



**Coronavirus (COVID-19): Amendments to School Risk Assessments from 8<sup>th</sup> March 2021**

- Schools must ensure that this and all their risk assessment reflects the local setting and context of the school.
- Staff and unions must be consulted with regard to this risk assessment and any changes to existing COVID 19 risk assessments.
- The document advises of amendments that need to added/considered to existing school risk assessments, it is not exhaustive and some of the controls will be dynamic. This is issued to schools as a template to assist in the production of a full comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/ amended/ added-to to reflect the school.**
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- When implemented in line with a revised risk assessment, these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.
- Implementing the system of controls, creates a safer environment for pupils and staff where the risk of transmission of infection is substantially reduced. The way to control this virus is the same, even with the current new variants.
- [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/964351/Schools\\_coronavirus\\_operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf)

<b>Key:</b>	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concern. This list is not exhaustive, and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs.
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context.
Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.
Likelihood:	Could be L/M/H or numeric, depending on what is used in the school setting. <b>NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.</b>
Responsible person:	The identified staff member(s) responsible for implementing the risk controls Head Teacher Sign ...R. Nash..... Date ...3.3.2021..... Head of School sign ... A. Moore..... Date 3.3.2021..... Chair of Governors sign ...P. Evans.....Date .....
Completion Date:	The date by which required plans for controls will be in place.. <b>8.3.2021</b>

Risk Description/Area of Concern	Level of risk prior to control   ↔	Risk Controls	Level of risk is now ↔	Likelihood ↔	Responsible person	Planned completion Date	Comments / Actions needed
Clinically Extremely vulnerable (CEV) individuals		<p>Individual risk assessment to be completed/reviewed for staff in CEV category exposure to Coronavirus</p> <p><b>Staff –</b> HR guidance provides advice on what additional measures individuals in this group can take tailored to each local restriction tier.</p> <p>Staff who are defined as clinically extremely vulnerable are advised to work from home and where this is not possible, they should not go into work until at least the 31<sup>st</sup> March</p> <p>See amended guidance and individual risk assessment for staff that are CEV</p> <p><b>Pupils-</b></p> <p>Following guidance, any pupil who is deemed CEV by their GP will remain at home until at least March 31<sup>st</sup> and remote learning will be provided.</p>	L	L	RN, AM	3.3.21	Nobody identified as CEV. Individual risk assessments for CV, V and BAME staff are in place.
Testing of staff and pupils		The asymptomatic testing programme in education currently covers all staff at school and pupils – see further details in LFD testing in secondary/primary or special schools. Staff can elect to test twice every week at home. Parents can book testing for their children online.	L	L	RN, AM	3.3.21	

### Rapid COVID-19 testing

	Where	When
Staff in primary schools	At home	Twice weekly
Students in secondary schools and colleges	Initial 3 tests at school or college, then at home	
Staff in secondary schools and colleges	At home	
Staff in special schools and alternative provision	At home	
Staff and students in university	At university	
Nursery staff (school-based and maintained)	At home	Twice weekly from late March
Nursery staff (private and independent)	At home	

System of Controls - **Prevention**

**Prevention You must always:**

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- 2) Ensure face coverings are used in recommended circumstances (common areas, high traffic areas, communal areas)
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Consider how to minimise contact across the site and maintain social distancing wherever possible, e.g. max

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All staff

5.3.21

All staff have a responsibility to understand and follow the procedures in place.

	<p>capacity in the staffroom, staggered break/ lunch times (see school protocols).</p> <p>7) Keep occupied spaces well ventilated.</p> <p><b>In specific circumstances:</b></p> <p>8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.</p> <p>9) Promote and engage in asymptomatic testing, where available</p> <p><b>Numbers 1 to 5, and number 8, must be in place in all schools, all the time.</b></p>					
System of Control - <b>Responsive</b>	<p><b>Response to any infection</b></p> <p>10) Promote and engage with the NHS Test and Trace process. Manager to advice Health Protection hub via email of positive cases. Complete online form to assist with contact tracing</p> <p><a href="https://www.telford.gov.uk/testandtrace">https://www.telford.gov.uk/testandtrace</a></p> <p>11) Manage confirmed cases of coronavirus (COVID-19) amongst the school community. Manager to advice Health Protection hub via email of positive staff. Complete online form to assist with contact tracing</p> <p><a href="https://www.telford.gov.uk/testandtrace">https://www.telford.gov.uk/testandtrace</a></p> <p>12) Contain any outbreak by following local health protection team advice.</p> <p><b>Numbers 9 to 11 must be followed in every case where they are relevant.</b></p>	L	L	RN, AM	5.3.21	
Poor hygiene practice –	<p>Follow Master Risk Assessment for Return to school in phase one &amp; two as procedures are still relevant.</p>	L	L	RN, AM	5.3.21	

<p><b>specific - spread of potential infection at the start of the school day.</b></p>		<ul style="list-style-type: none"> <li>Staggered start and finish times are in place, as per September risk assessment.</li> </ul>					
<p>Poor hygiene practice – <b>specific - end of the school day.</b></p>		<p>Follow Master Risk Assessment for Return to school in phase one &amp; two and review all controls you previously applied to ensure they are still effective.</p> <p>Staggered end times are in place, as per September risk assessment.</p>	<p><b>L</b></p>	<p><b>L</b></p>	<p><b>RN, AM</b></p>	<p><b>5.3.21</b></p>	
<p>Use of equipment</p>		<p>Classroom based resources, such as books and games, can be used and shared within the bubble. These should be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between classes or bubbles, such as sports, arts, and science equipment should be cleaned frequently. When sharing equipment between different bubbles, you should either:</p> <ul style="list-style-type: none"> <li>Clean it before it is moved between bubbles</li> <li>Allow them to be left unused for a period of 48 hours (72 hours for plastics)</li> </ul> <p>You will need to assess the ability to clean equipment used in the delivery of therapies, for example, physiotherapy equipment or sensory equipment. Determine whether this equipment can withstand cleaning and disinfecting between each use before it is put back into general use. Where cleaning or disinfecting is not possible or practical, resources will have to be either:</p> <ul style="list-style-type: none"> <li>Restricted to one user</li> <li>Left unused for a period of 48 hours (72 hours for plastics) between use by different individuals</li> </ul>	<p><b>M</b></p>	<p><b>M</b></p>	<p><b>RN, AM</b></p>	<p><b>5.3.21</b></p>	<p><b>Children forgetting not to share and to distance on playground; when trying to help, they handle other people's items- reminders to children in advance of return and on 8.3.2021</b></p>

		<p>Outdoor playground equipment should be more frequently cleaned than normal. This also applies to resources used inside and outside by wraparound care and out of school settings providers.</p> <p>Pupils should limit the amount of equipment they bring into school each day, including essentials such as:</p> <ul style="list-style-type: none"> <li>• Lunch boxes</li> <li>• Hats and coats</li> <li>• Books</li> <li>• Stationery</li> <li>• Mobile phones</li> </ul>					
Face coverings		<p>Ensure where there is a need for face coverings in the school the control is implemented</p> <p>Safe wearing of face coverings requires the;</p> <ul style="list-style-type: none"> <li>• Cleaning of hands before and after touching, this includes removal and putting on</li> <li>• Safe storage of them in individual, sealable plastic bags</li> </ul> <p>Face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</p> <p>Face coverings do not need to be worn by pupils when outdoors on the premises.</p> <p>In primary schools, we recommend that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas).</p>	L	L	RN, AM	5.3.21	

		<p>Children in primary school do not need to wear a face covering.</p> <p>This is an additional precautionary measure for a limited time during this period of high coronavirus (COVID-19) prevalence in the community. These measures will be in place until Easter. As with all measures, we will keep it under review and update following guidance at that point.</p> <p>When a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully</p> <p>Ensure there are sufficient waste bins located around the school for disposal of face masks and face covers.</p> <p>See further advice in the Face Coverings guidance</p> <p>Exemptions -Some individuals are exempt from wearing <a href="#">face coverings</a>.</p> <p>We will have a small contingency supply available for people who:</p> <ul style="list-style-type: none"> <li>• are struggling to access a face covering</li> <li>• are unable to use their face covering as it has become damp, soiled or unsafe</li> <li>• have forgotten their face covering</li> </ul>					
A pupil is tested and has a confirmed case of coronavirus.		<p>In line with government advice:</p> <ul style="list-style-type: none"> <li>• Follow guidance from the Test and Trace team in the Health Protection Hub</li> </ul>	<b>M</b>	<b>M</b>	<b>RN, AM</b>	<b>8.3.21</b>	
Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.		<p>Follow Master Risk Assessment for Return to school in phase one &amp; two.</p> <p>Keep movement around the school to a minimum. Brief passing in corridors or playground is low risk.</p> <p>Avoid creating busy corridors, entrances and exits by;</p>	<b>L</b>	<b>L</b>	<b>RN, AM</b>	<b>8.3.21</b>	

		<ul style="list-style-type: none"> <li>• Staggered start and finish times</li> <li>• Staggered break and lunch times</li> </ul>					
Ventilation		<p><b>Keeping occupied spaces well ventilated</b></p> <p>Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.</p> <p>This can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> <li>• Mechanical ventilation systems, should be adjusted to increase the ventilation rate. Check that normal operation meets current guidance and that only fresh outside air is circulated</li> <li>• Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened fully during breaks to purge the air space. Opening internal doors can also assist with creating a throughput of air</li> </ul> <p>The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak  <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a></p> <p>And</p> <p>CIBSE - <a href="#">CIBSE - Coronavirus COVID 19</a></p> <p>Provide more information</p> <p>See further information in T&amp;W Ventilation guidance</p>	L	L	RN, AM	8.3.21	



Breakfast club/After school provisions		<p>From 8 March, all your before and after-school educational activities and wraparound childcare for pupils, where this provision is necessary to support parents to work, attend education and access medical care, and is as part of pupil's wider education and training, is permitted to operate.</p> <p>Where a provision is available, parents should be advised that they must only use this, where;</p> <ul style="list-style-type: none"> <li>• The provision is being offered as part of the school's educational activities (including catch-up provision)</li> <li>• The provision is as part of their child's efforts to obtain a regulated qualification or meet the entry requirements of an education institution</li> <li>• The use of the provision is reasonably necessary to support them to work, seek work, undertake education or training, attend a medical appointment or address a medical need or attend a support group</li> </ul>	L	L	RN, AM	8.3.21	<b>BASC will operate for critical workers only until Easter. After this time it will return to full capacity.</b>
Cleaning is not sufficiently comprehensive.		<p>Follow Master Risk Assessment for Return to school in phase one &amp; two.</p> <p>Enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach, is in place.</p> <p>Points to consider and implement:</p> <ul style="list-style-type: none"> <li>• putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes:</li> <li>• more frequent cleaning of rooms / shared areas that are used by different groups</li> <li>• Allow time for cleaning surfaces in dining hall between groups</li> <li>• frequently touched surfaces being cleaned more often than normal</li> <li>• different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</li> </ul>	L	L	RN, AM	8.3.21	<b>Cleaning products were reviewed previously to ensure compliant.</b>

		<ul style="list-style-type: none"> <li>encourage pupils to wash hands thoroughly after using the toilet</li> </ul> <p>See further guidance for cleaning in educational settings for advise on general cleaning required in addition to the current advice on <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</p> <p>The cleaning products used comply with current H&amp;S guidance, staff know the contact time of the products and ensure the products are appropriate for the task.</p> <p>Review any equipment that is frequently used and how it is cleaned after use</p>					
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