

RISK ASSESSMENT FORM

Workplace	Blackboys School	Likelihood (L)	X	Severity (S)
Department	All	Almost Impossible	1	Insignificant (minor injury, no time off)
Risk Assessor	Graham Sullivan	Unlikely	2	Minor (injury and up to 7 days off)
Room/Area	Blackboys School	Possible	3	Moderate (injury causing more than 7 days off)
Activity/Task	Managing Covid-19 in a school setting	Likely	4	Major (death or serious injury)
Date	25 th August 2021	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity	Prepare for return to school in September	Low = 1-8	Medium = 9-14	High = 15-25

This document template was updated on **28 July 2021**.

It is being kept under review as updated guidance is published by the Government and reviews of the impact of COVID-19 by Public Health England.

Schools should share the results of their risk assessment with their workforce (including local union representatives). If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils (HSE would expect all employers with over 50 staff to do so).

The [DfE latest documents and guidance webpage](#) is being updated regularly

What are the significant, foreseeable, hazards? (the dangers that can cause harm)		Who is at Risk?	Control measures	Risk Rating			What additional control measures can be put in place to reduce the risk further?	Revised Risk Rating		
				L	S	R		L	S	R
1.	Potential transmission to clinically vulnerable staff and pupils Guidance is available in the Actions for schools during the Coronavirus Outbreak	All members of school community	Communicate with parents of clinically vulnerable pupils to inform them (we have no CEV pupils and 1 CEV staff member): All CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other	2	3	6		2	3	6

			<p>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>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. GS to conduct this on CEV staff member's first day of return.</p> <p>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>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> <p>Health and safety advice for schools</p>			
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			<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>Governors and leaders should pay regard to the wellbeing of all staff including the headteacher.</p> <p>At September INSET, GS will ensure he has explained to all staff the measures they are proposing putting in place and involve all staff in that process</p>							
2.	Risk of ongoing contamination from pupils and staff	All members of the school community	<p>It is no longer necessary to keep pupils in consistent groups. Assemblies will resume and there will be mixing at lunch. Music and PE lessons will continue as normal. However, control measures below will be 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. Sanitiser will continue to be available at the school gate for entry.</p> <p>Ensure sufficient and proportionate handwashing</p>	2	3	6		2	3	6

supplies and cleaning materials are available. Where a sink is not nearby, hand sanitiser in classrooms and other learning environments.

Respiratory hygiene:

The 'catch it, bin it, kill it' approach continues to be adhered to in school. Lidded bins in all classrooms together with supply of tissues.

Cleaning:

Areas and equipment are cleaned regularly with a particular focus on frequently touched surfaces

The school follows the government guidance on [cleaning of non-healthcare settings](#).

Ventilation:

The school will be well ventilated with windows and doors opened to create air flow.

Particular consideration to holding events where visitors such as parents are on site. Use hall with fire doors open.

Adjust any mechanical ventilation systems to increase the ventilation rate where possible.

The [Health and Safety Executive guidance on air conditioning and ventilation during the COVID-19 pandemic](#) and [CIBSE COVID-19 advice](#) provides more information.

Schools should continue to offer wraparound provision, such as breakfast and after-school clubs, for those children eligible to attend school to help support the children of critical workers.

Bubbles in wraparound provision are not required but the measures around cleaning, hand washing, and ventilation should be in place. Breakfast and Fater School Club taking place in hall with fire doors open. Keep hand washing etc as per before summer.

Contingency plans are in place outlining how the school would operate if there were an outbreak within school or local area.

GS 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.

Communicate to parents that pupils should not come into school if they have symptoms or have had a positive test result.

Anyone who develops COVID-19 symptoms, will be sent home and told to follow public health advice.

If a pupil is awaiting collection, they should be left in first aid room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Follow previous flow chart for “in school symptoms”

Appropriate PPE should also be used if close contact is necessary, especially first aid staff if “in school symptoms”

Further information on this can be found in the [use of PPE in education, childcare and children’s social care settings guidance](#).

Positive cases and symptoms

GS to communicate to parents that children under the age of 18 or adults who are fully vaccinated, 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. There

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.

is advice though to take a PCR test. If a positive result, GS will encourage siblings to stay off school for 10 days also, unless a negative PCR test can be shown after 4 days.

Testing

Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed. There will no longer be the need to report these each time to GS, but GS must be contacted immediately should there be a positive result

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](#).

Whilst awaiting the PCR result, the individual should continue to self-isolate. The rest of the family, including siblings can continue as normal as long as fully vaccinated or U18.

		<p>If a positive result, GS will encourage siblings to stay off school for 10 days also, unless a negative PCR test can be shown after 4 days.</p> <p>The school will maintain its capacity to deliver high-quality remote education for the next academic year, including for pupils who are abroad, and facing challenges to return due to COVID-19 travel restrictions, for the period they are abroad. This will involve online materials from Oak National Academy and will be led by GS.</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. MHEW support has been booked for class 4 and 5 through a 6 week course in Term 1.</p> <p>Educational visits can resume with risk assessments in place which include systems of controls at the destination. Check the provider has</p>							
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			<p>assessed the risk and implemented appropriate control measures</p> <p>HC and LS to ensure there is adequate financial protection in place in the event of a COVID-19 cancellation.</p> <p>Face Coverings</p> <p>Although face coverings are no longer required in classrooms or communal areas in schools for pupils, staff and visitors, the contingency plan will acknowledge that, if there is an outbreak a director of public health might advise the school that face coverings should temporarily be worn in communal areas or classrooms</p> <p>A small contingency supply of face masks available in first aid room.</p> <p>Schools should have a process for managing face coverings in school that is clearly communicated. Masks will be used by parents or large numbers of visitors when coming into school for an event. ie when larger numbers of people mix indoors who don't normally mix indoors.</p>							
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			<p>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</p> <p>GS and JL to ensure that school has enough tissues and bins available to support pupils and staff to follow the catch it, kill it bin it approach. Reinforce routines of using a tissue to cough or sneeze and bins for tissue waste.</p> <p>Ensure all the usual building checks are undertaken to make the school safe.</p> <p>Health and Safety, and safeguarding policies and practices kept up to date in line with current DfE guidance.</p> <p>Keep risk assessments under regular review in line with government guidance</p>							
3.	<p>Site Safety risks</p> <ul style="list-style-type: none"> ● Fire procedures ● Lockdown ● Movement for lunch / transitions ● Toilets ● Security including risk of theft ● Data breaches 	All members of the school community	<p>SLT lead identified: GS</p> <p>Continue taking the attendance register and following up any absences in line with statutory guidance. LS and ED to make phone calls for non-attenders between 9:20 and 9:30</p> <p>School to follow risk assessments for premises and</p>	2	3	6		2	3	6

			<p>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>Gs to arrange emergency drills as normal upon the return to school to ensure pupils are familiar with any changes. By end of week 2.</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>								
4.	Risk of transmission between parents and pupils during school drop-off and collection times	All members of the school community	<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>Parents will be allowed into the playground before and after school and there will no longer be staggered starts. Hand</p>	2	3	6			2	3	6

			sanitiser will be available and a letter to parents will encourage distancing. Masks will no longer be needed if external.							
5.	<p>Risks of possible transmission to pupils who travel to school by dedicated school transport (including statutory provision) or wider public transport</p> <p>The Actions for schools during the Coronavirus Outbreak details the framework for transporting pupils to and from schools</p>	Pupils	<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 don't normally meet. This includes public transport and dedicated transport to school or college.</p> <p>One pupil travels by private taxi. Consistent driver known to staff. Will encourage driver to continue with mask as per before summer.</p>	1	3	3		1	3	3
6.	<p>Risk of ongoing contamination from people (staff, parents/carers, visitors, contractors and/or deliveries) coming into school</p>	All members of the school community	<p>Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. However face masks are to be worn in enclosed and crowded spaces where pupils and other visitors may come into contact with people they don't normally meet.</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>Ensure contractors, school meal providers, milk providers and fruit</p>	2	3	6		2	3	6

			<p>providers can fulfil all risk assessment requirements</p> <p>Volunteers and visitors are welcome to visit school but should be made aware of the control measures by LS and ED at reception. They may choose to wear a mask.</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>							
7.	Risk that contamination exists within the school environment due to ineffective hygiene measures.	All members of the school community	<p>Regular cleaning should take place of equipment and areas.</p> <p>Risk assessment to identify any areas where cleaning should be more frequent. JL ensures extra cleaning on door handles and push plates.</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</p>	2	3	6		2	3	6

			checked 2 times a day to ensure stock levels are adequate GS to inspect daily to ensure good/effective hygiene levels							
8.	Risk of transmission from pupils and staff who have been in contact with the virus and/or are showing signs of having the virus (a new, continuous cough or a high temperature)	All members of the school community	<p>From 16 August 2021, children under the age of 18 years old 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.</p> <p>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. Schools to encourage all individuals to take a PCR test if advised to do so.</p> <p>The PCR test kits sent to school 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 school 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</p>	2	3	6	If the school has several confirmed cases within 14 days, there may be an outbreak. In this case, a director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by pupils staff and visitors, unless exempt). Check the contingency plans cover this possibility.	2	2	4

collecting a child who has developed symptoms at school.

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](#),

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.

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.

The household (including any siblings) should follow the PHE [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).

			GS to communicate to staff that if they are displaying symptoms they should be tested 'as soon as practicably possible.'							
9.	Contingency planning	All pupils and staff	Contingency plans are in place and reviewed regularly. See LA model contingency plan (available via the Message Board).	2	1	2		2	1	2

Action Plan (when will the above additional control measures be implemented and by whom?)

Action	By Whom?	Deadline	Date Completed
While members of these CEV 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.	GS	On HV's return to school	
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.	GS and LP	Closer to French Trip... Jan 22	

<p>If the school has several confirmed cases within 14 days, there may be an outbreak. In this case, a director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by pupils staff and visitors, unless exempt). Check the contingency plans cover this possibility.</p>	<p>GS liaison</p>	<p>When necessary</p>	

Signature and review

Name of Manager:	Graham Sullivan	Signature of Manager:	G Sullivan	Date:	25/7/21
1st review undertaken on:		Signature of Manager:		Date:	
2nd review undertaken on:		Signature of Manager:		Date:	
3rd review undertaken on:		Signature of Manager:		Date:	