

RISK ASSESSMENT FOR: Covid-19

Arun Villages Federation: Amberley CE Primary School and St. James' CE Primary School, Coldwaltham

Date: Revised 27th January 2022 Assessor: L Martin

Stage 1	Stage 2	Stage 3	Stage 4				Stage 5	Stage 6	
Identify all the hazards that are foreseeable.	Identify who may be harmed.	Identify what control measures are already in place to prevent harm being realised.	Evaluate the risk. Likelihood of harm being realised and likely severity of harm				Put into place pragmatic measures that reduce the risk.	Evaluate the residual risk factor	
A hazard is something with the potential to cause harm to people, plant, machinery, property or the environment	Those directly involved with the activity Those who whilst remote from the activity are within range the outcome of the activity Those who may be innocent bystanders	Workplace rules Workplace procedures Training Qualifications Supervision	Likelihood	X	Consequence	=	Risk	Extra controls or risk control systems that: E liminate risk SFAIRP R educes risk SFAIRP I solates people from risk SFAIRP C ontrols risk SFAIRP P ersonal Protective Equipment D iscipline	Recalculate the risk factor after all
Infection	All	Current Risk Assessment	3		4		8-12	<p>Follow the GOV.UK set of actions that schools must take:</p> <p>Prevention:</p> <ol style="list-style-type: none"> 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms do not attend school; 2) clean hands thoroughly more often than usual; 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach; 4) keep occupied spaces well-ventilated, using CO2 monitors to identify where ventilation needs to be improved; 5) maintain appropriate cleaning regimes, including cleaning frequently (twice-daily) touched surfaces often, using standard products such as detergents and bleach; 6) minimise contact between individuals and maintain social distancing wherever possible 7) where necessary, wear appropriate personal protective equipment (PPE) <p>Numbers 1 to 5 must be in place in all schools, all the time. Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 7 applies in specific circumstances.</p> <p>Response to any infection:</p> <ol style="list-style-type: none"> 8) engage with the NHS Test and Trace process (see Schools Covid-19 Operational Guidance January 2022 pg 6); 9) manage confirmed cases of coronavirus; (COVID-19) amongst the school community 10) contain any outbreak by following local health protection team advice. <p>Numbers 8 to 10 must be followed in every case where they are relevant.</p>	

Suspected case of Coronavirus	Pupils Staff Families	Current guidance being followed re isolation	3		3		8-12	<p>Pupils and staff should follow public health advice on when to self-isolate (see https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/) They should not come into school if they have symptoms and a PCR test should be sought.</p> <p>If pupils and staff are asymptomatic and have tested positive on a LFD, no confirmatory PCR test needs to be taken. They should not come into school and follow public health advice on self-isolation.</p> <p>Pupils and staff should not return to school unless they have had two consecutive negative LFD tests (able to be taken from Day 5 onwards) which should be taken at least 24 hours apart. They should stop testing after they have had 2 consecutive negative test results.</p> <p>If any person in the school shows symptoms of Covid-19 (a high temperature; a new continuous cough; a loss or change to sense of smell or taste), however mild, they should be sent home.</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. Appropriate PPE should also be used if close contact is necessary.</p> <p>If the toilet is needed the staff toilet should be used and then cleaned and disinfected before anyone else uses it. Any rooms they use should be cleaned after they have left.</p> <p>A PCR test should be booked. If the child is negative, they can return to school immediately.</p>	
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Confirmed case of Coronavirus (vaccinated members of staff and children aged below 18 years and 6 months)	All	Current guidance being followed re isolation.	3		3		8-12	<p>Close contacts in schools are now identified by NHS Test and Trace and education settings will no longer be expected to undertake contact tracing. However, as not all close contacts can be identified within school by NHS Test and Trace, the school will:</p> <ul style="list-style-type: none"> advise the specific class of the case where close contact is likely to have happened and recommend that daily LFD tests take place for seven days, as per guidance; advise specific close contacts if not in the class and recommend that daily LFD tests take place for seven days, as per guidance; advise the school community of the positive case and advise no further action. <p>Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts, though the school will recommend it. Covid -19 cleaning in non-healthcare settings guidance to be followed.</p>	
Confirmed case of Coronavirus (unvaccinated members of staff)	All	Current guidance being followed re isolation	3		3		8-12	<p>In line with the Covid-19 School Operational Guidance pg 14, it is recommended all school staff take up the offer of a vaccine. However, the school recognises that this is a personal choice and a mandatory requirement.</p> <p>Close contacts in schools are now identified by NHS Test and Trace and education settings will no longer be expected to undertake contact tracing. However, as not all close contacts can be identified within school by NHS Test and Trace, in the case of unvaccinated members of staff, the school will:</p> <ul style="list-style-type: none"> remind the staff member that is a legal duty for them to self-isolate for the full ten days; ensure the staff member self-isolates for 10 days and gets a PCR test (if they have not tested positive in the last 90 days); advise the member of staff to LFD test daily. 	
Attendance	Pupils	Registers Chase up of absent children.	1		4		3-6	<p>Attendance remains mandatory as per the January 2022 School Covid-19 Operational Guidance pg 14.</p> <p>Registers to be taken as usual. Registers closed at usual times. 9am and 1.20pm with usual procedures taking place in accordance with school Attendance Policy.</p> <p>In addition, completion of the online educational setting status forms.</p>	

Vulnerable children	Pupils	Chase up of absent children Increased dialogue with families Advise outside agencies	3	3	8-12	<p>Children who are self-isolating are within the definition of vulnerable, systems are in place to keep in contact with them, particularly if they have a social worker.</p> <p>Children who are vulnerable who are not officially in statutory systems will receive support to address challenging circumstances at home.</p> <p>When a vulnerable pupil is asked to self-isolate, the school will:</p> <ul style="list-style-type: none"> • notify their social worker (if they have one) and, for looked-after children, the local authority virtual school head • agree with the social worker the best way to maintain contact and offer support <p>The school will:</p> <ul style="list-style-type: none"> • check if the vulnerable pupil is able to access remote education support; • support them to access it (as far as possible); • regularly check if they are accessing remote education; • keep in contact with them to check their wellbeing and refer onto other services if additional support is needed.
Measures regarding those previously considered to be critically extremely vulnerable	Pupils Staff Families	Dialogue with individuals concerned.	3	4	8-12	<p>In the Schools Covid-19 Operational Guidance (dated January 2022), it advises that pupils and staff previously considered to be clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield.</p> <p>Pupils and teaching staff previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population.</p> <p>In some circumstances, a child or young person may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice.</p> <p>The school will seek advice from parents regarding any measures that should be put in place.</p>
Face Coverings/masks	Pupils Staff Visitors to the school	Pupils -guidance not to wear masks Staff and visitors to follow guidance regarding the wearing of masks in communal areas	2	2	3-6	<p>As per the Schools Covid-19 Operational Guidance (January 2022), in primary schools, the recommendation is that face coverings should not be worn by staff and adults (including visitors) when moving around in corridors and communal areas but this will be a matter of personal choice. Exemptions to this apply such as if the setting have to step measures up due to contingency plans being put in place (please see Schools Covid-19 Operational Guidance (January 2022) pg 8. Face coverings do not need to be worn when outdoors.</p> <p>Health advice continues to be that children in primary schools should not be asked to wear face coverings.</p>

School drop off/pick up	Pupils Staff Families	School start and finish times to be as normal – 8.45am and 3.15pm respectively.	3		3	8-12	No mitigating measures are in place. However, parents/carers will be advised that it is their choice to wear face coverings and stay social-distanced at drop-off and pick-up times. Parents/carers will be strongly advised to not to come into the main body of the building unless an appointment has been made; SLT will speak to parents/carers on the gate at the start of day and staff members can speak to parents/carers on playground at the end of a day. If parents/carers come into the school, they are to wear face coverings as per Plan B guidelines in communal areas (unless exempt).
Uniform	Pupils	Regular hand washing for more than 20 seconds. Regular cleaning.	1		3	3-6	Pupils to wear school uniform as usual.
Social Distancing/Personal Hygiene	All	Regular hand washing for more than 20 seconds. Regular cleaning.	4		3	8-12	Frequent hand cleaning and good respiratory practices including pupils cleaning their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular thorough cleaning of setting especially in shared areas that are used by different groups and between usage. Avoid contact with anyone with symptoms within school. Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should self-isolate and arrange a PCR test). 'Catch It, Bag It, Bin It, Kill It' approach to sneezing and coughing to be maintained at all times.
Movement around school	Pupils Staff Families		4		2	8-12	School staff and visitors to the school, including parents/carers, to wear face masks when in communal areas and walking through corridors (unless exempt). Face coverings do not need to be worn in outdoor areas.

Classroom organisation	Pupils Staff Families	Classroom re-organisation	4		2		8-12	<p>As per the Schools Covid-19 Operational Guidance (January 2022), the priority is for the delivery of face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.</p> <p>There are no mitigating measures in place within the classrooms of primary school settings regarding the organisation of classrooms.</p> <p>Please see Stage 5 of 'Infection' section outlining measures that are expected to be in place to prevent the spread of the virus.</p>
Collective worship/assemblies	Pupils Staff Families	To be held in Hall Staff to wear face coverings (unless leading the collective worship/assembly) Ensure the area is well-ventilated (windows and doors open)	3		4		8-12	<p>Collective worship and assemblies can be held in the Hall.</p> <p>Staff to wear face coverings in line with Plan B guidance.</p> <p>Parents/carers or visitors invited to collective worship/assemblies must wear face coverings in line with Plan B guidelines.</p>
Playtime and Lunch Arrangements	Pupils Staff	Current guidance to be followed Staff to wear face coverings in lunch hall Ensure the area is well-ventilated (windows and doors open)	3		4		8-12	<p>Keeping children in consistent groups ('bubbles') is no longer recommended to be necessary. This means that 'bubbles' are not needed to be used in school.</p> <p>This means that alternative arrangements to avoid mixing at lunch and playtimes no longer need to be made.</p> <p>See the Outbreak Management Plan where arrangements are outlined to cover the possibility that it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</p>
First Aid	Pupils Staff	First Aid dealt with by Identified members of staff First Aid kits in each area	2		2		3-6	<p>PPE only need be worn in the instance of a suspected case of Coronavirus if a distance of 2 metres cannot be maintained.</p> <p>Asthma <u>MUST</u> have inhalers in school. Inhalers to be taken everywhere with the children.</p> <p>First Aid kit to be relocated back to the room.</p> <p>Staff to report feeling unwell even if no Covid-19 symptoms. Staff to take their own temperature daily before coming into school if they have felt unwell at any time in previous week.</p> <p>Staff advised to take LFD tests twice-weekly to enable identification of Covid-19.</p>

Visitors to school	All	Current guidance regarding visitors to schools	2		2		3-6	<p>Parents/carers will be encouraged to make appointments to see school staff and will be encouraged to come into the school building only if absolutely necessary.</p> <p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</p> <p>School to manage other visitors to the site, such as contractors, and ensure site guidance on hygiene and face coverings is explained to visitors on or before arrival. A record should be kept of all visitors.</p>	
Cleaning	Pupils Staff	Thorough cleaning of surfaces in open areas.	2		2		3-6	<p>Cleaning pack to be locked in each classroom for staff to use in the event of coughing, sneezing etc needing to be cleaned during the middle of the day.</p> <p>Extended thorough cleaning of all surfaces and equipment used each day.</p> <p>If tissues are used for coughs and/or sneezes they are to be disposed of in a double tied bag and placed in the lidded bin.</p> <p>Class based staff responsible for cleaning all equipment and resources used throughout the day. All other cleaning to be carried out by Caretaker.</p>	

Pregnancy	Staff Families	Individual Risk Assessments in place	2		3		3-6	Inform LM or NK immediately. School to follow advice in Coronavirus (Covid-19):advice for pregnant employees at: https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees
Staff Shortage	Pupils Staff Families	Rota	2		2		3-6	Supply staff can be hired although minimising the number of temporary staff is essential. Higher Level Teaching Assistants may also be deployed to lead groups or cover lessons, under the direction of a qualified, or nominated, teacher.
Shared staff space	Staff	Current guidance to be followed	2		2		3-6	Regular cleaning of staff room and admin room. All staff to wear a face covering in communal areas (unless exempt). When food or drink being consumed, the face covering may be removed. When preparing food/drink, face coverings must be worn.
Local Lockdown or Outbreak Management	All	Current guidance to be followed	3		1		3-6	Outbreak Management Plan to be implemented should the thresholds for this be met. Establish who is a Key Worker or Vulnerable child. Develop remote education so that it is integrated into school curriculum planning. All schools are therefore expected to plan to ensure any pupils educated at home for some of the time are given the support they need to master the curriculum and so make good progress (See Remote Learning Policy).

Likelihood		Consequence	
1	Very unlikely	1	Minor injury scratches bruises, no noticeable damage to property or insignificant affect on the environment.
2	Unlikely	2	Moderate injury shock, superficial damage to property or minor damage to the environment.
3	Likely	3	Serious - Person injured causing loss of work or time away from school or damage to property which needs repairing or easily repairable damage to the environment.
4	Very likely	4	Significant - person taken to hospital or major damage to property or environment.

Overall Score	Risk Factor
1	Very Low
2	Low
3 - 6	Moderate
8 - 12	High
16	Very High

Likelihood					
		1	2	3	4
	1	Very Low	Low	Mod	Mod
	2	Low	Mod	Mod	High
	3	Mod	Mod	High	High
	4	Mod	High	High	Very High