



COVID19: Risk assessment for management during pandemic

School: Rye College and Community Primary School		
Assessment conducted by: Barry Blakelock	Job title: Executive Head	Covered by this assessment: Young people, families, colleagues, visitors, buildings and resources
Date of assessment: 2 nd September 2021	Date of next review: 15 th September 2021	Review cycle: In line with UK GOV updates then every 2 weeks after re-opening

Related documents
<p>OPERATIONAL IMPLEMENTATION: Academy Action Plan</p> <p>Business Continuity Plan, COSHH Policy, Health and Safety Procedures, First Aid Policy, Supporting Pupils with Medical Conditions Policy, Administering Medication Policy, Fire and Evacuation Policy, Behaviour Management Policy, Child Protection Policy, Online Safety Policy, Employee Code of Conduct, Security Policy, Shadow Leadership Structure</p>

Risk rating		Likelihood of occurrence		
		Probable (3)	Possible (2)	Remote (1)
Likely impact	Major (3) Causes major physical injury, harm or ill-health.	Very High (9)	High (6)	Medium (3)
	Severe (2) Causes physical injury or illness requiring first aid.	High (6)	Medium (4)	Low (2)
	Minor (1) Causes physical or emotional discomfort.	Medium (3)	Low (2)	Very Low (1)

This risk assessment was updated on 2nd September 2021. It is reviewed as guidance is updated by [UK Government](#).

All colleagues have a duty to be familiar with the latest relevant guidance from [Department for Education](#) as referenced in this document.



COVID19 Response Protocol

If school is notified of a positive COVID19 test result for a colleague or a young person, you must follow the [SE Health Protection Team Flowchart \(eastsussex.gov.uk\)](https://www.eastsussex.gov.uk/health-protection-team-flowchart).

If you need advice or support you can access the DfE helpline on 0800 046 8687.

The school will alert the local authority to a confirmed case by e-mailing COVID19.SchoolsInformation@eastsussex.gov.uk.

Suspected cases:

- If anyone (colleague or young person) becomes unwell with any of the following:
 - i. A new continuous cough;
 - ii. A high temperature; or,
 - iii. A loss or change in their sense of smell or taste (anosmia) they will be sent home.
- The school expects that they will self-isolate for at least 10 days, [book a test](#) and engage with the NHS Test and Trace process in line with current guidance.

Who is a contact?

- Direct close contacts: face-to-face (e.g. being coughed on or spoken to contact) for any length of time OR within < 1 metre for > 1 minute;
- Proximity contacts: < 2 metres for > 15minutes;
- Travel contacts: shared a small vehicle.

Infection control:

- Check the temperature of any individual who feels unwell or shows any symptoms;
- Isolate the individual immediately to a room behind a closed door. If appropriate arrange adult supervision in line with guidelines. Ideally open a window for ventilation. Separate bathroom facilities should be used if necessary which should then be cleaned and disinfected before use by anyone else;
- Revise plans and PPE supplies in the light of experience or any updated guidance;
- Send home individuals with symptoms of COVID19 and households advised to follow [PHE: Guidance for households with possible coronavirus infection](#);
- Arrange for enhanced clean of medical room and other facilities as necessary before they are used again.
- **Individuals must contact the school as soon as possible if they believe they or their child or household member has been exposed to COVID19.**
- **Confidentiality is always followed – withhold the names of colleagues, young people or volunteers with confirmed or suspected cases of COVID19.**



Area of risk, those affected	Risk before	Control measures	Lead	Last review	Additional considerations	Risk after
<p>(1) Lack of awareness of policies, procedures and protocols.</p> <p>All members of the school community</p>	M	<ul style="list-style-type: none"> • Colleagues, families, volunteers and visitors have access to Academy Action Plan. • Colleagues, families, volunteers and visitors are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> ○ Business Continuity Plan, COSHH Policy, Health and Safety Procedures, First Aid Policy, Supporting Pupils with Medical Conditions Policy, Administering Medication Policy, Behaviour Management Policy, Trust Employee Handbook. • Colleagues have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> ○ Reporting Injuries, Diseases, Dangerous Occurrences Regulations (RIDDOR) 2013 ○ Health Protection (Notification) Regulations 2010 ○ Public Health England (PHE) (2017) 'Health protection in schools' ○ DfE and PHE (2020) 'COVID19: guidance for educational settings' • Leaders keep up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> ○ Department for Education ○ National Health Service ○ Department of Health and Social Care ○ Public Health England ○ East Sussex Health Protection Team (HPT) • Colleagues receive regular training on updated policies, procedures and protocols. COVID19 standing item on weekly staff and leader meetings. • Personnel Officer arranges 'structured conversations' and individual risk assessments for colleagues to actively engage with the whole-school risk assessment. • Leaders should revisit and update their risk assessments building on the learning so far in line with the legal requirement. • Leaders should review and update their wider risk assessments and consider the need for revised controls considering the implications of COVID19. 	BBL	2/SEPT	<p>Senior leaders are up-to-date with the most recent planning guidance and information on controlling the rate of transmission: DFE: Schools coronavirus (COVID19) operational guidance</p> <p>Senior leaders are up-to-date with the most recent planning guidance and information from the trust and local authority. Trust guidance takes priority for operational matters; local authority guidance takes priority for public health matters.</p> <p>Heads maintain on-going dialogue with trust and local authority engaging with updates and message boards etc.</p> <p>Families refer to guidance [DFE: What parents need to know about early years providers, schools and colleges].</p> <p>Leaders ensure website, display screens, email signatures reflect current campaign [PHE Campaign Resource Centre].</p> <p>Keep risk assessments under regular review in line with government guidance. Government recommends sharing risk assessments online through the school's website as good practice.</p> <p>Continue routine updates to the school's staffing audit as situations may change. Consider the impact on statutory roles e.g. headteacher, SENCO, DSL, first aiders, paediatric first aider.</p>	L



<p>(2) Potential transmission to clinically vulnerable colleagues and young people.</p> <p><i>All members of the school community</i></p> <p>Guidance is available in the DFE: Schools coronavirus (COVID19) operational guidance</p>	H	<p>Leaders communicate with parents of clinically vulnerable pupils to inform them:</p> <p>All CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Pupils who live with someone who is CEV should continue to attend school as normal.</p> <p>Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the guidance on protecting people who are CEV from COVID-19.</p> <p>Personnel Advisor conduct an Individual Risk Assessment to help identify any additional action that needs to be taken to mitigate risks for any CEV members of staff.</p> <p>Leaders work in partnership with local BAME and/or faith communities to reinforce individual and household risk reduction strategies relevant to the school community PHE review of the impact of Covid-19 on BAME groups.</p> <p>The school will continue to assess the health and safety risks to staff and meet their equality duties as per their local procedures.</p> <p>Leaders should pay regard to the wellbeing of all staff including the headteacher.</p> <p>The school should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process</p>	KMA DDO	2/SEPT	<p>Unless they are CEV, encourage parents/carers and staff to follow the guidance that applies to everyone.</p> <p>While members of these groups are no longer required to shield, the school should appreciate arrangements being made for them to reduce their face-to-face contact during periods of high viral prevalence.</p>	M
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<p>(3) Risk of ongoing contamination from young people and colleagues.</p> <p>All members of the school community</p>	<p>H</p>	<p>It is no longer necessary to keep pupils in consistent groups or 'bubbles'. Assemblies can resume and there is no longer a need to make alternative arrangements to avoid mixing at lunch. Music and PE lessons can continue as normal. However, schools should ensure that control measures are in place and well communicated:</p> <p>Hand hygiene: Frequent and thorough hand cleaning is regular practice. The school ensures that pupils clean their hands regularly with soap and water or hand sanitiser.</p> <p>Ensure sufficient and proportionate handwashing supplies and cleaning materials are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments.</p> <p>Respiratory hygiene: The 'catch it, bin it, kill it' approach continues to be adhered to in school.</p> <p>Cleaning: Areas and equipment are cleaned regularly with a particular focus on frequently touched surfaces.</p> <p>The school follows the government guidance on cleaning of non-healthcare settings.</p> <p>Ventilation: The school will be well ventilated with windows and doors opened to create airflow.</p> <p>CO2 monitors will be provided to all state-funded education settings from September, so colleagues can quickly identify where ventilation needs to be improved. Further information will be issued as monitors are rolled out.</p> <p>Any poorly ventilated spaces will be identified in the risk assessment and steps taken to improve fresh air low in these areas, giving particular consideration to when holding events where visitors such as parents are on site.</p> <p>Adjust any mechanical ventilation systems to increase the ventilation rate where possible.</p> <p>The Health and Safety Executive guidance on air conditioning and ventilation during the COVID-19 pandemic and CIBSE COVID-19 advice provides more information.</p> <p>Contingency plans are in place outlining how the school would operate if there were an outbreak within school or local area.</p> <p>The school will call the dedicated advice service who will escalate the issue to the local health protection team, where necessary and advise if any additional action is required, such as implementing elements of your contingency plan.</p>	<p>BBL DDO KMA</p>	<p>2/SEPT</p>	<p>Positive cases and symptoms: Communicate to parents that children under the age of 18 will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test.</p>	<p>M</p>
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	<p>Communicate to parents that pupils should not come into school if they have symptoms or have had a positive test result.</p> <p>Anyone who develops COVID-19 symptoms will be sent home and told to follow public health advice.</p> <p>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.</p> <p>Appropriate PPE should also be used if close contact is necessary.</p> <p>Further information on this can be found in the use of PPE in education, childcare and children's social care settings guidance.</p> <p>Testing: Once two tests have been completed on site, pupils will then continue to test twice weekly at home until the end of September, when this will be reviewed.</p> <p>Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.</p> <p>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.</p> <p>Communicate to parents that staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19.</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate. Additional information on PCR test kits for schools and further education providers is available.</p> <p>The school will maintain its capacity to deliver high-quality remote education for the next academic year, for pupils who are of compulsory school age and pupils who are below compulsory school age but who would usually be taught in a class with compulsory school aged children (most commonly in a reception class), including for pupils who are abroad, and facing challenges to return due to COVID-19 travel restrictions, for the period they are abroad.</p> <p>Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. The school will access useful links and sources of support on promoting and supporting mental health and wellbeing in schools.</p>		<p>All secondary pupils will be offered two on-site lateral flow device test, 3 to 5 days apart, on their return in the autumn term.</p> <p>The government recommend schools do not go on any international visits before the start of the autumn term. From the start of the new school term, you can go on international visits that have previously been deferred or postponed and organise new international visits for the future.</p> <p>Bubbles in wraparound provision are not required but the measures around cleaning, hand washing, and ventilation should be in place.</p>	
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<p>(4) Site safety risks (Fire procedures, Lockdown, Movement and transitions, toilets, security including risk of theft, data breaches)</p> <p><i>All members of the school community</i></p>	H	<p>Business manager is building safety lead. Premises manager is deputy lead.</p> <p>Continue taking the attendance register and following up any absences in line with statutory guidance.</p> <p>School to follow risk assessments for premises and accessing outside equipment and areas.</p> <p>Toilets to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.</p> <p>Share any updated fire evacuation information with all staff during daily briefing and with children.</p> <p>High expectations of how children move around school upheld by all members of staff</p> <p>Any incidents are logged, and the risk assessment is evaluated, and changes made as a result of lessons learned.</p> <p>Reconsider e-safety policies and procedures in light of lessons learned during home learning.</p>	<p>SHI MWO (JCA) (LNI)</p>	<p>2/SEPT</p>	<p>Arrange emergency drills as normal upon the return to school to ensure pupils are familiar with any changes.</p> <p>Policy, procedures and protocols:</p> <ul style="list-style-type: none"> ○ Fire Safety (and Evacuation Plan) ○ Lockdown procedures ○ Duty rotas ○ Security Policy ○ Health & Safety procedures ○ Online Safety Policy 	M
<p>(5) Risk of transmission between parents and young people during arrival and departure times.</p> <p><i>All members of the school community</i></p>	VH	<p>Any parents who have had a positive test or who are displaying symptoms of COVID-19 should not be attending the school</p>	<p>KMA DDO</p>	<p>2/SEPT</p>	<p>Schools might consider issuing their own guidelines for COVID-safe behaviour on the premises. Any such guidance should be written up in consultation and collaboration with parents and pupils.</p>	M



<p>(6) Risks of possible transmission to young people who travel to school by dedicated school transport (including statutory provision) or wider public transport</p> <p><i>Young people</i></p>	H	<p>Recommend to parents and carers that face masks are worn in enclosed and crowded spaces where pupils may come into contact with people they do not normally meet. This includes public transport and dedicated transport to school or college.</p> <p>Dedicated school transport (including statutory provision): Liaise with the transport hub and check that they are fully aware of the health and safety procedures. mainstream-transport.cts@eastsussex.gov.uk</p>	DDO KMA (LNI) (MTO)	2/SEPT		M
<p>(7) Risk of on-going contamination from people (colleagues, families, visitors, contractors or deliveries) coming into school.</p> <p><i>All members of the school community</i></p>	H	<p>Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.</p> <p>Ensure contractors, school meal providers, milk providers and fruit providers can fulfil all risk assessment requirements.</p> <p>Communicate clearly that anyone displaying symptoms of COVID-19 should not attend school and arrange to take a PCR test as soon as possible.</p> <p>Make arrangements for strict handwashing/sanitising procedures in place as soon as pupils/staff/visitors/contractors arrive in school.</p>	SHI MWO	2/SEPT	<p>Volunteers and visitors are welcome to visit schools but should be made aware of the control measures.</p> <p>Before visitors attend performances or sporting events, the school will encourage them to self-assess for symptoms of coronavirus (COVID-19).</p> <p>These are:</p> <ul style="list-style-type: none"> • A high temperature; • A new, continuous cough; • A loss of, or change to, your sense of smell or taste. 	M
<p>(8) Risk contamination exists within the school environment due to ineffective hygiene measures.</p> <p><i>All members of the school community</i></p>	H	<p>Regular cleaning should take place of equipment and areas.</p> <p>Cleaning schedule to identify any areas where cleaning should be more frequent.</p> <p>Enhanced cleaning schedule in place to ensure effective hygiene standards comply with latest guidance - cleaning of non-healthcare settings.</p> <p>All handwashing sinks, soap dispensers, hand gel etc. are checked daily to ensure stock levels are adequate.</p> <p>School leaders to inspect daily to ensure good/effective hygiene levels</p>	(SHI) MWO	2/SEPT	<p>Policy, procedures and protocols:</p> <ul style="list-style-type: none"> ○ Cleaning Risk Assessment ○ Cleaning Checklist/Schedule 	M



<p>(9) Risk of transmission from young people and colleagues who have been in contact with the virus or show signs of having the virus (new, continuous cough, high temperature, loss of taste or smell).</p> <p><i>All members of the school community</i></p>	H	<p>The PCR test kits sent to schools can be used in the exceptional circumstance that an individual becomes symptomatic and schools believe they may have barriers to accessing testing elsewhere. It is for schools to determine how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils.</p> <p>These kits can be given directly to staff or parents and carers collecting a child who has developed symptoms at school.</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 guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p> <p>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.</p> <p>Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the use of PPE in education, childcare and children's social care settings guidance. Any rooms they use should be cleaned after they have left.</p> <p>The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p> <p>Headteachers should communicate to staff that if they are displaying symptoms they should be tested 'as soon as practicably possible.'</p>	<p>DDO KMA SHI</p>	<p>2/SEPT</p>	<p>Positive cases and symptoms: Communicate to parents that contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact.</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>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.</p> <p>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, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.</p> <p>Seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents.</p> <p>Be clear about the thresholds for contacting PHE (listed above and at the top of the contingency plan).</p>	M
<p>(10) Contingency planning for a potential local outbreak</p> <p><i>All young people and colleagues</i></p>	H	<p>Contingency plans are in place and reviewed regularly.</p>	<p>BBL DDO KMA</p>	<p>2/SEPT</p>		M



<p>(11) Sustainability risks: (Leadership, teachers, premises, cleaners, colleagues with specialist knowledge)</p> <p><i>All members of the school community</i></p>	<p>H</p>	<p>Leaders review shadow leadership structures across school and adapt working practices accordingly. Include training with hand-over of any specialist knowledge. Leaders review working arrangements as well as their own to minimise social mixing, (especially unnecessary mixing with other leaders/critical roles) including relocating offices.</p> <p>Leaders audit critical roles and implement rotas or schedules to minimise social mixing in the workplace between identified colleagues.</p> <p>Colleagues consult leaders before making changes to agreed working practices. Business manager sources back-up support for essential work such as cleaning.</p> <p>Colleagues undertake shadow roles where necessary for continuance of service. Leaders ensure the school meets the legal duty of the temporary continuity order; and children are set remote education in a teacher's absence.</p> <p>Colleagues regularly update the online health survey to inform personnel of any changes.</p> <p>Personnel Advisor facilitates individual risk assessments.</p> <p>Leaders review risk assessment to ensure effective analysis of risks and control measures.</p>	<p>BBL DDO KMA JCU</p>	<p>2/SEPT</p>		<p>M</p>
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