 2021 publication include:

- Update to tracing close contacts and isolation section to clarify the advice for under 5s
- Update to face coverings section to reflect removal of recommendation to wear face coverings in classrooms and communal areas.
- Update to when an individual develops COVID-19 symptoms or has a positive test.
- Update to mandatory certification section to reflect that this will no longer be in place from 27 January.
- Update to workforce section to reflect that government is no longer advising people to work from home.

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>Ensure good hygiene for everyone</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 provides more information on the use of PPE for COVID-19.</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>

<p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p>	<p>Pupils, staff, visitors, all stakeholders</p> <p>Everyone on site.</p>	<p>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.</p> <p>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.</p>	<p>M</p>	<p>Catch it bin it kill it signs are located across the federation sites and displayed in all key areas.</p>	<p>Ongoing</p>	<p>L</p>
<p>Clean hands thoroughly more often than usual.</p>	<p>Pupils, staff, visitors, all stakeholders</p> <p>Everyone on site.</p>	<p>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 they change rooms and before and after eating. Regular and thorough</p>	<p>M</p>	<p>Regular checks and cleaning of stations.</p> <p>Supply of sanitiser available at all federation schools</p>	<p>Ongoing</p>	<p>L</p>

		<p>hand cleaning is going to be needed for the foreseeable future. Points to consider and implement:</p> <p>The schools have 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>Mixing and 'Bubbles'</p>	<p>Pupils, staff, visitors, all stakeholders</p> <p>Everyone on site.</p>	<p>We no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). This means that 'bubbles' will not need to be used in the schools. As well as enabling flexibility in curriculum delivery, this means that assemblies</p>	<p>M</p>	<p>As per contingency plan</p>	<p>Ongoing</p>	<p>M</p>

		<p>will resume and we will no longer make alternative arrangements to avoid mixing at lunch.</p> <p>All Federation 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>Tracing close contacts and self-isolation</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</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>The schools still monitor Covid related absence.</p>	<p>Ongoing</p>	<p>M</p>

		of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.				
Face Coverings	Pupils, staff, visitors, all stakeholders Everyone on site.	From 20 January, face coverings are no longer advised for pupils, staff and visitors in classrooms. It is up to the classroom teacher to decide if they wish to continue to wear a mask. From 27 January, face coverings are no longer advised for pupils, staff and visitors in communal areas. From 27 January, staff and pupils should follow wider advice on face coverings outside of school, including on transport to and from school. All students are to wear face coverings on school transport, until advised by the school that this is not necessary.	H	In circumstances where face coverings are recommended: The director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt). The schools contingency plans cover this possibility. (See the stepping measures up and down section). In these circumstances, transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. Transparent face coverings may be effective in reducing the spread of COVID-19.	Ongoing	M
Self-isolation	Pupils, staff, visitors, all stakeholders Everyone on	All stakeholders are advised to stay at home and self-isolate if you have any of the main symptoms of COVID-19 or if you have a positive LFD or PCR test result. Self-isolation will help protect	H	Staff training delivered to all staff. The self-isolation advice for people with coronavirus (COVID-19) has changed. It is now possible to end	Ongoing	M

	<p>site.</p>	<p>your family, friends and the wider community by reducing the risk that you will pass the infection on to others.</p> <p>Your self-isolation period starts immediately from when your symptoms started, or, if you do not have any symptoms, from when your positive LFD or PCR test was taken, whichever test was taken first. Your self-isolation period includes the day your symptoms started (or the day your test was taken if you do not have symptoms), and the next 10 full days. It may be possible to end your self-isolation earlier as below.</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 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>self-isolation after 5 full days if you have 2 negative LFD tests taken on consecutive days. The first LFD test should not be taken before the fifth day after your symptoms started (or the day your test was taken if you did not have symptoms). The self-isolation period remains 10 full days for those without negative results from 2 LFD tests taken a day apart.</p> <p>In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending your school, we will take the decision to refuse the pupil if it is necessary to protect other pupils and staff from possible infection with COVID-19.</p>		
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		<p>For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household. If a pupil is awaiting collection, they should 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.</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"> • they are fully vaccinated • they are below the age of 18 years and 6 months • they have taken part in or are currently part of an approved COVID-19 vaccine trial • they are not able to get vaccinated for medical reasons 				
<p>Asymptomatic testing</p>	<p>Pupils, staff, visitors, all stakeholders</p>	<p>Testing remains important in reducing the risk of transmission of infection within schools.</p>		<p>Confirmatory PCR tests</p> <p>The self-isolation advice for people</p>		

	<p>Everyone on site.</p>	<p>Staff and secondary school pupils should continue to test twice weekly at home, with lateral flow device (LFD) test kits, 3-4 days apart. Testing remains voluntary but is strongly encouraged.</p> <p>The schools also retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home.</p> <p>We strongly encourage parents and other visitors to take a lateral flow device (LFD) test before entering the school.</p> <p>There is no need for primary age pupils (those in year 6 and below) to regularly test, unless they have been identified as a contact for someone who has tested positive for Covid-19 and therefore advised to take lateral flow tests every day for 7 days.</p>		<p>with coronavirus (COVID-19) has changed. It is now possible to end self-isolation after 5 full days if you have 2 negative LFD tests taken on consecutive days. The first LFD test should not be taken before the fifth day after your symptoms started (or the day your test was taken if you did not have symptoms). The self-isolation period remains 10 full days for those without negative results from 2 LFD tests taken a day apart.</p> <p>In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending your school, we will take the decision to refuse the pupil if it is necessary to protect other pupils and staff from possible infection with COVID-19.</p>		
<p>Maintain appropriate cleaning regimes, using standard products such as detergents</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>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</p>	<p>Ongoing</p>	<p>M</p>

<p>Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.</p>		<p>Frequently touched surfaces being cleaned more often than normal Toilets will need to be cleaned regularly and students will be encouraged to clean their hands thoroughly after using the toilet.</p>	<p>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 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 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>		
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			<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 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</p>		
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			<p>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 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</p>		
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				<p>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> <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>		
Keep occupied spaces well ventilated	Pupils, staff, visitors, all stakeholders	The federation will ensure where possible it is well ventilated and that a comfortable teaching environment is	H	CO2 monitors have been used to determine areas of poor ventilation, staff can quickly identify where	Ongoing	M

	<p>Everyone on site.</p>	<p>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>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,</p>		<p>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 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</p>		
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		<p>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>throughout the day leave windows open a small amount continuously</p>		
<p>Other considerations</p>	<p>Pupils, staff, visitors, all stakeholders</p> <p>Everyone on site.</p>	<p>Those formerly considered to be clinically extremely vulnerable</p> <p>Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. Children and young people who were previously identified as being in one of these groups, are advised to continue to follow the guidance contained in Coronavirus: how to stay safe and help prevent the spread.</p> <p>Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population.</p> <p>In some circumstances, a child or</p>	<p>M</p>	<p>Individual Risk Assessments will be used where appropriate on medical guidance.</p>	<p>Ongoing</p>	<p>M</p>

		young person may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice.				
Remote education	Pupils, staff, visitors, all stakeholders Everyone on site.	Where appropriate, you should 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. You should maintain your capacity to deliver high-quality remote education	M		Ongoing	L
Pupil wellbeing and support	Pupils, staff, visitors, all stakeholders Everyone on site.	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. The return to school allows social interaction with peers, carers and teachers, which benefits wellbeing	H	Pastoral staff to continually monitor	Ongoing	M
Educational visits	Pupils, staff,	The schools will consider whether to go ahead with planned international	H	We will undertake full and thorough risk assessments in relation to all	Ongoing	H

		<p>educational visits at this time, recognising the risk of disruption to education resulting from the need to isolate and test on arrival back into the UK. We will take guidance and refer to the Foreign, Commonwealth and Development Office travel advice and the guidance on international travel before booking and travelling. We will ensure that any new bookings have adequate financial protection in place. We will speak to the risk protection arrangement (RPA) to assess the protection available. Independent advice on insurance cover and options if needed will be sought from the British Insurance Brokers' Association (BIBA) or Association of British Insurers (ABI). Any school holding ATOL or ABTA refund credit notes may use these credit notes to rebook educational or international visits. General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP).</p>		<p>educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment.</p>		
<p>Extra-curricular activity</p>	<p>Pupils, staff,</p>	<p>Sports provision All sports provision, including competition between settings, will be planned and delivered in line with this</p>	<p>H</p>	<p>Individual risk assessments in place for activities.</p>	<p>Ongoing</p>	<p>M</p>

		<p>guidance.</p> <p>We will also refer to:</p> <p>guidance on grassroots sports for public and sport providers and guidance from Sport England</p> <p>advice from organisations such as the Association for Physical Education and the Youth Sport Trust</p> <p>information on school swimming, water safety and returning to pools guidance from Swim England</p> <p>using changing rooms safely</p> <p>Performances and events</p> <p>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>Clinically extremely vulnerable</p>	<p>Pupils, staff, visitors, all stakeholders</p>	<p>Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly</p>	<p>M</p>	<p>Individual Risk Assessments in place where necessary.</p>	<p>Ongoing</p>	<p>L</p>

		vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. Children and young people who were previously identified as being in one of these groups, are advised to continue to follow the guidance contained in Coronavirus: how to stay safe and help prevent the spread. Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population. In some circumstances, a child or young person may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice.				
Vaccination	Pupils, staff, visitors, all stakeholders Everyone on site.	The DfE recommend all school staff and eligible pupils take up the offer of a vaccine. You can find out more about the in-school vaccination programme in COVID-19 vaccination programme for children and young people guidance for schools.	H		Ongoing	L
Stepping measures up and down	Pupils, staff, visitors, all stakeholders	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	H	Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission.	Ongoing	M

		<p>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 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</p>				
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		management responsibilities.			
Attendance	Pupils,	School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school.	M	Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by UKHSA or the DHSC, they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness). For pupils abroad who are facing challenges to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply. Further guidance about the use of codes is provided in the school attendance guidance.	L
Vulnerable children	Pupils,	Where pupils who are self-isolating are within our definition of vulnerable, it is very important that you put systems in place to keep in contact with them, particularly if they have a social worker. Some children may be vulnerable who are not officially in statutory systems and schools should seek to support any	M	When a vulnerable pupil is asked to self-isolate, you should: • notify their social worker (if they have one) and, for looked-after children, the local authority virtual school head • agree with the social worker the best way to maintain contact and offer	Ongoing M

		<p>children who they believe may have challenging circumstances at home.</p>		<p>support You should have procedures in place to:</p> <ul style="list-style-type: none"> • check if a vulnerable pupil is able to access remote education support • support them to access it (as far as possible) • regularly check if they are accessing remote education • keep in contact with them to check their wellbeing and refer onto other services if additional support is needed. 		
<p>Prevention</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: a requirement that</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 home and advised to follow '<u>stay at home: guidance for households with</u></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 using standard cleaning products before being used by anyone else.</p>	<p>Ongoing</p>	<p>M</p>

<p>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><u>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>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>Where recommended, use of face coverings in</p>	<p>Pupils, staff, visitors, all stakeholders</p>	<p>On all transport. Personal choice</p>	<p>M</p>	<p>Masks worn at all times on all school transport. Areas cleaned thoroughly after runs.</p>	<p>Ongoing</p>	<p>L</p>

<p>schools.</p>	<p>Everyone on site.</p>	<p>If we are advised to go into a 'Stepping Up' measure by the local outbreak team</p>				
<p>Engage with the NHS Test and Trace process.</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:</p>	<p>H</p>	<p>The federation have been provided The self-isolation advice for people with coronavirus (COVID-19) has changed. It is now possible to end self-isolation after 5 full days if you have 2 negative LFD tests taken on consecutive days. The first LFD test should not be taken before the fifth day after your symptoms started (or the day your test was taken if you did not have symptoms). The self-isolation period remains 10 full days for those without negative results from 2 LFD tests taken a day apart.</p> <p>In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending your school, we will take the decision to refuse the pupil if it is necessary to protect other pupils and staff from possible infection with COVID-19.</p>	<p>Ongoing</p>	<p>L</p>
<p>Measures for arriving at and</p>	<p>Pupils, staff, visitors, all</p>	<p>All schools are open as per information given to parents with no staggered start</p>	<p>L</p>	<p>To be reviewed at ongoing intervals.</p>	<p>Ongoing</p>	<p>L</p>

leaving school	stakeholders Everyone on site.	times.				
Mitigate / Delay	Students, staff, cleaners	<ul style="list-style-type: none"> Follow Public Health advice. Deep clean of all areas throughout day. Lunch and breaks are in year group bubbles PPE provided to staff where required. 	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
Movement around school	Students, staff,	<p>All schools no longer have any requirements to change movement around the school.</p> <p>This may be advised as part of the contingency plan as advised by the local outbreak team.</p>	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
Activities	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

<p>Toilet Breaks / Hygiene / Handwashing</p>	<p>Students, staff.</p>	<ul style="list-style-type: none"> • Soap in all toilets and topped up each day. • Bins • Sanitiser • Paper towels • Hand dryers taken out of use • Limited numbers at all times • Signage in all toilets for hygiene • Social distancing adhered to in toilets, physical signage and barriers at urinals 	<p>H</p>	<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>	<p>Ongoing</p>	<p>M</p>
<p>What are the hazards?</p>	<p>Who might be harmed and how?</p>	<p>What are you already doing? List the control measures already in place</p>	<p>What is the risk rating – H, M, L? See section 5</p>	<p>What further action, if any, is necessary, if so what action is to be taken by whom and by when?</p>	<p>Action Completed State the date completed and sign.</p>	<p>What is the risk rating now – H, M, L? See Section 5</p>
<p>Sanitiser</p>	<p>Students, staff,</p>	<ul style="list-style-type: none"> • Stations located around school • Regular communication to students to use sanitiser. 	<p>M</p>	<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</p>	<p>Ongoing</p>	<p>L</p>

				of any specialist requirements due to allergy.		
PPE	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
Personal / Intimate Care	Staff and pupils. Transmission may occur when providing personal or intimate care	<ul style="list-style-type: none"> • PPE provided (such as disposable gloves, disposable apron and face visor) • Hand washing after providing care. 	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 individual circumstances.</p>	Ongoing	L
Safeguarding / Child Protection	Students, Families.	<ul style="list-style-type: none"> • All child protection and safeguarding Policies to be adhered to. 	L	To be reviewed, all new starters to receive safeguarding training.	Ongoing	L
What are the	Who	What are you already doing?	What is the	What further action, if any, is	Action	What is the

hazards?	might be harmed and how?	List the control measures already in place	risk rating – H, M, L? See section 5	necessary, if so what action is to be taken by whom and by when?	Completed State the date completed and sign.	risk rating now – H, M, L? See Section 5
Fire	Students, staff, visitors, all stakeholders	<ul style="list-style-type: none"> On hearing the School fire alarm, the following steps should be taken: Please see individual fire procedure for each school. 	M	Evacuation plan as per pre-pandemic. Autumn term fire tests to be undertaken.	Ongoing	L
<p>First Aid</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</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"> Wash/sanitise hands before and after treating a casualty. 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. 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. 	H	<ul style="list-style-type: none"> Review Assessment of First Aid Needs undertaken. First aiders instructed on the safe “donning and doffing” of PPE. Maintain stocks of PPE. Where this is not available contact Local Staff to receive training on infection control. 	Ongoing	M

<p>(depending on such things as the surface type, its moisture content and temperature).</p>		<ul style="list-style-type: none"> • If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available. • First Aider on site each day • Risk assessments for activities to be adhered to. • Medical conditions for children to be held on site. • Staff from all schools will have access to the ECHP and communicate any issues. • 				
<p>If staff member Diagnosed with Covid-19.</p>	<p>Staff member</p>	<ul style="list-style-type: none"> • Staff member to be isolated. • Ongoing communication with member of staff • Support services offered for wellbeing if required. • Rota to allow for cover for students. • Staff member to not come into school if displaying symptoms and notify school as appropriate. 	<p>M</p>	<p>Track & trace will inform school of close contacts and of any actions to take.</p> <p>The self-isolation advice for people with coronavirus (COVID-19) has changed. It is now possible to end self-isolation after 5 full days if you have 2 negative LFD tests taken on consecutive days. The first LFD test should not be taken before the fifth day after your symptoms started (or the day your test was taken if you did not have symptoms). The self-isolation period remains 10 full days for those without negative results from 2 LFD tests taken a day apart.</p>	<p>Ongoing</p>	<p>M</p>

				In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending your school, we will take the decision to refuse the pupil if it is necessary to protect other pupils and staff from possible infection with COVID-19.		
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
Staff who are pregnant	Staff Members	On 15 September 2021, the government announced that in England people considered to be clinically extremely vulnerable, including women who are pregnant with significant congenital or acquired heart disease, would not be advised to shield again and no further names will be added to the Shielded Patient List in England. The closure of the shielding programme followed a pause to shielding guidance in place since 1 April 2021.	M	<ul style="list-style-type: none"> Individual Risk Assessments to be undertaken. Monitored every four weeks. 	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
Uniforms	Students & Staff	<ul style="list-style-type: none"> 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. 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. 	L	<p>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.</p> <p>A new jumper has been introduced for pupils at CCHS.</p>	Ongoing	L
Pupil wellbeing and support	All students	<ul style="list-style-type: none"> 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 	H	<ul style="list-style-type: none"> Pastoral staff to continually monitor 	Ongoing	M

		<p>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 and will be keen and ready to return to school.</p> <ul style="list-style-type: none"> • The return to school allows social interaction with peers, carers and teachers, which benefits wellbeing. • 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. 				
Staffroom	All staff	<ul style="list-style-type: none"> • No cups, plates to be left around area, to be placed in dish washer or sink. • No books to be left in room • Anything left in room will be 	H	<ul style="list-style-type: none"> • Bleach sprays and antibacterial wipes are available. • Areas are cleaned on a regular basis. 	Ongoing	L

		removed and placed in a quarantine area <ul style="list-style-type: none"> • Staff to respect others space and to use common sense with numbers. • Windows to be left open. • Face masks can be worn if required. 				
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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

Signature of Line Manager: Alun Harding

Print Name:

Print Name:

Date Assessed: 3rd January 2022

Review Date: April 2022

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