

Whole School Autumn Term 2021 COVID-19 Risk Assessment Form – St Bede’s Catholic School & Sixth Form College

This is a live and active document which will be shared with all staff and parents and reviewed on a regular basis to ensure it meets the changing environment to control the spread of the COVID-19 virus.

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| Executive Headteacher: Mr D Juric | Name of Person Completing the Risk Assessment: Miss L-A Hall |
| Date of assessment: 11th January 2022 | |
| People covered by this assessment – All staff and students accessing the school site/building | |
| Consultation: The Covid-19 Risk Assessment and associated COVID Policy have been shared with the Local Governing Committee and staff. The Local Governing Committee of the school are to be informed of staff members and parent/carer s concerns. | |
| Communication: The Covid-19 Risk Assessment has been shared with the whole staff team. It is on our website for parents to view. | |
| The school have more than 50+ members and staff and to comply with the current Schools Coronavirus (COVID-19) Operational Guidance to ensure compliance with the Health and Safety Executive (HSE) a copy of this risk assessment has been placed on the school website. | |

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| Persons covered by this assessment – The school community (staff and students), visitors, professionals, and contractors working in/attending the school site to provide support etc. |
| COVID-19 is a virus which has serious effects which debilitates those who have caught it and causes immense distress both physically and mentally. |
| <p>The virus is thought to spread mainly from person-to-person.</p> <ul style="list-style-type: none"> • Between people who are in close contact with one another. • Through respiratory droplets produced when an infected person coughs, sneezes, or talks. • These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. • COVID-19 may be spread by people who are not showing symptoms. |

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| RISK RATING | | Likelihood | | |
|-------------|-------------------------------------------------------------------|--------------------------------------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------------|
| | | Probable Occurs repeatedly, to be expected or could affect large number of people | Possible Could occur sometime or effect a few people | Remote Unlikely to occur or not many people to be affected |
| Impact | Major Major injury, permanent disability, or ill-health | High | High | Medium |
| | Severe Injury requiring medical treatment | High | Medium | Low |
| | Minor First aid treatment | Medium | Low | Low |

The school are following the guidance: [Schools coronavirus \(COVID-19\) operational guidance.](#)

Public Health England advice systems of controls to minimize coronavirus (COVID-19) risks in school environments, the school are adhering to the four key current systems of control.

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

COVID-19 will be a feature of our lives for the foreseeable future, so we need to learn to live with it and manage the risk to ourselves and others-[Coronavirus: how to stay safe and help prevent the spread.](#)

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| Hazards / issue | Risk rating H/M/L | Recommended controls | Yes/No (x ✓ if in place) | Further action to be taken | By whom & when | Risk Rating H/M/L |
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| 1)Transmission within the school community | | | | | | |
| Transmission of COVID-19 | H | <ul style="list-style-type: none"> NHS COVID-19 Vaccination - programme has commenced throughout the UK. Staff have access to the vaccinations through the NHS programme. Pregnant staff are aware that they can get vaccinated against COVID-19 if aged 18 or over. Staff, Parents/Carers are aware of the main symptoms of COVID-19. The school have provided staff, parents and carers with an e-mail address/contact details to report a positive LFD/PCR test in and out of school hours. The e-mail address and contact details are monitored on at least a daily basis. Staff/students who are experiencing coronavirus (COVID-19) symptoms, will not attend the school and are advised to self-isolate | ✓ | <ul style="list-style-type: none"> As a result of the new COVID-19 variant – Omicron, some of the Government guidance has changed temporarily (highlighted in grey). Plan B has been enacted by the Government on 8th December 2021. Remind all staff that the NHS COVID-19 Vaccination programme can be accessed at - Book or manage your coronavirus (COVID-19) vaccination. A booster vaccine programme is in place. The Government recommends all school staff and eligible students take up the offer of a vaccine and booster. Confirmatory PCR testing following a positive result on a lateral flow device (LFD) will be temporarily suspended from Tuesday 11th January 22. This means that for all education and childcare settings, staff and students who have tested and reported a positive LFD result will no longer be advised to get a confirmatory PCR test unless they: <ul style="list-style-type: none"> have symptoms (in which case they need to follow the stay at home guidance, self-isolate and order a PCR test) | Executive Headteacher/ Head of School | M |

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| | | <p>until they undertake a PCR test and receive their results.</p> <ul style="list-style-type: none"> • Staff and Parents/Carers follow the sickness absence procedure in place at the school for COVID related illness. • Staff and students' attendance records maintained each day. • All staff and students adhere to any instructions, advice, guidance, and site rules provided to them. • Staff and students are participating in voluntary Lateral Flow Device testing twice weekly at home. • Weekly updates circulated to Headteachers by J Murray - Head of Education and Skills. • School adhering to updates from the ESFA. | | <ul style="list-style-type: none"> - have been advised to take a PCR test because they are in a clinically vulnerable group - have been advised to do so as part of a research or surveillance programme. <ul style="list-style-type: none"> • All stakeholders to be reminded via the schools' communication links that they must not attend school, if they are displaying symptoms of COVID-19 until they receive their PCR test results. • Where coronavirus symptoms are present staff and parents/carers advised to follow the Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection. • From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. The public health advice for people with symptoms of, or a positive test result for COVID-19 remains the same for everyone. | | |

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| | | | | <ul style="list-style-type: none"> • Staff and parents/carers to be reminded to report the LFD/PCR results to NHS Test and Trace and the school via the dedicated email address • If a PCR test is taken and it is negative, staff/student can return to school. • Where a positive case is identified NHS Test & Trace will contact those who test positive – or their parent or legal guardian to identify close contacts. • NHS Test and Trace are now responsible for contacting close contacts. • Contact tracing is triggered once a positive LFD test is reported. • Contingency framework is in place to ensure safe staffing levels are achievable, agreed established and monitored appropriate to group sizes/ student needs and the activities being undertaken. • Where a parent/carer insists that a student attends the school, the Headteacher can take the decision to refuse the student entry into school if, in the Headteachers reasonable judgement, it is necessary to protect other students and staff from possible infection of COVID-19. | | |

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| | | | | <ul style="list-style-type: none"> Staff are advised to continue to make sensible decisions regarding their proximity to others both in class and when working with colleagues. Where concerns are raised with the number of positive cases within the school community, the school will contact the DfE helpline on 0800 046 8687 and select option 1. | | |
| Staff/students identified as close contacts by NHS Test and Trace | M | <ul style="list-style-type: none"> Staff who are fully vaccinated or students under the age of 18 years old and 6 months 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. However, you are strongly advised to take an LFD test every day for 7 days, and to self-isolate if any of these test results is positive. Staff who are not fully vaccinated will have to isolate if they are identified by NHS Test and Trace as being a close contact. | ✓ | <ul style="list-style-type: none"> Close contacts within schools will be traced by NHS Test and Trace where the positive case specifically identifies the individual as having been a close contact. Staff who are double vaccinated /students 18 years old and 6 months, identified as close contact will not need to self-isolate while they are awaiting their test results. However, they are strongly advised to take an LFD test every day for 7 days, and to self-isolate if any of these test results is positive. If the LFD result is positive, the individual must isolate, and NHS Test and Trace will work with the staff/student to identify their close contacts. The school will continue to keep a record of students and staff known to be symptomatic or to have tested positive, | Executive Headteacher/ Head of School | L |

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| | | <ul style="list-style-type: none"> The school is no longer expected to undertake contact tracing. Close contacts will now be identified via NHS Test and Trace. | | <p>so that they can provide assistance if contacted by NHS Track and Trace.</p> <ul style="list-style-type: none"> Staff will be asked to continue to electronically record their seating plans in classrooms to assist with Track and Trace. | | |

2) Lateral Flow Device (LFD) Asymptomatic Testing Site (ATS) testing in schools and LFD testing at home.

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| ATS Student LFD Testing in Schools | H | <ul style="list-style-type: none"> Rapid LFD testing remains a vital part of the plan to suppress the COVID-19 virus. The school is following the guidance; Schools COVID-19 operational guidance. Asymptomatic Testing Site (ATS) set up in an identified area in the school for the start of the Spring Term 2022 to test students who have given consent. LFD testing programme put in place to test each student who have volunteered to participate. Staff and students will wear face coverings in the ATS testing area. | ✓ | <ul style="list-style-type: none"> Staff and secondary school pupils should continue to test twice weekly at home, with lateral flow device (LFD) test kits, 3-4 days apart. Testing remains voluntary but is strongly encouraged. Ensure that consent has been requested from parents/carers for student participation in the LFD testing in January 2022. School will stagger the return of students across the first week of the Spring term to manage the ATS testing on the school site. Registers to be updated as required for staff/students participating in the LFD testing. Even if someone has tested positive for COVID-19 within the last 90 days, they are strongly encouraged to take part in LFD testing on-site through ATS or at | Executive Headteacher/ Head of School/ School Manager | L |
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| | | <ul style="list-style-type: none"> Consenting students will complete 1 onsite test on their return to school in the Spring Term 2022, before moving to twice weekly LFD tests at home. Trained staff supervise students undertaking an LFD test in the ATS. Identified staff/students are participating in the LFD testing voluntary programme in schools. LFD participation records are maintained to identify and monitor staff and students who have given consent to participate in the school/home testing programme; Rapid asymptomatic testing in specialist settings (applies from step 4) and School COVID-19 operational guidance followed. | | home once they have completed their isolation period for their prior infection. | | |
| | M | <ul style="list-style-type: none"> Students, staff and other adults should follow public health advice on when to | ✓ | <ul style="list-style-type: none"> You may be able to end your self-isolation period before the end of the 10 full days. You can take an LFD test from 6 | Executive Headteacher/ Head of | L |

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| Staff/Student with symptoms or a recent Covid-19 diagnosis | | <p>self-isolate and what to do. They should not come into 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).</p> <ul style="list-style-type: none"> If anyone at school develops COVID-19 symptoms, however mild, they will be sent home and they should follow the public health advice. | | <p>days after the day your symptoms started (or the day your test was taken if you did not have symptoms), and another LFD test on the following day. The second LFD test should be taken at least 24 hours later. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result.</p> <ul style="list-style-type: none"> You must report your LFD test results after taking each test. You should not take an LFD test before the sixth day of your isolation period, and you should only end your self-isolation after you have had 2 consecutive negative LFD tests which should be taken at least 24 hours apart. You should stop testing after you have had 2 consecutive negative test results. | School - As required | |
| Student ATS Positive LFD Test | H | <ul style="list-style-type: none"> The school will report the in-school LFD test results to NHS Test and Trace. Parents/carers contacted when a student has a positive LFD test result and asked to collect their child. | ✓ | <ul style="list-style-type: none"> After a positive LFD, students must follow the stay at home guidance. Parents/carers advised to report the outcome of the LFD/PCR to Test and Trace. If a PCR test is taken and the result is negative the student can return to school. | Executive Headteacher/ Head of School | L |

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| | | <ul style="list-style-type: none"> The student is kept 2m apart from all other students and staff whilst on site, where possible, until they are collected by their parents/carers. | | <ul style="list-style-type: none"> Parents/carers advised to follow Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection Parents/carers reminded to report the results of the LFD/PCR test via the school e-mail address/contact details provided by the school. The e-mail address/contact details are monitored by the school on at least a daily basis. | | |
| Home Asymptomatic Testing | M | <ul style="list-style-type: none"> The school have provided staff, parent/carers with an e-mail address/ contact details to report a positive LFD/PCR test in and out of school hours. The e-mail address and contact details are monitored on at least a daily basis. The school are following; Actions for schools during the coronavirus outbreak. Staff and students are advised to continue twice weekly testing. LFD Home testing risk assessment in place and | ✓ | <ul style="list-style-type: none"> Continue to advise staff, parents and carers to report LFD Test results reported via - Report a COVID-19 rapid lateral flow test result. Staff and students should continue to undertake twice weekly home tests (Monday & Thursday) until further notice. | Executive Headteacher/ Head of School | L |

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| | | <p>shared on the school's website.</p> <ul style="list-style-type: none"> Staff, parents/carers advised to report LFD Test results reported via -Report a COVID-19 rapid lateral flow test result. | | | | |
| Home Positive LFD/PCR test result | H | <ul style="list-style-type: none"> Staff and parents/carers advised to report the outcome of their LFD/PCR tests results to the school via the previously agreed route. Staff, and parent/carers are aware to report the LFD/PCR test results via the NHS Online reporting system for both negative, void, and positive test results. | ✓ | <ul style="list-style-type: none"> Staff and students 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. Parents/carers reminded to report the results of the LFD/PCR test via the school e-mail address/contact details provided by the school. The e-mail address/contact details are monitored by the school on at least a daily basis. Staff, and parent/carers are to be reminded to report the test result via the NHS Online Test and Trace reporting system for both negative, void, and positive test results. If a PCR test is taken and results are negative staff/student can return to school. Where a positive case is identified NHS Test & Trace will contact those who test | Executive Headteacher/ Head of School | L |

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| | | | | positive – or their parent or legal guardian to identify close contacts. | | |
| COVID-19 Outbreak | H | <ul style="list-style-type: none"> If the school identifies that it has had several positive (PCR) cases within a 14-day period, but has not been contacted by Track and Trace, the school will contact the dedicated DfE advice service on 0800 046 8687, who will escalate it to the local health protection team if necessary and may advise the school to implement its outbreak management plan and Contingency framework: education and childcare settings DCC Public Health Team are monitoring all positive cases reported in the County. Where an increase in cases occurs, DCC H&S Team may be contacted to offer support to identified schools. | ✓ | <ul style="list-style-type: none"> DCC Public Health Team have provided a template COVID-19 Outbreak management plan that is to be completed by the Executive Headteacher/Head of School. The school may be contacted, by the local health protection teams in response to a local outbreak. Where an outbreak is identified it may be necessary to reintroduce temporary measures e.g., face coverings for staff and students when in classrooms. Where an outbreak is identified it may be necessary to reintroduce class bubbles and restrict movement around the building. Where concerns are raised with the number of positive cases within the school community contact the DfE helpline on 0800 046 8687 and select option 1. | Executive Headteacher/ Head of School | L |
| 3) Day to day infection control. | | | | | | |

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| Infection Control within the school | H | <ul style="list-style-type: none"> • Staff and students who experience COVID-19 symptoms or have a positive LFD test whilst at school are sent home as soon as possible and advised to follow the stay at home guidance. • Parents/carers are contacted to collect students from the school site. • Students/staff showing symptoms are kept 2m apart from all other students and staff whilst on site, where possible. • If a student needs direct personal care until they can return home, staff must wear gloves, an apron, and a face mask. Eye protection should also be worn if deemed risk from coughing/spitting/vomiting. • Close contacts are strongly advised to take a LFD test every day for 7 days and continue to attend their | ✓ | <ul style="list-style-type: none"> • Staff to be advised to continue to make sensible decisions regarding their proximity to others both in class and when working with colleagues. • In this instance, staff and students should avoid using public transport and, wherever possible, be collected by a member of their family or household. • Staff members wellbeing assessed as to whether they are fit enough to make their own way home. Where need identified, next of kin to be contacted. • Close contacts are now identified via NHS Test and Trace, schools are no longer required to undertake contact tracing. | Executive Headteacher/ Head of School | M |

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| | | <p>setting as normal, unless they have a positive test result or develop symptoms.</p> <ul style="list-style-type: none"> • Infection Control Risk assessment in place to manage other biological hazards within the school community. • Spillage policy in place. | | | | |
| Social Distancing within the school building | H | <ul style="list-style-type: none"> • All occupied areas within the school should be ventilated throughout the school day. • Good hand and respiratory hygiene encouraged and demonstrated when moving about the building. • Students are supervised by staff when moving about the building. | ✓ | <ul style="list-style-type: none"> • Although social distancing is no longer a legal requirement for staff and students, Headteachers still have a legal duty to ensure the health and safety of their staff and students. • Measures previously put in place to ease congestion when staff and students are entering/exiting and moving about the building will still continue. • Staff are to be advised to continue to make sensible decisions regarding their proximity to others both in class and with colleagues. | Executive Headteacher/ Head of School | L |
| Mixing and 'bubbles | M | <ul style="list-style-type: none"> • The DfE no longer recommend that it is necessary to keep children in consistent groups. | ✓ | <ul style="list-style-type: none"> • As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and schools no longer need to make alternative arrangements to avoid mixing at lunch. | Executive Headteacher/ Head of School | L |

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| | | | | <ul style="list-style-type: none"> Our contingency plans cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups. | | |
| Lessons | M | <ul style="list-style-type: none"> All practical lessons will resume. Sharing of resources / equipment will be avoided, where possible. Where not possible, resources / equipment will be cleaned between use. | ✓ | <ul style="list-style-type: none"> All classrooms, changing rooms, gyms and labs to be well ventilated. Students encouraged to clean keyboards and equipment after use by teacher. | Executive Headteacher/ Head of School | L |
| Sharing of resources | M | <ul style="list-style-type: none"> In lessons where students need to share resources, they should be cleaned between use. | ✓ | <ul style="list-style-type: none"> The sharing of resources/equipment should be avoided if possible. Teachers are able to collect in books to be marked. Please ensure that you practice good hand hygiene when handling student books. | All staff | L |
| 4) Maintaining Hand and Respiratory Hygiene. | | | | | | |
| Hand Hygiene | H | <ul style="list-style-type: none"> Handwashing/application of hand sanitiser embedded in the daily routines of the school. Supplies of hand sanitiser (60-70% alcohol) available at entrance points, in classrooms and where there | ✓ | <ul style="list-style-type: none"> Handwashing guidance and video to be shared on the school website, so that students can see how to wash their hands/apply sanitiser. All classrooms will continue to have access to hand sanitiser and tissues. | Executive Headteacher/ Head of School | M |

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| | | <p>are no handwashing facilities around the school site.</p> <ul style="list-style-type: none"> • Supplies regularly monitored & maintained. • Support is provided to students who are unable to clean their hands independently, especially where hand sanitiser is used, to prevent hazards such as ingestion • Staff and students wash their hands or apply hand sanitiser (60-70% alcohol); <ul style="list-style-type: none"> ○ When they arrive at the school, ○ When they return from break periods, ○ When they change rooms, ○ Before and after eating. • Hand, cleaning stations remain within communal and classroom environments. | | | | |

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| | | <ul style="list-style-type: none"> Sufficient handwashing facilities are available around the school. Soap, hand towels and hand dryers readily available. Handwashing, and hand sanitiser posters located in staff and student toilet areas and around the school site. | | | | |
| Face Coverings | H | <ul style="list-style-type: none"> Where students in year 7 (children who were aged 11 on 31 August 2021) and above are educated, the Government recommends that face coverings should be worn by students (unless exempt) when moving around the premises, outside of classrooms, such as in corridors, in classrooms and communal areas. This is a temporary measure. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE | ✓ | <ul style="list-style-type: none"> Face covering guidance followed. 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. They may protect the wearer against droplet spread in specific circumstances but are unlikely to be effective in preventing the escape of smaller respiratory particles when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately. Students will be reminded that they are expected and recommended by the Government to wear face coverings in communal areas, when walking around | Executive Headteacher/ Head of School | M |

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| Hazards / issue | Risk rating H/M/L | Recommended controls | Yes/No (x ✓ if in place) | Further action to be taken | By whom & when | Risk Rating H/M/L |
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| | | <p>lessons. Face coverings do not need to be worn when outdoors.</p> <ul style="list-style-type: none"> • Students must also wear a face covering when travelling on public transport and should wear it on dedicated transport to and from school. • Staff should wear face coverings when moving around the school and in communal areas. Staff have the option to wear face coverings in class if they feel it is appropriate. • Staff and students should wash or sanitise their hands when they remove their face covering. • Access to handwashing facilities and hand sanitiser readily available around the school site. • Face covering guidance followed. | | <p>the school site, in classrooms and when travelling on public or dedicated transport (unless exempt).</p> <ul style="list-style-type: none"> • When wearing a face covering, staff, visitors and students should: <ul style="list-style-type: none"> ○ wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, ○ avoid touching the part of the face covering in contact with the mouth and nose, as it could be contaminated with the virus, ○ change the face covering if it becomes damp or if they've touched the part of the face covering in contact with the mouth and nose, ○ avoid taking it off and putting it back on a lot in quick succession to minimise potential contamination • When removing a face covering, staff, visitors and students should: <ul style="list-style-type: none"> ○ wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing, | | |

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| Hazards / issue | Risk rating H/M/L | Recommended controls | Yes/No (x ✓ if in place) | Further action to be taken | By whom & when | Risk Rating H/M/L |
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| | | | | <ul style="list-style-type: none"> ○ only handle the straps, ties or clips, ○ not give it to someone else to use, ○ if single use, dispose of it carefully in a waste bin and do not recycle, ○ once removed, store reusable face coverings in a plastic bag until there is an opportunity to wash them, ○ if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric, ○ wash their hands thoroughly. | | |
| Use of Personal Protective Equipment when supporting pupils | H | <ul style="list-style-type: none"> • First aid risk assessment in place. • First aid /medication activities carried out in a well-ventilated area at all times. • Supply of PPE readily available; gloves/aprons/face coverings. • EHCP's in place for identified students. | ✓ | <ul style="list-style-type: none"> • Staff are asked to wear face coverings when providing first aid/medication/ personal care support (unless exempt). • The guidance on the use of PPE in education, childcare and children's social care settings provides more information on the use of PPE for COVID-19. | Executive Headteacher/ Head of School | M |

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| Hazards / issue | Risk rating H/M/L | Recommended controls | Yes/No (x ✓ if in place) | Further action to be taken | By whom & when | Risk Rating H/M/L |
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| | | <ul style="list-style-type: none"> • Staff performing Aerosol Generating Procedures, (AGPs) in the school follow Public Health England's personal protective equipment (PPE) guidance on AGP's and wear the correct PPE which is: <ul style="list-style-type: none"> ○ a FFP2/3 respirator ○ gloves ○ a long-sleeved fluid repellent gown ○ eye protection • Staff have received face fit testing for the respirator required when undertaking AGPs. Face fit testing received through the local Clinical Commissioning Group or lead nursing team. | | | | |
| 5) Ventilation around the school site and on public/dedicated transport | | | | | | |
| Poor Ventilation | H | <ul style="list-style-type: none"> • Windows/doors around the school building are opened during the school day. • Ventilation is achieved by opening windows, classroom doors and vents. | ✓ | <ul style="list-style-type: none"> • Continue to remind staff about ventilation in school and balancing the needs for increased ventilation while maintaining a comfortable temperature. • During the Spring Term windows are opened just enough to provide constant background ventilation. | Executive Headteacher/ Head of School | L |

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| Hazards / issue | Risk rating H/M/L | Recommended controls | Yes/No (x ✓ if in place) | Further action to be taken | By whom & when | Risk Rating H/M/L |
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| | | <ul style="list-style-type: none"> • Unoccupied spaces such as dining halls and sports halls windows and doors are open all day to allow a throughput of air around the building. • Classrooms, offices, kitchens, and corridor areas etc. are well ventilated prior to the start of the school day. • Internal doors opened to assist with creating a throughput of air. • Where need identified external doors opened where safe to do so. • Mechanical ventilation systems used where available – they are adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance systems adjusted to full fresh air. • Where fresh air is not available, then systems should be operated as normal (as long as they are | | <ul style="list-style-type: none"> • Where available high-level windows opened in preference to low level windows to reduce draughts. • Windows are opened fully during break and lunchtime periods to purge the air in classroom areas. • Heating to be extended for increase warmth. • The school have identified rooms that don't have natural ventilation/vents or mechanical ventilation and will review whether alternative workspaces can be utilised or air purifiers have been purchased. • Where a room is in use and there are no means of ventilation ensure that the door is open at all times. • Where concerns are raised regarding lack of ventilation consideration given to purchasing/hiring air purifying units. • Where need identified staff and students advised to wear additional clothing during the Spring term. • Windows on the school buses should be open when in use. | | |

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| | | <p>within a single room and supplemented by an outdoor air supply).</p> <ul style="list-style-type: none"> Mechanical ventilation tested and inspected as per manufacturer's instructions. The HSE guidance and CIBSE COVID-19 guidance for ventilation followed. | | | | |
| 6) Cleaning carried out on the school site | | | | | | |
| Use and storage of cleaning products | M | <ul style="list-style-type: none"> Hand cleaning stations located around the school site. Staff read the labels of chemicals/substances used to clean surfaces prior to use. Full stock check completed in December 21 regarding available resources / stock currently held. COSHH and MSDS sheet held for the chemical used and shared with staff carrying out cleaning activities. Stocks replenished where need identified. | ✓ | | Executive Headteacher/ Head of School | L |

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| COVID-19 Risk Assessment | 07 | January 2022 | February 2022 | 22/33 |

| Hazards / issue | Risk rating H/M/L | Recommended controls | Yes/No (x ✓ if in place) | Further action to be taken | By whom & when | Risk Rating H/M/L |
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| | | <ul style="list-style-type: none"> • Cleaning products stored away from students in the classroom environment. • Cleaning products stored in designated secure areas around the school site. • All cleaning products clearly labelled and used as directed. • Appropriate PPE worn. | | | | |
| Cleaning schedule on the school site | H | <ul style="list-style-type: none"> • COVID-19: cleaning non-healthcare settings outside the home. guidance followed. • Enhanced cleaning schedules put in place at the beginning of the pandemic throughout the school day will continue. • Hand, cleaning, and respiratory stations remain within communal and classroom environments. • Cleaning staff allocated specific areas to clean within the school environment. • Staff will continue to clean their computers frequently | ✓ | <ul style="list-style-type: none"> • Where need identified the cleaning, schedule is reviewed, and additional cleaning carried out. • Additional day cleaners employed to clean high traffic areas and frequently touched surfaces. | Executive Headteacher/ Head of School | L |

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| Hazards / issue | Risk rating H/M/L | Recommended controls | Yes/No (x ✓ if in place) | Further action to be taken | By whom & when | Risk Rating H/M/L |
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| | | <p>through the day in classrooms.</p> <ul style="list-style-type: none"> • Students to clean down ICT keyboard and work surfaces prior to moving to another classroom. • Where staff 'hot desk', work surfaces and equipment cleaned after use. • Desks, tables, surfaces clear at the end of each day to allow for cleaning of surfaces. • A regular cleaning schedule is maintained, with a particular focus on frequently touched surfaces: <ul style="list-style-type: none"> ○ Work surfaces ○ Toilets ○ Door Handles / Access Buttons ○ Handrails ○ Light switches ○ Kitchen areas and associated equipment ○ Water dispensers/ coolers | | | | |

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| Hazards / issue | Risk rating H/M/L | Recommended controls | Yes/No (x ✓ if in place) | Further action to be taken | By whom & when | Risk Rating H/M/L |
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| | | <ul style="list-style-type: none"> ○ Printers/ Photocopiers ○ Shared resources ○ Meeting rooms clearly identified if they require cleaning after use. ○ Office areas ○ Reprographic areas ○ Dining tables thoroughly cleaned with detergent and disinfectant prior to each sitting. ● Appropriately competent cleaning staff employed at the school to undertake cleaning tasks. ● Communal equipment including fridges and kettles etc. wiped down following use. ● Cleaning staff will only be required to wear the PPE that they would normally use when undertaking cleaning activities. ● Spillage policy in place. | | | | |

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| Hazards / issue | Risk rating H/M/L | Recommended controls | Yes/No (x ✓ if in place) | Further action to be taken | By whom & when | Risk Rating H/M/L |
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| | | <ul style="list-style-type: none"> PE equipment to be wiped down between uses. PE staff to organise this. | | | | |
| Waste from the school site | M | <ul style="list-style-type: none"> External bins in place. Contractor SLA in place to remove waste materials from the school site. Waste removed from the school building at the end of each day and placed in the designated bin store. | ✓ | <ul style="list-style-type: none"> Cleaners to wear appropriate gloves when removing bin liners and ensure that they secure the top of the bag. | | L |
| 7) Student/Staff Anxiety | | | | | | |
| Staff Anxiety | M | <ul style="list-style-type: none"> SLT ensure that staff members who have to self-isolate are contacted each week or more frequently where need identified. Staff workload monitored by the SLT. | ✓ | <ul style="list-style-type: none"> SLT to ensure that information is shared with staff in a timely manner. Staff to raise concerns with the SLT as and when they arise. The school will utilise sources of support to help those experiencing emotions such as extra mental health support for pupils and teachers. Staff to be advised to continue to make sensible decisions regarding their proximity to others both in class and when working with colleagues. | Executive Headteacher/ Head of School | L |
| Student Anxiety | M | <ul style="list-style-type: none"> Safeguarding Policy in place and reviewed in line with COVID-19. | ✓ | <ul style="list-style-type: none"> Staff to raise concerns with their Designated Safeguarding Lead in the first instance. | Executive Headteacher/ | L |

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| Hazards / issue | Risk rating H/M/L | Recommended controls | Yes/No (x ✓ if in place) | Further action to be taken | By whom & when | Risk Rating H/M/L |
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| | | <ul style="list-style-type: none"> Mental Wellbeing continues to be part of the curriculum for the Spring 2022 Term. The school are working with agencies who regularly support their students with social and emotional support. Student support readily available to students. | | | Head of School | |
| 8) Staff and students previously identified as Clinically Extremely Vulnerable (CEV) or Clinically Vulnerable (CV) in the school community. | | | | | | |
| Staff | M | <ul style="list-style-type: none"> Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. The government has ensured that everyone on the Shielded Patient List (CEV/CV) should already have been offered the COVID-19 and booster vaccine. | ✓ | <ul style="list-style-type: none"> If staff who were previously identified as CEV or CV have not yet received their vaccination or booster, they can contact their GP, book your vaccination appointment online or call 119 Review the Medical Ill Health risk assessment during the Autumn Term. Where need identified refer staff to occupational health. Staff to be advised to continue to make sensible decisions regarding their proximity to others both in class and when working with colleagues. | Executive Headteacher/ Head of School | L |

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| Hazards / issue | Risk rating H/M/L | Recommended controls | Yes/No (x ✓ if in place) | Further action to be taken | By whom & when | Risk Rating H/M/L |
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| | | <ul style="list-style-type: none"> Medical Ill Health risk assessment completed where necessary. | | | | |
| Students | M | <ul style="list-style-type: none"> Individual healthcare plans are in place for identified students. All CEV students are attending the school unless they have been advised not to by their GP or clinical specialist, or because they have tested positive for COVID-19 Professionals supporting students who attend the school site are made aware of the schools' current systems of control prior to attending the school site. | ✓ | <ul style="list-style-type: none"> Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population. 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. | Executive Headteacher/ Head of School | L |
| 9) New and Expectant mums in the school community | | | | | | |
| New and Expectant Mums | M | <ul style="list-style-type: none"> New and Expectant Mum risk assessment in place. The school and New and Expectant Mum are following the guidance NHS Pregnancy and coronavirus (COVID-19) and guidance from The Royal College of | ✓ | <ul style="list-style-type: none"> Where New and Expectant Mum risk assessments have previously been completed, they are to be reviewed during the Spring Term. Staff to be advised to continue to make sensible decisions regarding their proximity to others both in class and when working with colleagues. | Executive Headteacher/ Head of School | L |

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| | | <p>Obstetricians & Gynaecologists</p> <ul style="list-style-type: none"> • Hand cleaning stations located within the classroom environment. • Working area well ventilated throughout the school day. • New and Expectant mums have been advised to participate in the twice weekly home LFD testing programme. • New and Expectant mums are aware of the symptoms of COVID-19. • New and Expectant mums are supported by their midwife. • New and expectant mum are given time during work hours to attend all medical appointments as required. | | <ul style="list-style-type: none"> • New and Expectant Mum to raise concerns with her immediate manager in the first instance. • The new and Expectant Mum is to be advised to follow the guidance-How to avoid catching and spreading coronavirus (COVID-19); Get vaccinated – everyone aged 18 or over can book COVID-19 vaccination appointments now. • Meet people outside if possible. • Limit the number of people you meet and avoid crowded places. • Wear a face covering when it's hard to stay away from other people – particularly indoors or in crowded places • Wash your hands with soap and water or use hand sanitiser regularly throughout the day. • Don't touch your eyes, nose, or mouth if your hands are not clean. | | |
| 10) Domestic and International Educational Visits | | | | | | |
| EVOLVE | M | <ul style="list-style-type: none"> • Visits uploaded to EVOLVE in a timely manner. • Educational visits planning guidance followed. | ✓ | <ul style="list-style-type: none"> • All educational visits must be agreed with the EVC before they are booked. • When considering booking a new educational visit, whether domestic or international, you are advised to ensure | EVC Coordinator | L |

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| | | | | <p>that any new bookings have adequate financial protection in place.</p> <ul style="list-style-type: none"> Coronavirus (COVID-19):safer travel guidance for passengers to be reviewed prior to new bookings being made. | | |
| 11) Professionals/Visitors and Contractors on site. | | | | | | |
| Visitors/Contractors and External Support Staff on the school site. | M | <ul style="list-style-type: none"> All visitors sign in when they attend the school site. Hand sanitiser station in place at the main entrance. Clear signage in place at the main entrance in relation to use of hand sanitiser and face coverings. Hand sanitiser (60-70% alcohol applied before entering the school building. Face covering guidance followed. Main reception area spot cleaned throughout the day. | ✓ | <ul style="list-style-type: none"> Professionals/Visitors and Contractors to be advised in advance of the schools wishes regarding wearing face coverings on the school site. Face coverings worn in enclosed and crowded spaces when staff come into contact with people they don't normally meet. A supply of face coverings will be readily available at the main entrance for visitors to the site. All external visitors must be authorised by the School Manager in advance. Visitors to the site are advised to undertake a LFD before coming into school and must wear a face covering whilst on site. | Executive Headteacher/ Head of School | L |
| Catering Contractors | M | <ul style="list-style-type: none"> Contingency plans have been put in place in case we have a reduced number of students/catering staff in place. | ✓ | The school's catering contractors are to continue to follow the Working Safely During Coronavirus (COVID-19) . | Catering Contractor | L |

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| Hazards / issue | Risk rating H/M/L | Recommended controls | Yes/No (x ✓ if in place) | Further action to be taken | By whom & when | Risk Rating H/M/L |
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| | | <ul style="list-style-type: none"> Catering RA in place for safe working practices in the kitchen. | | | | |
| 12) Communication | | | | | | |
| Communication | L | <ul style="list-style-type: none"> SLT to monitor government updates and plans reviewed and changed in light of any updated guidance. All public health advice will be implemented fully. Information will be shared with staff, parents/carers and put on the school website and online social media platforms when appropriate. | ✓ | <ul style="list-style-type: none"> Families and staff to be informed of updated information in a timely manner to avoid confusion and anxiety. Letters have been sent to parents, students and email to staff regarding the opening procedures for January 22. Plan content and timing of communications to parents and students. School Business Manager to share staff risk assessment with staff by email. Risk Assessment published on website. | Executive Headteacher/ Head of School | L |

All relevant guidance contained in this document is subject to updates as required.

| Guidance |
|--------------------------------------------------------------------------------------------------------------------|
| Schools COVID-19 Operational Guidance. |
| Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection. |
| Symptoms of coronavirus (COVID-19) |
| Regular rapid lateral flow coronavirus (COVID-19) tests. |

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| Report a COVID-19 rapid lateral flow test result. |
| Book or manage your coronavirus (COVID-19) vaccination. |
| Coronavirus: how to stay safe and help prevent the spread. |
| Use of PPE in education, childcare, and children’s social care. |
| Guidance |
| COVID-19: cleaning non-healthcare settings outside the home. |
| Contingency framework: education and childcare settings. |
| Face coverings: when to wear one, exemptions, and how to make your own. |
| Travel to England from another country during coronavirus |
| Coronavirus (COVID-19): safer travel guidance for passengers |
| Catch it, bin it, kill it. |
| E Bug COVID-19 website. |
| COVID-19: cleaning non-healthcare settings outside the home. |
| HSE Guidance |
| HSE Ventilation guidance |
| CIBSE COVID-19 |
| Kitchen Contractors |

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[Working Safely During Coronavirus \(COVID-19\).](#)

New and Expectant Mums

[NHS Pregnancy and coronavirus \(COVID-19\)](#)

Guidance

[How to avoid catching and spreading coronavirus](#)

[Pregnancy, breastfeeding, fertility, and coronavirus \(COVID-19\) vaccination](#)

[The Royal College of Obstetricians & Gynaecologists](#)

Mental Well-being

[Promoting and supporting mental health and wellbeing in schools and colleges](#)

[extra mental health support for pupils and teachers.](#)

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