

CLHS Coronavirus (COVID-19): risk assessment and contingency plan

Assessment conducted by: Nicholas Walmsley	Job title: Principal	Covered by this assessment: pupils, staff and other relevant individuals.
Date of assessment: 8 th July 2020	Review interval: in line with government updates Revised for full reopening	Date of next review: 4 th September 2020

Related documents

The following documents will be amended to reflect the current pandemic: Business Continuity Plan, Managing medical needs, Behaviour management policy, Safeguarding policy, Fire procedures, Staff induction information

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom	Deadline	Risk rating following action H/M/L
School operations						
1.1 Prevention – 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						
A student or staff member attends who either has symptoms themselves, or a member of their household has symptoms of Covid-19	M	<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, loss of taste and/or smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus; • Create flow chart for easy identification of step-by-step process in case of suspected case of COVID; • Any pupil or staff member who displays signs of being unwell is immediately referred to the Principal; • Staff ensure that any unwell pupils are moved to a designated room whilst they wait for their parent to collect them; • Any unwell members of staff to return home immediately transport permitting. Staff who need to await collection should do so in a ventilated room away from others; • Pupils or staff displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe; • Separate toilet facilities are available for any pupil or member of staff who is isolated due to feeling unwell; • Emergency assistance requested immediately if the symptoms worsen; • The parents of an unwell pupil are informed as soon as possible of the situation; • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance; • Unwell pupils who are waiting to go home are kept in the designated room can be at least two metres away from others; 	Y	NMW Duty staff First aiders	21/08/2020	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Areas used by unwell pupils or staff who need to go home are thoroughly cleaned once vacated; • If unwell pupils or staff are awaiting collection to go home, they are instructed to use the designated toilet to minimise the spread of infection; • Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk; • Medication is not administered by school unless under pre-agreed arrangements with parents, where this is the case it is administered in accordance with normal school procedures; 				
1.2 Prevention – clean hands thoroughly more often than usual						
Staff and students do not wash their hands with sufficient frequency	H in certain areas	<ul style="list-style-type: none"> • Extend use of hand sanitiser stations to all frequently used rooms; • Ensure further poster information prevalent around school; • Highlight the importance of handwashing via form time at the start of each day; • Wherever possible build hand washing into daily routines; 	Y	All staff Site team	1/09/2020	L
1.3 Prevention – ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach						
Students do not practise good respiratory hygiene	M	<ul style="list-style-type: none"> • Tissues and lidded bins available in every classroom; • Highlight importance of ‘catch it, bin it, kill it’ via posters around school and form time input at the start of every day; 	Y	NB Site team	1/09/2020	L
1.4 Prevention – introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach						

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom	Deadline	Risk rating following action H/M/L
Current cleaning routines may not be sufficient	H	<ul style="list-style-type: none"> Enhanced cleaning routines in place to take account of wider opening of site and potential shared use of limited areas; Focus cleaning routines on shared areas; Follow current government guidance on cleaning in non-healthcare settings; 	Y	NMW NB Site team	1/09/2020	M
1.5 Prevention – minimise contact between individuals and maintain social distancing wherever possible						
The new “overarching principle” is to reduce the number of contacts and mixing in school. Grouping and distancing are promoted	M	<ul style="list-style-type: none"> Group students in year group bubbles that do not mix and limit usage of shared common space and shared rooms; Designate year bubble outdoor space for before school, break time and lunch time; Produce bubble site plan and distribute to all staff; Adjust rooming on timetable; Install temporary signage; Individual cleaning and risk assessment required for specialist rooms outside of bubble system (PE, Technology, Science, Art, Technology, ICT); Produce bubble plan for social space and distribute to all staff; Student induction on first day; Allow staff and pupils to wear face coverings if they wish during the school day; Train staff to consider the implications of teacher movement for pedagogy and classroom practicalities; Assign and redistribute pastoral support to specific areas; 	Y	NMW NB DRC Site team Relevant HoDs Form tutors	1/09/2020	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom	Deadline	Risk rating following action H/M/L
Students increase risk of transmission because the distancing requirement is reduced	H	<ul style="list-style-type: none"> • Ventilation – all windows should be open temperature permitting; • All tables must be in rows facing the front where possible; • Where this is not possible because of fixed seating (IT, Art, Tech) students must be seated side by side, facing forward as far as physically possible; • Any unnecessary furniture and clutter to be removed from rooms to facilitate movement • Teachers are recommended to stay 2M from students where possible; 	Y	Site team All staff	1/09/2020	L
Shared spaces can increase the risk of transition	M	<ul style="list-style-type: none"> • Year group assemblies only for key messages; • Microsoft Teams used for other assemblies and form time etc. to deliver common messages; • Staff supervision for all movement to and from shared spaces; • Enhanced cleaning of shared specialist rooms; • Individual cleaning and risk assessment required for specialist rooms outside of bubble system (PE, Technology, Science, Art, Technology, ICT); 	Y	SLT Relevant HoDs Site Team NB	1/09/2020	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom	Deadline	Risk rating following action H/M/L
Arriving and leaving school may encourage pupils to mix and increase risk of transmission	M	<ul style="list-style-type: none"> • Use all gates and access ways onto school site; • Designate gates and entrance doors to individual year groups; • Designate outdoor 'holding' spaces to individual year groups for before school and social time; • System for dealing with late students to minimise unnecessary movement around school getting to lessons; • Promote use of bikes, private transport or walking as a means of getting to school; • Encourage pupils not to arrive too early to school; 	Y	SLT Site team NB	1/09/2020	L
Supply teachers/ Peripatetic teachers/ Specialists and ITT Educational staff who move between schools increase the risk of transmission	M	<ul style="list-style-type: none"> • Reduce the need for supply teachers using teaching staff where possible within the limits of 'rarely cover'; • Create a regular visitors' register and school guidelines for them to sign so that regular visitors are properly briefed; • Create a day pack for supply staff with instructions. Record their contact details; • Trust Music Departments to agree a set of codes of conduct for Peri-teachers; • ITT mentors to plan carefully so that both teacher and ITT can stay 2M apart; 	Y	NMW JOL AEN RS	1/09/2020	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom	Deadline	Risk rating following action H/M/L
Equipment and resources carry a minor risk of transmission	H	<ul style="list-style-type: none"> Items like utensils, cups etc should not be shared and should be thoroughly cleaned after use; Individual cleaning and risk assessment required for specialist rooms outside of bubble system (PE, Technology, Science, Art, Technology, ICT); Curriculum items like keyboards, balls, guitars etc. should be wiped after session is finished and students should wash hands before and after use. The new guidance suggests cleaning between bubbles OR rotating items out of reach for 48 hours/72 hours for plastics Students should have their own desk with their own curriculum items:- whiteboard, pens etc; Supply complete equipment packs for students at cost price; 	Y	NWM NB Relevant HoDs	1/09/2020	L
1.6 Prevention 6– Where necessary wear appropriate personal protective equipment						
Risk of infection because PPE is not in line with DfE guidelines	M	<ul style="list-style-type: none"> Sufficient PPE of the correct standard is procured; Staff wearing PPE have been trained to put it on and how to dispose of it; Training for – First Aid teams, PE staff, duty/on call staff, Cleaning staff (spillages) / cleaning infected areas if necessary; Personal plans written for any student whose support requires PPE; 	Y	NMW NB Site team First aiders	1/09/2020	L
Amendments need writing into policy and practice:	M	<ul style="list-style-type: none"> All relevant policies need revision to take account of government guidance on social distancing and Covid-19; Inform staff, parents and pupils of any amendments. (Safeguarding. Health and safety, fire evacuation, Medical, behaviour, attendance and any others on an ad hoc basis); 	Y	SLT NB	1/09/2020	L

1.7 Response to any infection – engage with the NHS Test and Trace process

<p>School response to a positive test causing a localised outbreak and lockdown</p>	<p>M</p>	<ul style="list-style-type: none"> • School must ensure that staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> ○ Book a test – the school has access to the online keyworker testing portal. Parents should use https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ ○ Provide details of anyone with whom they have been in close contact if requested. ○ Comply with the guidance on self-isolation • Principal or VP will contact the local health protection team to inform them that someone has tested positive for Covid 19 and has been symptomatic in school; • The HPT will carry out a rapid risk assessment and guide school through the actions they are to take. This is likely to be to send home for 14 days everyone who has been in close contact with the person infected; • Close contact is: face to face, within 1M, skin to skin contact, within 2M for more than 15 minutes and travelling in a small vehicle. To ensure this happens, registers need to be well kept; 	<p>Y</p>	<p>NMW</p>	<p>1/09/2020</p>	<p>L</p>
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1.8 Manage confirmed cases of Covid-19 in the school community

<p>Pupil or staff member presents with COVID symptoms during school day</p>	<p>M</p>	<ul style="list-style-type: none"> • Procedures for dealing with pupils or staff with symptoms are in place as at 1.1. above; 	<p>Y</p>	<p>SLT Site team</p>	<p>1/09/2020</p>	<p>L</p>
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Section 2: School operations						
2.1 Transport						
Students may have to use public transport to attend school	M	<ul style="list-style-type: none"> • Make parents, pupils and staff have been made aware of the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel; • Staff, parents and pupils are encouraged to walk or cycle to school where possible; • Where this is not possible, use of private transport is recommended; • Public transport should be avoided wherever possible. If public transport has to be used, staff, parents and pupils are advised to follow social distancing rules; 	Y	VJO	1/09/2020	L
2.2 Attendance						
Students do not return because they/parents do not understand the guidance	M	<ul style="list-style-type: none"> • Repromotion of the usual rules around school attendance and resuming all previous strategies; • Still shielding – If a student is still clinically shielding with a letter from a medical professional, they must immediately have access to remote learning; • Temporarily Shielding – If a student enters 14 days self-isolation, they must have access to immediate remote learning; • Anxious – these may or may not be clinically vulnerable. Initially offer face to face to discuss measures in place and if necessary, offer individual risk assessment. Be sensitive to BAME, students with underlying conditions and students living with those who have been shielding. Whilst this work is done, allow access to home learning. Once RA in place, insist student attends school and use statutory powers. 	Y	VJO MA	1/09/2020	L

2.3 School workforce

Insufficient staff return to school to deliver a broad and balanced curriculum	M	<ul style="list-style-type: none"> Any staff who are extremely clinically vulnerable should be invited to a personal meeting after August 1st to allow them to raise concerns, explore the control measures in place and discuss their personal circumstances; Clinically vulnerable, including pregnant women are expected to return to work and maintain distancing. Offer meetings and individual risk assessments. We are asked to consider if these two groups can still work remotely. In office-based roles, this may be possible. In teaching roles, we will have to be certain distancing can be achieved; Staff who may otherwise be at increased risk from coronavirus. These staff are described in this report: https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes (Males over 40, NW, Living in areas of deprivation, diabetes, BAME groups, the obese) These staff should be in work, but have an increased risk of serious illness related to C-19. Offer confidential risk assessments if desired; 	Y	NMW VJO	29/08/2020	L
Staff struggle with mental health	M	<ul style="list-style-type: none"> SLT regular contact with staff. Principal to have regular contact with SLT. Reasonable adjustments if required; The Principal or other senior personnel, will keep in regular contact with staff to monitor their working arrangements and offer support and advice where necessary; Staff are able to make contact with a colleague or manager for advice and support, or just for reassurance, during the normal working day; A process is available for individuals to report concerns over breaches of school safe working policy/guidelines so that intervention can occur; Where a member of staff returning to the workplace has raised concerns about their safety or wellbeing due to the risk of COVID-19, where necessary their line manager can complete a risk assessment addressing COVID-19 concerns for an employee to help identify key concerns and any further adjustments required to support them at work; 	Y	NMW VJO	1/09/2020	L

		<ul style="list-style-type: none"> Staff are made aware of sources of information that will assist staff wellbeing such as: <ul style="list-style-type: none"> Employee Wellbeing MIND web site 				
Staff workload increases significantly leading to burn out	M	<ul style="list-style-type: none"> Reduce planning workload by increased sharing of resources around new SoL Where necessary use Class Charts to facilitate home learning Look at directed time allocations and TA hours to make sure no one is taken over current hours through new measures; Look at activity outside of the classroom up to Christmas and decide which will happen in person and which will be virtual; Agree spaces where staff can work for PPA; Consider other measures to assist staff in movement around building; Revisit marking and assessment to make sure marking is formative and necessary; Soft monitoring – SLT in Autumn term to gain a sense of workload and wellbeing; Re-model QA procedures with ML and staff to ensure minimum of additional workload and stress; 	Y	SLT	1/09/2020	L
2.4 Catering						
We are unable to feed the students and cannot meet the legal requirement that we must provide food for all who want it including those entitled to FSM	H	<ul style="list-style-type: none"> Revise kitchen operation informed by https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19. Parents to be encouraged to provide packed lunch from home; Provide packed lunches and limited hot food on an order system to avoid usage of very constricted dining spaces; Pupils to eat either outdoors in designated bubble areas (weather permitting) or in classrooms; SLT and catering team to investigate further options for provision of hot food; 	Y	NMW GH NB	1/09/2020	L

2.5 School Operation – other						
Educational visits carry increased risk	L	<ul style="list-style-type: none"> • Cancellation and refund of all educational visits; • Limit outside trips to day trips only, and only in exceptional circumstances; • Cancel all educational visits until Christmas and review at October half-term; 	Y	NMW WM	1/09/2020	L
School Uniform and staff dress expectations	L	<ul style="list-style-type: none"> • As the risk in the general population has decreased, schools are now advised that students must return in full uniform; • If pupils or staff choose to wear a face covering, these should be plain blue or black material or of the blue 'surgical mask' type; 	Y	VJO	1/09/2020	L
Extra-Curricular Activities break the "bubble groups"	M	<ul style="list-style-type: none"> • Encourage/permit Year group extra-curricular activities only; 	Y	JOL VC	1/09/2020	L
Pupils' behaviour on return to school does not comply with social distancing measures	M	<ul style="list-style-type: none"> • Clear messaging through posters, video assembly and communication; • Staff modelling at all times; • Adaptation to behaviour policy to preserve bubbles; • Review any breaches; • View any deliberate breach for the purpose of intimidation as worthy of permanent exclusion; 	Y	VJO	1/09/2020	L
Contractors and other visitors to site including deliveries	M	<ul style="list-style-type: none"> • Visitors to site are limited to essential persons only and wherever possible by appointment; • All visitors will follow the Government's guidance and the school's strict hygiene and social distancing rules e.g. hand washing/sanitisation upon entry; • Contractors must obtain permission before attending site; • Site rules & procedures have been revised to include additional controls to mitigate the risk of transmission of COVID-19; • Reception staff responsibilities have been established in relation to COVID-19 and the communication of procedures required by contractors and visitors to site; 	Y	NMW NB Site team	1/09/2020	L

		<ul style="list-style-type: none"> • Office staff are aware of and explain additional hygiene and social distancing rules required by contractors and visitors on arrival; • Office staff sign-in and sign-out all visitors to prevent the handling of pens and paper by multiple people; • A procedure is in place to sanitise touchscreen sign-in systems each time they are used; • Contractors are encouraged to access site asbestos surveys on PAMS prior to a site visit; • The Executive Summary (list of occurrences at the start of the asbestos survey), along with a floorplan of the school with asbestos containing and 'unknown' materials highlighted on it has been printed and laminated for contractors on arrival to site. Confirmation of sight of the survey will be signed in the Contractors file by school staff. Laminated sheets handled by the Contractor will be wiped clean using gloves and disinfectant wipes following use; • Contractors will wear appropriate PPE as determined by their employer, however they may be asked to wear additional PPE (provided by the school) upon arrival e.g. gloves, mask, coveralls, shoe covers, etc. Contractors will comply with any additional PPE or hygiene requirements made by the school prior to entry; • Contractors will keep the time spent on site to a minimum and will make all efforts to only attend site to carry out work during periods of reduced occupation; • Alternative routes around or through the premises will be used as instructed by the school e.g. the school may usher the contractor through a fire escape door to access an adjacent room, rather than walking them through the school to reach their destination. • The number of site deliveries has been reduced where possible; • Staff handling deliveries will observe good hand hygiene, washing hands using warm running water and soap for a minimum of 20 seconds or using in sanitiser after handling new deliveries that have not been sanitised. 				
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2.6 Curriculum Expectations

Remote learning has led to significant gaps in knowledge and skills reducing access of many to curriculum	M	<ul style="list-style-type: none"> Design curriculum guidance for HoDs: <ul style="list-style-type: none"> Curriculum modification at all KS to ensure the basics of progression are secure Formative assessment of starting points which inform planning for all year groups KS4 Curriculum adaptation following Ofqual guidance Train all staff and pupils in using Microsoft Teams Integrate remote learning and in school education using Class Charts and Microsoft Teams Develop literacy strategy focussed on reading and train staff in reading strategies across the curriculum as part of INSET training; 	Y	NMW AEN	1/09/2020	L
Music lessons offer an increased risk of transmission	H	<ul style="list-style-type: none"> Specific risk assessment compiled by music specialists in the Trust for music lessons 	Y	RS	1/09/2020	L
PE Lessons offer an increased risk of transmission	H	<ul style="list-style-type: none"> PE staff to write a separate PE risk assessment and adapted curriculum plan in consultation with other leaders across the Trust. This should follow: https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation and https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf Outdoor sports to be prioritised followed by large indoor spaces. No contact sports; 	Y	PE staff VC VJO	1/09/2020	L

Pupils will experience poor well-being and require additional support	H	<ul style="list-style-type: none"> • SLT to attend DfE webinar of 9th July <i>How to support returning pupils and students</i>; • SEND free training webinars for different groups available here https://www.sendgateway.org.uk/training-events.html; • SEND recovery plan to be separately considered with individual support to be drawn up where necessary; • Set up socially distanced meeting spaces; • Pastoral team to inform staff of significant issues which may have arisen during lockdown for individual pupils; • Adjust PSHE curriculum to include some 'recovery' activities; • Where possible assign additional pastoral support to year groups; 	Y	SLT	1/09/2020	L
Educational Contingency plans						
3.1 Remote Learning in the event of a local or national lockdown						
A further national or local lockdown means school closes and access to education is again restricted	M	<ul style="list-style-type: none"> • Complete audit of pupil and staff IT access at home; • Train all staff and pupils in use of Microsoft Teams within first half term; • Train all staff and pupils in use of Class Charts within first half term; • Establish system of pastoral contact with home for a lockdown situation; 	N	AEN TR	1/10/2020	L