

EDUCATIONAL DIVERSITY

COVID-19: January 2022 Operational Risk Assessment

Please note, this risk assessment should be undertaken in conjunction with the guidance on the government's response to COVID-19 issued by the Department for Education as follows:

[Special schools and other specialist settings: coronavirus \(COVID-19\) - GOV.UK](#)

[Guidance for schools: coronavirus \(COVID-19\) - GOV.UK](#)

[Report a COVID-19 rapid lateral flow test result - GOV.UK](#)

[register test kits for your organisation service](#)

[Guidance Manuals/Documents](#)

[Apply for coronavirus test kits - GOV.UK](#)

[COVID-19: management of staff and exposed patients or residents in health and social care settings - GOV.UK](#)

[Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection - GOV.UK](#)

[Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection - GOV.UK](#)

[Remote Education](#)

[Get help with remote education - GOV.UK](#)

[Children of critical workers and vulnerable children who can access schools or educational settings - GOV.UK](#)

[An open letter from Education Secretary Nadhim Zahawi to education and childcare leaders - The Education Hub](#)

Assessment conducted by:	Victoria O'Farrell	Job title:	Headteacher	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
--------------------------	--------------------	------------	-------------	----------------------------	--

Date of assessment:	02.01.2022	Review interval:	26.01.2022	Date of next review:	26.01.2022
---------------------	------------	------------------	------------	----------------------	------------

Risk Matrix:

Probability - (5=Very Likely, 4= Likely, 3= Quite Possible, 2= Possible, 1= Unlikely) Severity - (5=Catastrophic, 4=Major, 3=Moderate, 2=Minor, 1=Insignificant)	0-8 - Low risk No Action Required. 9-15 - Medium risk Ensure adequate controls are in use. 16-25 - High Risk Stop operation and implement adequate control measures
--	---

No	Hazard	Initial			Existing control measures	Residual			Additional Measures
		Severity	Probability	Risk		Severity	Probability	Risk	
1	School reopening after easing of restrictions	4	3	12	<ul style="list-style-type: none"> Where necessary the building has been deep cleaned before reopening. All staff are competent and instructed with regards to the procedures in place for the protection against infection from Covid-19. Home testing risk guidance has been produced. Parents will be made aware that due to increased natural ventilation, students should wear adequate clothing. From September, breakfast and after-school provision will operate as normal. The wearing of face coverings is encouraged in recommended circumstances; the classroom and communal areas. Face coverings are not required during PE. Some pupils may be exempt from wearing face coverings. These reason could include the following: 	4	2	8	

				<ul style="list-style-type: none"> ❖ people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability ❖ people for whom putting on, wearing or removing a face covering will cause severe distress ❖ people speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate <ul style="list-style-type: none"> ● Face coverings will not be required when outdoors on the premises. ● Face coverings should be worn in communal areas by staff, visitors, and encouraged to be worn by students and all those over the age of 12 are expected to wear face coverings on public transport (and dedicated school transport) unless they are exempt. ● School will ensure it has a small contingency stock of face coverings available if an individual has forgotten or damaged their own. ● Staff will be encouraged to socially distance when in teaching areas and communal spaces where possible. ● School will continue to regularly clean areas and equipment thoroughly including frequently touched surfaces. ● School will produce an outbreak management plan which will include the measures required following an outbreak as a result of several confirmed cases over a 10 day period. ● All extra-curricular activities and out of school provision will not require children to be allocated to a bubble. Staff and students involved in activities should continue to test at home twice weekly. ● Close contacts will be identified by NHS Test and Trace. ● Children under the age of 18 years and 6 months old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact. 				
--	--	--	--	--	--	--	--	--

				<ul style="list-style-type: none"> • From Tuesday 14 December, people who are fully vaccinated (no booster required) and identified as a contact of someone with COVID-19 – whether Omicron or not – should take an NHS rapid lateral flow test every day for 7 days to help slow the spread of COVID-19. • School will encourage vaccine take up and enable staff who are eligible for a vaccination to attend booked appointments where possible (even if during term time). <p>Working from Home</p> <ul style="list-style-type: none"> • Staff required to self isolate and are fit enough, they are expected to set live lessons for their classes. • Only with prior agreement with the Headteacher, staff who can work from home should do so from Monday 13 December. Anyone who cannot work from home should continue to go into work. • People previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again (any personal advice from a specialist or clinician on additional precautions to take should continue to be followed). <p>Contingency Plans</p> <ul style="list-style-type: none"> • For individuals or groups of self-isolating students, remote education plans are in place and school will provide this provision when necessary. • School will produce an outbreak management plan which will include the measures required following an outbreak as a result of several confirmed cases over a 10 day period. • School will revisit its outbreak management plan and keep informed of changes within the contingency framework guidance, to ensure it is well prepared for any future changes. <p>Ventilation</p>				
--	--	--	--	---	--	--	--	--

				<ul style="list-style-type: none"> ● Adequate ventilation is provided whilst students and staff are on site. ● Windows may be partially opened in conjunction with heating systems to maintain a comfortable balance. ● School will ensure any events held in the school i.e. plays etc will be in a location where ventilation is maximised. ● If possible, systems will be adjusted to full fresh air or, if this is not possible, then systems will be operated as normal as long as they are within a single room and by an outdoor air supply. <p>Testing As part of Government's guidelines</p> <ul style="list-style-type: none"> ● All staff and students will have access to coronavirus tests and will be encouraged to test twice weekly at home. ● The school will provide students with home testing kits where supply is available and they will be asked to test twice per week. Tests should be completed 3 to 5 days apart (min 3 days), in accordance with government guidelines. School will consider the need to retain a small asymptomatic testing site (ATS) on-site so students who are unable to test themselves at home can be offered a test in school (this may be required in very limited circumstances). ● School will test students on site upon return from the Christmas holiday period. Testing is only for those students with parental consent. ● School will ensure a sufficient supply of test kits will be provided to enable staff and students to test over the Christmas holiday period. ● School will ask parents, guardians and other visitors to take a lateral flow device (LFD) test before entering school. ● Home testing guidance has been produced. ● Staff will be supplied with LFD test kits to self-swab and test themselves twice a week at home and will report their result to NHS Test and Trace as soon as the test is completed, this will 				
--	--	--	--	--	--	--	--	--

				<p>be either online or by telephone as indicated in the home test kit. Staff and students will be required to notify school if their result is positive. Contact tracing will be completed by NHS track and trace.</p> <ul style="list-style-type: none"> ● PCR tests are available via the gov website or via local testing centres. NOTE: if a PCR test is taken within ● 2-days of a positive lateral flow test, and is negative, it overrides the self-test LFD and staff and pupils can return to school as long as they don't have COVID-19 symptoms. ● Close contacts will be identified by NHS Test and Trace. Staff and pupils 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: <ul style="list-style-type: none"> ➤ they are fully vaccinated (booster not required) ➤ 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 reason ● From Tuesday 14 December, people who are fully vaccinated (booster not required) and identified as a contact of someone with COVID-19 – whether Omicron or not – should take an NHS rapid lateral flow test every day for 7 days to help slow the spread of COVID-19. ● If contacted by NHS Track and Trace, staff and pupils (parents) will be informed they have been in close contact with a positive case and advised to take a PCR test. School will encourage all individuals to take a PCR test if advised to do so. ● School will work with NHS Track and Trace to identify close contacts of a positive case if requested. Staff will have accurate seating plans 				
--	--	--	--	--	--	--	--	--

				<p>in place.</p> <ul style="list-style-type: none"> • Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, will be advised to continue to attend school as normal. They will not be required to wear a face covering whilst in school however, it is expected and recommended that these are worn when travelling on public or dedicated transport. • Symptomatic individuals and those who record a positive test result will still be required to self-isolate. <p>Further guidance for staff can be found in the link below; Schools COVID-19 operational guidance January 2022</p>					
2	Transmission of Covid 19 due to close contact	4	4	16	<ul style="list-style-type: none"> • School will continue to offer twice weekly home lateral flow testing to staff. • Students will be offered lateral flow test kits to carry out at home. • Staff will continue to minimise close, face to face contact with learners. • Any additional spaces available should be used as breakout teaching areas to maximise the distance between learners and staff. • A high level of respiratory and hand hygiene will be maintained by staff and students. • School will maintain adequate ventilation in all used areas. • Where possible learners are to be seated side by side to reduce face to face contact. • Resources that are shared between different learning classes, IT and DT equipment, will be cleaned frequently / after each use. • To minimise close contacts, the school will limit access to site to visitors and contractors, this includes drop off and pick up by parents. • All students, staff and visitors will be encouraged to wash/sanitise hands before entering the 	4	2	8	

					<ul style="list-style-type: none"> building. Face coverings are recommended for use by staff and students in all communal areas. All contractors and visitors will be required to wear face coverings whilst in school. School will ask parents, guardians and other visitors to take a lateral flow device (LFD) test before entering the setting. 				
3	Coronavirus spread from one country to another	4	4	12	<ul style="list-style-type: none"> Current UK Government Travel guidelines will be followed. Children under the age of 18 are exempt from quarantine on returning to England from amber countries. Staff who have been fully vaccinated with an NHS administered vaccine in the UK (plus 14 days) or are on a formally approved UK vaccine clinical trial, returning to England from amber list countries no longer need to quarantine. It is recommended that school do not go on any international visits this academic year up to and including 5 September 2021. Those aged 11 to 17 need proof of a negative COVID-19 test to travel to England (children aged 10 and under are exempt from this) and those aged 5 to 17 must take a COVID- 19 travel test on or before day 2. More information is provided in the government's quarantine and testing guidance. <p>Up to date information on travel requirements can be found in the guidance below: Travel to England from another country during coronavirus (COVID-19) - GOV.UK</p>	4	1	4	
4	Staff and students displaying symptoms	4	4	16	<ul style="list-style-type: none"> Head/SLT to be notified. Staff and students displaying symptoms of Coronavirus will be sent home and asked to follow the latest government guidance. Where necessary, the infected person will be moved to a safe designated isolation room whilst arrangements are made for the person to 	4	2	8	

				<ul style="list-style-type: none"> • be collected and taken home. • Suitable PPE is available for staff. • Staff and students who have been in contact with anyone displaying symptoms will wash their hands thoroughly for 20 seconds. • A staffing plan is in place to ensure safe staffing levels are achievable, agreed, established and monitored appropriate to group sizes/ student needs and the activities required. • If a student/staff member is sent home as a suspected case, their work area will be cleaned/ fogged / wiped down, with PPE available for staff. • Where students cannot attend site, remote learning will be available via online learning or paper packs. • Free School Meals: support will be provided to those who are eligible for benefits-related free school meals • SEND: school will work collaboratively with families to put in place reasonable adjustments • Access: school will work with families to ensure all students are able to access remote education (devices, internet etc) • If a staff member or student develops symptoms away from site, they must not attend school and will follow local government guidance for isolation / testing (if a parent insists on a student attending school, the Headteacher can take the decision to refuse the student if necessary to protect other students and staff). • School has developed an Outbreak Management Plan. • Following several cases over a 10 day period, school may activate their Outbreak Management Plan following advice from Public Health or following advice due to increased cases in the local community. • If school identify several cases over a 10 day period, they will contact Local Health Protection via the DFE helpline for further advice on 0800 				
--	--	--	--	--	--	--	--	--

					<ul style="list-style-type: none"> 046 8687 and select option 1. Positive Result From Tuesday 14 December, people who are fully vaccinated and identified as a contact of someone with COVID-19 – whether Omicron or not – should take an NHS rapid lateral flow test every day for 7 days to help slow the spread of COVID-19. Symptomatic individuals and those who record a positive test result will still be required to self-isolate. Symptomatic individuals should complete a PCR test. <p>Further guidance for staff can be found in Actions for schools during the coronavirus outbreak - GOV.UK</p>				
5	Unable to social distance on public transport	4	4	16	<p>Public Transport</p> <ul style="list-style-type: none"> Staff and students are advised to follow current government guidelines. Wearing of face masks whilst travelling on public transport is advised, but no longer mandatory. The school will endeavour to encourage staff and students to walk or cycle to school. Students are no longer required to wear face coverings when travelling on school dedicated transport however this is still advised. <p>Car Sharing</p> <ul style="list-style-type: none"> All Staff and students will avoid car sharing where possible. If car sharing is essential, windows should be opened to maximise ventilation with passengers seated front to back. 	4	2	8	
6	Unable to social distance when administering first aid	4	4	12	<ul style="list-style-type: none"> The school will ensure an adequate number of First Aiders (First Aid at Work, Emergency First Aid) are always available. The school will ensure all First Aiders receive refresher training as required. <p>For advice on CPR during COVID-19 please follow the link below</p>	4	1	4	

					Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings Resuscitation Council UK				
					RIDDOR <ul style="list-style-type: none"> The school will work closely with the Local Health Protection Team and follow their advice. The school will contact the Local Authority to report any confirmed Coronavirus cases that involve serious injuries as it may be necessary to file an HSE RIDDOR report. 				
7	Cleaning	4	3	12	<ul style="list-style-type: none"> A high standard of cleaning will be maintained. Cleaning checklists/ records to be kept. Additional cleaning should remain where required i.e. where toilets, outdoor / indoor equipment is being shared by different learning groups. PPE is provided for cleaning staff. Staff are trained in the safe use of PPE and COSHH. The school is cleaned with normal household disinfectant. Any contaminated (suspected/confirmed) waste should be double bagged and stored for 72 hours before disposal. All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately (always wear PPE). 	4	1	4	
8	Staff/Students at increased risk (CEV/ BAME/Expectant Mothers)	5	4	20	<ul style="list-style-type: none"> Staff / students who may be at an increased risk may attend the workplace/school as long as they are able to follow current control measures. Where necessary, individual risk assessments will be carried out with support Staff/ students to follow advice given to them by their GP/Medical professional. Staff / students are to follow the latest government guidance at all times, regarding the workplace. Staff identified at increased risk can discuss with 	5	2	10	

					their manager any additional controls they feel necessary.				
9	Group Activities/ Lessons	4	4	•	<ul style="list-style-type: none"> Physical Education should take place outside where possible to maximise ventilation. Resources that are shared between different learning groups, such as IT, DT, and sports equipment, will be cleaned frequently / after each use. If communal areas are used for group activities/ lessons they should be cleaned down after use. All communal areas in use should remain well ventilated. Activities such as singing should be carried out following the latest government guidance/ risk assessment. CLEAPSS Covid 19 guidance will be followed for all DT, Science, Sports and Food Tech Practical lessons. School will remain vigilant and aware of the additional risk of infection in environments where singing, chanting, playing musical wind or brass instruments, dance or drama takes place. 	4	2	8	6
10	Visitors/ contractors on site	4	4	16	<ul style="list-style-type: none"> During school hours contractors or visitors will be allowed onto the school premises and into the school building by making a prior appointment with the Headteacher or Site Manager. All contractors and visitors are instructed to report to the main school reception upon arrival. School will ask all contractors and visitors to take a lateral flow device (LFD) test before entering the setting. All contractors and visitors are asked for verbal or written evidence to confirm the following statements: <ul style="list-style-type: none"> > - I am at present not suffering from any symptoms or have tested positive for coronavirus within the last 10 days. > - No member of my household are displaying symptoms or have tested positive for 	4	1	4	

					<p>coronavirus within the last 10 days.</p> <ul style="list-style-type: none"> ➤ - I have not travelled abroad to any country on the 'amber list' within the last 10 days. ➤ - I have not been contacted by the NHS Test and Trace service within the last 10 days. <ul style="list-style-type: none"> ● The school reserves the right to deny access or request a person to leave the school premises if the person was deemed to be displaying coronavirus symptoms or being aggressive or abusive to school staff. ● Where possible, school will endeavour to ensure contractors and visitors attend outside of normal school operating hours if safe to do so, ● The school will adopt a flexible approach to interviews/ meetings, with alternative options to face-to-face interviews/ meetings offered where possible 				
11	Educational Visits	4	4	16	<ul style="list-style-type: none"> ● Educational visits that are integral will take place following the completion of an individual risk assessment. ● Individual local authority guidance will be followed if traveling between counties. ● Local government transport guidance will be followed. ● School will not go on any international visits this academic year up to and including 5 September 2021. 	4	2	8	
12	Unable to stop the virus from spreading Personal Hygiene	4	3	12	<p>Transmission</p> <ul style="list-style-type: none"> ● All staff and students are reminded on a regular basis to follow good respiratory and hand hygiene to minimise the chance of transmission. <p>Handwashing</p> <ul style="list-style-type: none"> ● Handwashing facilities are available throughout the school. ● Handwash notice and instructions are located throughout the school. ● All staff and students are aware of best practise. <p>Coughing and sneezing</p> <ul style="list-style-type: none"> ● All staff and students are encouraged to cover 	4	1	4	

				<ul style="list-style-type: none"> • their mouth and nose with a tissue. • Staff and students will be encouraged to wash their hands after using or disposing of tissues. • Spitting is discouraged. <p>Personal protective equipment (PPE).</p> <ul style="list-style-type: none"> • Staff will follow previously issued guidance for the donning / doffing of PPE. • PPE in place for cleaners as per MSDS and/or COSHH risk assessments • PPE in place for cleaners when completing a deep clean • The correct PPE should be used when handling cleaning chemicals. • PPE is worn as per the cleaning chemicals COSHH risk assessment or MSDS. • PPE is worn by First Aiders 					
13	Failure to Deep Clean the school after a member of staff or child is suspected of having coronavirus COVID-19	4	3	12	<p>Deep Cleaning.</p> <ul style="list-style-type: none"> • Where possible the area is closed and secure for 48 to 72 hours before the commencement of the deep cleaning. • Suitable personal protective equipment is available - Fluid resistant type IIR surgical mask, disposable gloves and apron, disposable eye protection (where there is a risk of splashing). • Once used, all PPE is disposed of appropriately • Hands are washed before and after cleaning for at least 20 seconds. • Handwashing facilities are available i.e. hot water, soap, hand sanitiser, paper towels etc. • Pregnant staff or staff with a low immune system must take care and use the precautions available when dealing with bodily fluids. <p>Cleaning of the environment.</p> <ul style="list-style-type: none"> • Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids will be cleaned thoroughly as normal. • All surfaces that the symptomatic person has come into contact with will be cleaned and 	4	1	4	

				<p>disinfected.</p> <ul style="list-style-type: none"> ● Use of disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below: ● Use a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine. ● A household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants. ● If an alternative disinfectant is used within the school, this should be checked and ensure that it is effective against enveloped viruses. ● Staff will avoid creating splashes and spray when cleaning. ● Any cloths and mop heads used will be disposed of and should be put into waste bags as outlined below. ● When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning will be used ● Any items that are heavily contaminated with body fluids and cannot be cleaned by washing will be disposed of. ● If possible, the area will remain closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially. <p>Clinical waste.</p> <ul style="list-style-type: none"> ● Waste from possible cases and cleaning of areas where ● possible cases have been (including disposable cloths and tissues): <ol style="list-style-type: none"> 1. Will be put in a plastic rubbish bag and tied when full. 2. The plastic bag will then be placed in a second bin bag and tied. 3. It will be put in the nominated suitable and secure place and marked for storage until the individual's test results are known 				
--	--	--	--	---	--	--	--	--

					<ul style="list-style-type: none"> Waste will be stored safely and kept away from children. Waste is not stored in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. If the individual tests negative, waste will be disposed of in the normal bins. If the individual tests positive, then waste will be stored for at least 72 hours in the emergency battery cupboard located outside of the hall after that it will be put in with the normal waste. If storage for at least 72 hours is not appropriate, the school will arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor 				
14	Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	4	3	12	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on COVID-19 and its implications for the school. An online lesson policy is in place to ensure GDPR compliance Staff, pupils, parents and governors have been briefed accordingly. Behaviour addendum revisited to support the wearing of face coverings in classrooms, communal areas and social areas where social distancing cannot be maintained Where possible that trained staff that are expected to use physical intervention have been vaccinated 	4	1	4	
15	Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	4	3	12	<p>Communications strategies for the following groups are in place:</p> <ul style="list-style-type: none"> Staff Pupils Parents Governors/Trustees Local authority 	4	1	4	

					<ul style="list-style-type: none"> Regional Schools Commissioner Professional associations Other partners <p>Communication strategy includes:</p> <ul style="list-style-type: none"> Weekly briefings and emails to staff updating them of current thinking and current developments Letters and text messages to parents / phone calls also made LA kept abreast of plans All plans and documents checked by NASUWT and NEU rep in school All updated information uploaded onto website 				
16	Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	4	4	16	<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with mental health issues. There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings) and is the foundation of our recovery curriculum. Resources/websites to support the mental health of pupils are provided. 	4	3	8	
17	The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	4	4	16	<ul style="list-style-type: none"> Staff working from home due to self-isolation have regular catch-ups with line managers. Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. Appropriate work plans have been agreed with support provided where necessary. Staff working from home may help provide remote learning for any pupils who need to stay at home. 	4	3	8	

18	Pupils and staff are grieving because of loss of friends or family	4	3	12	<ul style="list-style-type: none"> • The school has access to trained staff who can deliver bereavement counselling and support. • Support is requested from other organisations when necessary. 	4	3	6	
----	---	---	---	----	--	---	---	---	--