Activity/ Situation	COVID	_		NGEMEN BER 2021		OM 29 th		
Location								
Persons at Risk	Pupils ⊠	Emp	oloyees⊠	Visitors	s 🛛	Contrac	tors 🗵	
HAZARD(S)	 Note: this list is not exhaustive and must be adapted for your own needs Contact Between Individuals Inadequate Cleaning/Sanitising Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors Site User Becoming Unwell Site User Developing Symptoms Inadequate Hand Washing/Personal Hygiene Inadequate Personal Protection & PPE Visitors, Contractors & Spread of Coronavirus Inadequate Ventilation Arrangements for Boarding Schools During Pandemic 							
CONTROL ME	ASURES		ADDITION INFORM		YES	NO	N/A	
Note: you <u>must</u> amend and adapt this generic risk assessment to suit your own needs by selecting the controls from the examples provided (adding and amending others where necessary) and then evaluate the overall risk for the activity/situation.								
	e below risks and potentia there is no adverse impact							
Contact Between	Individuals							
	essary to keep childro	en in			×			
Consistent groups ('bubbles') Outbreak management plans cover the possibility that it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups					×			
Assemblies have re	esumed		 		\boxtimes			
Pupils can mix at b	reaks and lunchtime	es			\boxtimes			
Given the likely gap in COVID-19 cancellation related insurance, schools considering booking a new educational visit, whether domestic or international, are advised to ensure that any new bookings have adequate financial protection in place			either your commercia insurance the Risk P Arrangeme or an outde education assess the protection and make provides s protection	provider, provider, protection ent (RPA) oor adviser to e available sure it suitable in the COVID-19	×			

Schools can undertake educational day visits	Consideration given to NYCC Guidance for Activities in Schools - Autumn/Winter 2021	×		
Schools can undertake domestic residential education visits	Consideration given to NYCC Guidance for Activities in Schools - Autumn/Winter 2021	×		
School has resumed all before and after-school educational activities and wraparound childcare for pupils	More information on planning extra- curricular provision can be found in the guidance for providers who run community activities, holiday clubs, after- school clubs, tuition and other out-of- school provision for children	\bowtie		
Inadequate Cleaning/Sanitising				
A cleaning schedule that includes regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces is in place	Cleaning of non- healthcare settings outside the home	×		
Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use		\boxtimes		
Bins for tissues and other rubbish are emptied throughout the day		\boxtimes		
Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary		×		
Spread of Coronavirus to Staff, Pupils and F	amilies, Visitors and C	ontracto	rs	
Any suspected or confirmed close contacts of the Omicron variant will be asked to isolate for 10 days regardless of vaccination status or age.	These will be contacted directly and told to isolate	×		
Close contacts will be identified via NHS Test and Trace	Education settings will no longer be expected to undertake contact tracing	×		
Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact	NHS Test and Trace will work with the positive case to	×		

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	identify close			
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: • 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 Any suspected or confirmed close contacts of the Omicron variant will be asked to isolate for 10 days regardless of vaccination status or age	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			
Contact with individuals who are required to self-isolate is minimised by ensuring they do not attend the school		⊠		
Anybody contacted by NHS Test and Trace or local health protection team and told to self-isolate because they have been a close contact of a positive case, has a legal obligation to do so		×		
Pupils, staff and other adults must not come into the school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine)		×		
Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures		×		
The Operational Guidance sets out the measures that all education settings should have in place to manage transmission of COVID-19 day to day. For most settings it will make sense to think about taking extra action if the number of positive cases substantially increases. This is because it could indicate transmission is happening in the setting	For most education and childcare settings, whichever of these thresholds is reached first: • 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or • 10% of children, pupils, students or staff who are likely to have mixed closely test positive			

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	for COVID-19 within			
	a 10-day period			
	For special schools,			
	residential settings,			
	and settings that			
	operate with 20 or			
	fewer children,			
	pupils, students and			
	staff at any one time:			
	 2 children, pupils, 			
	students and staff,			
	who are likely to			
	have mixed closely,			
	test positive for			
	COVID-19 within a			
	10-day period			
	Hospitalisation could			
	indicate increased			
All positions also and assets would be a little and 2 and 2	severity of illness or			
All settings should seek public health advice if	a new variant of			
a pupil, student, child or staff member is	concern. Settings			
admitted to hospital with COVID-19. They can	may be offered	\boxtimes		
do this by phoning the DfE helpline (0800 046	public health support	_	_	_
8687, option 1), or in line with other local	in managing risk			
arrangements.	assessments and			
	communicating with			
	staff and parents.			
All OFM	Further information			
All CEV pupils should attend their school	is available in the			
unless they are one of the very small number	guidance on	_		_
of pupils under paediatric or other specialist	Supporting pupils	\boxtimes		Ш
care and have been advised by their GP or	with medical			
clinician not to attend	conditions at school			
CEV colleagues currently undertaking				
amended duties to enable them to work fully				
from home can now consider with their				
manager a return to normal duties on a risk				
assessment basis with specific factors to be				
taken into account including:				
 ensuring the working environment is as 				
Covid-safe as possible, taking into				
account individual vaccination status				
and the risk of coming into contact with				
Covid cases as part of their role;				
 they should not provide direct care to 		\boxtimes		
people who are known to have a		K-M		
current Covid infection, or symptoms				
suggestive of Covid;				
 continuation of the current amended 				
duties for the time being may be				
appropriate depending on the risk				
assessment				
assessmentarrangements to be reviewed again				
towards the end of September when it				
is anticipated the Covid risk should be				
reduced.				
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Pregnant Colleagues For pregnant colleagues at any gestational stage we have been following the same guidance as the for CEV colleagues so the approach outlined above should also be followed for these colleagues				
All employers have a duty of care to their employees, and this extends to their mental health. Make sure you have explained to all staff the measures you are putting in place. Discuss with all staff any changes in place as part of these measures. Because some staff may be particularly anxious about returning, you may need extra systems in place to support staff wellbeing	Read about the: extra mental health support for pupils and teachers, Wellbeing for Education return programme Education Support provides a free helpline for school staff and targeted support for mental health and wellbeing	×		
Site User Becoming Unwell				
If anyone in school develops COVID-19 symptoms, however mild, they are sent home and told they should follow public health advice	Symptoms of coronavirus (COVID-19)	×		
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		\boxtimes		
If the pupil needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else		×		
PPE should be worn by staff caring for the pupil while they await collection if close contact is necessary		\boxtimes		
The room used by the pupil awaiting collection should be cleaned after they have left		\boxtimes		
Everyone displaying coronavirus (COVID-19) symptoms should avoid using public transport and, wherever possible, be collected by a member of their family or household		×		
In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so the child should walk, cycle or scoot home		×		
In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk.	Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy,	×		

	urgent care centre or a hospital		
Site User Developing Symptoms			
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to book a test if they are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit	The advice service (or PHE local health protection team if escalated) will provide definitive advice on who must be sent home. A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed	×	
Staff in all settings should undertake twice weekly home tests		\boxtimes	
Primary age pupils (those in year 6 and below) do not need to test		×	
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.		×	
If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms		×	
Whilst awaiting the confirmatory PCR result, the individual should continue to self-isolate		\boxtimes	
Those with symptoms are expected to order a test online or visit a test site to take a lab-based polymerase chain reaction (PCR) test to check if they have the virus		×	
Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do	When to self-isolate and what to do - Coronavirus (COVID-19)	×	
Inadequate Hand Washing/Personal Hygiene	•		
Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including; • when they arrive at the school • when they return from breaks • when they change rooms • before and after eating	Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils	⊠	
Consideration given to how often pupils and staff will need to wash their hands and		\boxtimes	

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incorporated time for this is in timetables or lesson plans				
Staff working with pupils who spit uncontrollably may want more opportunities to wash their hands than other staff		\boxtimes		
Pupils who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may also need more opportunities to wash their hands and this has been considered		\boxtimes		
Help given to pupils with complex needs to clean their hands properly		\boxtimes		
Risk assessments for pupils with complex needs that may struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant, have been updated in order to support these pupils and the staff working with them		⊠		
Hands are washed with liquid soap & water for a minimum of 20 seconds		\boxtimes		
The school has considered whether they have enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly		×		
Alcohol based hand cleansers/gels can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION. In normal circumstances pupils should not be using alcohol based hand cleansers because of the risk of ingestion	Skin friendly cleaning wipes can be used as an alternative	×		
School has embedded hand washing routines into school culture, supported by behaviour expectations to help ensure younger pupils and those with complex needs understand the need to follow them		×		
The 'catch it, bin it, kill it' approach is very important and is promoted	CATCH IT Germe spends wasly Always sarry timuse well use them to casch your cough or remain. BIN IT Germ san line for several freque or those Singees of your frozen as some ay pressible. KILL IT Hains can transfer upons to seeiny some as you has.	⊠		
Disposable tissues are available in each room for both staff and pupil use		\boxtimes		
Bins (ideally lidded pedal bins) for tissues are available in each room		\boxtimes		
School has embedded the 'catch it, bin it, kill it' approach to ensure younger pupils and those with complex needs get this right, and that all pupils understand that this is now part of how the school operates	The e-bug website contains free resources for schools, including materials to encourage good	×		

	hand and respiratory hygiene		
Inadequate Personal Protection & PPE			
In case of an outbreak in school, a director of public health might advise that face coverings should temporarily be worn in classrooms (by pupils, staff and visitors, unless exempt)	This is covered in the Outbreak Management Plan	×	
In the above circumstances, transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn		×	
Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles		×	
Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission	Visors may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission, and therefore in a school environment are unlikely to offer appropriate protection to the wearer. Visors should only be used by those exempt from wearing a face covering after carrying out a risk assessment for the specific situation and should always be cleaned appropriately	×	
Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are exempt from any requirement to wear face coverings in schools or in public places		×	
Clear instructions are provided to staff on how to put on, remove, store and dispose of face coverings, to avoid inadvertently increasing the risks of transmission		×	
Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use		×	

Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully			
PPE for coronavirus (COVID-19) is required when performing aerosol generating procedures (AGPs)		\boxtimes	
When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, is worn		×	
Visitors, Contractors & Spread of Coronavir	us		
Key contractors are made aware of the school's control measures and ways of working		\boxtimes	
School ensures site guidance on is explained to visitors and contractors on or before arrival		\boxtimes	
Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention		×	
As normal, school engages with their local immunisation providers to provide immunisation programmes on site, ensuring these are delivered in keeping with the school's control measures	These programmes are essential for children's health and wellbeing	×	
Inadequate Ventilation			
Occupied spaces must always be well ventilated and a comfortable teaching environment maintained	This can be achieved by a variety of measures including: mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)		

Ventilate spaces with outdoor air	Natural ventilation – if necessary external opening doors may also be used provided this doesn't compromise safeguarding measures	×		
Where possible, occupied room windows should be open		\boxtimes		
Switch air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal	Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice.	×		
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and assist with creating a throughput of air	op doors open, where safe to do so (bearing mind fire safety and safeguarding), to limit e of door handles and assist with creating a			
In cold weather where the school heating system is activated, windows are open to provide trickle ventilation rather than being fully open	natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space)	×		
Consideration given to opening high level windows in preference to low level to reduce draughts	operatory.	×		
Consideration given to only opening every other window instead of all windows when the heating is activated				
If school needs to use additional heaters they only use sealed, oil filled electric heaters	Electric fan heaters used sparingly due to increased fire and electrical risk	×		
Have you consulted with the people/representat	ives undertaking the			
activity as part of the preparation of this risk ass	Yes [Med	No 🗆	
What is the level of risk for this activity/situation measures	×			
Is the risk adequately controlled with existing co	Yes [No □	

Have you identified any further control measures needed to control the risk and recorded them in the action plan								Υe	es 🗆		No □	
A	CTION PI	AN (ir	nsert ac	lditional	rows if r	equired)	To be actioned by					
Fur	ther contr			o reduce practica		o far as is	N	Name			Dat	е
State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment									Low			
Is such	a risk le	vel de	emed	to be as	s low as	reasonably p	ractical?	1	Ye	es 🗵		No 🗆
Is activity still acceptable with this level of risk?								Υe	es 🗵		No 🗆	
If no, h	as this b	een e	scalate	d to se	nior lead	dership team?)	Yes □ No □			No □	
	Assessor(s): M Ridley Position(s): Signature					e(s):	MB	idley				
Date:			30/	11/202	1	Review D	Date:			15/12/2021		
Distrib	ution:											
Risk ratin	g		Action									
	HIGH		_	-		ntrols & monito tent advice)	r, notify H	&S Tea	m (if L	ikely or F	lighly	Likely –
N	MEDIUM		Reviev	v/add co	ntrols (as	s far as reasona	bly practi	cable) &	& moni	tor		
	LOW Monitor control measures											
b. 4 4 4 4 4 4 4 4.	erunadan tare			150502.00		POTENTIAL OUTCOM						
POTENTIAL O				LIKELIH	More likely	Catastrophic						1
Major	Fatal injury/per RIDDOR reportal	STATE OF THE OWNER.	6.0-277	likely	to occur	Major						
8	Disease/Dangers RIDDOR reportal	aus Occurren	ce	Library		Moderate						
Moderate	Minor injury (rec		149510	Possible	J	Minor						
Minor	Minor injury		2017	Untikely	Less likely	0.00040						
Insignificant	- Access regards	Remote to occur insignificant										

Unlikely

Likely

Highly Likely

Possible

LIKELIHOOD

Remote