

Derby Cathedral School – COVID-19 Secondary School Risk Assessment – Autumn Term 2021.

Activity being assessed:	School guidance updates – Autumn term 2 2021	Location(s) affected:	DCS Great Northern Road DE1 1LR	
Person(s) completing assessment:	Mrs J Brown - Headteacher	Date original assessment completed:	20-8-21	
Date of review:	15 December 2021	Review completed by:	J. Foulkes	

This risk assessment has been developed on best available scientific guidance and industry best practice, information and should be read in conjunction with the government guidance document, this document cannot be considered to cover every risk and control possible and must be reviewed and made specific by the end user.

[Schools COVID-19 operational guidance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
<i>Transmission of COVID 19 on school site.</i>	<i>Students, staff, visitors, and the public becoming infected with COVID-19:</i>	<i>Staff, students, or visitors who have tested positive for COVID-19 via an LFD test will require a confirmatory PCR within 2 days. Where the PCR is positive, persons are not allowed into the school premises until they have self-isolated for the recommended government period of 10 days; and until the person is free from COVID 19 symptoms. If a staff member or student has a positive COVID-19 test (PCR), NHS test and trace will work with the positive case to identify close contacts. Any person arriving at school exhibiting symptoms will be required to return home</i>	<i>Have a procedure in place to isolate students that appear symptomatic on site until collected.</i> <i>Identified by medical officer and home contacted for collection. Isolated in medical room until collected.</i> <i>Communicate information regarding how to obtain a COVID-19 test.</i>	<i>Medical officer aware of procedure.</i> <i>Email to parents and item in newsletter at start of term re changes to Covid practice.</i>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p><i>and obtain a COVID-19 test (PCR) immediately.</i></p> <p><i>If an individual has symptoms, undertakes a COVID-19 test and this is negative they can return to school as long as the individual does not have COVID 19 symptoms.</i></p> <p><u>Government self-isolation guidance</u></p> <p><i>If Omicron variant is detected by PCR test all contacts must self-isolate for 10 days</i></p> <p><i>All secondary school students should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term. Settings may commence testing from 3 working days before the start of term and can stagger return of pupils across the first week to manage this. Pupils should then continue to test twice weekly at home until the end of September, when this will be reviewed. Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed. Secondary schools should 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.</i></p>	<p><i>Inform all staff</i></p> <p><i>On-site lateral flow testing planned for. All parents have received consent information.</i></p> <p><i>Staff informed re LFD testing throughout September</i></p>	<p><i>Email to parents</i></p> <p><i>Staff informed in Sept INSET. Summer school staff asked to complete LFD tests prior to Mon 23 Aug</i></p>	<p><i>July 2021</i></p> <p><i>2-9-21</i></p>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p><i>All secondary staff and students to wear face masks in communal areas from 30-11-21</i></p> <p><i>Students will be offered the 2 tests at an ATS at the beginning of the autumn term when they start at their secondary school as a new year 7. Schools may choose, however, to start testing year 6 pupils earlier, including in summer schools, depending on their local circumstances.</i></p> <p><i>One LFD test to be offered on return to school in January</i></p>	<p><i>Inform all parents, staff and students</i></p> <p><i>Planning for Jan testing during Dec 21</i></p>	<p><i>Emails/info from tutors to be sent out 29-11-21</i></p> <p><i>Parents/students informed Dec 21</i></p>	<p><i>29/11/21</i></p>
<p><i>Vulnerable staff or students contracting COVID-19 from being in school</i></p>	<p><i>Staff deemed vulnerable see government list are likely to experience worse symptoms and additional health issues if contract COVID-19</i></p>	<p><i>Staff and student survey undertaken to determine individuals that are clinically extremely vulnerable (CEV). Where CEV persons are identified, an individual risk assessment will be put in place to provide adequate controls within school.</i></p>	<p><i>Consider new staff and students for Autumn 21 intake.</i></p> <p><i>Where pregnancy risk assessments have been completed, ensure these are reviewed regularly in line with risks and guidance. See specific guidance for pregnant employees.</i></p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-</p>	<p><i>Include information in Sept INSET</i></p> <p><i>Update risk assess for pregnant staff</i></p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
			19-advice-for-pregnant-employees		
<i>Ineffective personal hygiene measures</i>	<i>Students, staff, visitors, and the public becoming infected with COVID-19:</i>	<i>Frequent and thorough hand cleaning should now be a regular practice. Staff and students encouraged to follow the Catch it, Bin it, kill it approach. Posters are displayed by sinks to show how to effectively wash hands. Where students are to use hand sanitiser this should be done under adult supervision.</i>	<i>Detail school specific procedures for hygiene measures.</i> <i>(Suggest NHS video for handwashing)</i> <i><u>NHS video</u></i>	<i>Hand sanitiser baskets and equipment in every classroom.</i> <i>Hand sanitiser expected to be used at the start of every lesson – staff to issue.</i>	
<i>Possible contamination in school environment.</i>	<i>Students, staff, visitors, and the public becoming infected with COVID-19:</i>	<i>Hand sanitiser to be available at reception for visitors to use on arrival before signing in. Ventilation is to be maintained either by mechanical ventilation adjusted to increase the ventilation rate where possible, and natural ventilation (fresh air) by opening windows. During occupied times windows should be opened enough to provide background ventilation, during unoccupied times (during the school day) windows should be fully opened if security/safeguarding is not compromised.</i>	<i>If staff currently share desks, a cleaning regime must be introduced to sanitise desks between “shifts”</i> <i>If fire doors are to be kept open, this will only be done when the room is occupied and nominated person will</i>	<i>Shared desks in main office only – reminders given to staff.</i> <i>Fire doors not kept open.</i>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p><i>Internal and external doors can be kept open to assist as this will increase ventilation. Maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment with a particular focus on frequently touched surfaces. Cleaning regimes should be clearly documented to reflect times of day cleaning is taking place and who is responsible for the task. Spaces in school that are poorly ventilated (i.e. no natural or mechanical ventilation) have been identified as follows:</i></p> <p><i>Rooms: 1-27, 1-35, 1-51, 2-11</i></p> <p><i>Use of these areas will be restricted as much as possible. If these areas need to be used for unavoidable reasons, the following control measures will be implemented:</i></p> <ul style="list-style-type: none"> <i>• Social distancing (2m minimum) to be strictly observed</i> <i>• CO2 monitor to be used to confirm when ventilation/air quality is poor</i> <i>• Face coverings to be worn by adults</i> <i>• The duration of the activity will be restricted</i> 	<p><i>be responsible for closing them when leaving the area.</i></p>	<p><i>New cleaning contract to include additional onsite cleaning of touchpoints throughout the day.</i></p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<ul style="list-style-type: none"> • <i>The number of individuals present in the space will be kept to the very minimum (as specified on entrances to the space).</i> • <i>Ventilation breaks between usage to be observed</i> <p><i>Any actions to improve ventilation will not compromise other aspects of safety and security</i></p>			
<i>Possible contamination by close contact when providing first aid to persons in isolation room awaiting collection.</i>	<i>Students, staff, visitors, and the public becoming infected with COVID-19:</i>	<i>When providing first aid to persons in isolation consider wearing appropriate PPE.</i>	<i>Consider whether goggles/visors need to be available if supporting a child who is symptomatic.</i>	<i>Appropriate PPE available in medical room.</i>	
<i>Possible contamination from a symptomatic person on site</i>	<i>Students, staff, visitors, and the public becoming infected with COVID-19:</i>	<p><i>Symptomatic person should not be on site – see first section.</i></p> <p><i>Should a staff member arrive at school or become symptomatic whilst at school they will be required to leave site immediately, if they need collecting, they will sit in a dedicated room, isolated.</i></p> <p><i>Should a student become symptomatic whilst at school they will be isolated in a room supervised by a staff member.</i></p>	<i>Communicate information regarding how to obtain a COVID-19 test</i>	<p><i>Included in email to parents.</i></p> <p><i>Medical officer aware of protocols.</i></p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p><i>Consider wearing a fluid resistant surgical face mask, disposable gloves, and apron for the duration of the supervision, parent/carer will be contacted and required to collect student asap.</i></p> <p><i>Staff member supervising will then remove and dispose of all PPE (see contaminated waste) and will wash hands.</i></p>			
<p><i>Insufficient or inappropriate PPE available or misuse of PPE</i></p>	<p><i>Students, staff, visitors, and the public becoming infected with COVID-19:</i></p>	<p><i>Disposable gloves, aprons, goggles/visors, and masks are available for use as identified required.</i></p>	<p><i>(Suggest WHO video for masks)</i> <u><i>WHO video</i></u></p>	<p><i>Available in medical room</i></p>	
<p><i>Ineffective management of potentially contaminated waste</i></p>	<p><i>Students, staff, visitors, and the public becoming infected with COVID-19</i></p>	<p><i>Standard waste will continue to be managed in line with existing arrangements.</i></p> <p><i>Any waste that is considered to be potentially infected/contaminated will be double bagged before placing immediately in a secure area for 72 hours prior to placing in bins; this will include any used PPE and any used tissues by persons who are unwell and awaiting collection.</i></p>	<p><i>Secure area = medical room</i></p>		
<p><i>Use of third-party facilities</i></p>	<p><i>Students, staff, visitors, and the public becoming</i></p>	<p><i>Overseas visits will not take place.</i></p>	<p><i>Off-site trips to follow national guidance. Covid measures to be included in any risk assessments if</i></p>		

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
	<i>infected with COVID-19</i>		<i>mixing indoors.</i>		
Signature of Senior Leadership Team: 			Date: 29-11-21		
Date review required: 30-9-21		Date review required: 10-1-22	Date review required:		Date review required:

<i>Consultation method (mtgs, email, telephone)</i>	<i>Who has risk assessment been consulted with: Trust/HT/SLT/Teaching staff/Support staff/Premises and cleaning teams/Catering staff/ Trade Unions/H&S Advisor/Parents-Carers</i>	<i>Dates of consultation process:</i>	<i>Issues identified and any action required:</i>	<i>Action to be completed by:</i>	<i>Action completed date:</i>
<i>emails</i>	<i>Parents, staff, cleaning team, catering team, LGB, Trust</i>	<i>1-9-21</i>			
<i>Placed on school website</i>		<i>1-9-21</i>			

<i>Communication/training of risk assessment</i>	<i>Communicated to:</i>	<i>Date communicated:</i>
--	-------------------------	---------------------------

<i>and controls following consultation – strongly recommend this is face to face or over virtual meeting Person communicating – recommend HT/SLT or Line Manager</i>	<i>Trust/HT/SLT/Teaching staff/Support staff/Premises and cleaning teams/Catering staff/ Trade Unions/H&S Advisor/Parents-Carers</i>	
<i>Communicated in Sept staff INSET</i>	<i>All staff</i>	<i>2-9-21</i>
<i>Meeting with medical officer</i>	<i>Medical officer & office manager</i>	<i>2-9-21</i>
<i>Meeting re cleaning</i>	<i>SBM, Site officer and cleaning team</i>	<i>Sept 21</i>
<i>Meetings, emails, powerpoint info slides on update to guidelines</i>	<i>All staff, students and parents</i>	<i>29-11-21</i>