

# COVID-19: Operational risk assessment

Please note: this risk assessment should be undertaken in conjunction with the operational guidance for schools issued by the DfE on 29/11/21:

[Schools COVID 19 Operational Guidance](#)

<b>Control Measures</b>	
The previous system of controls is replaced by the following control measures:	
<ol style="list-style-type: none"> <li>1. Ensure good hygiene for everyone</li> <li>2. Maintain appropriate cleaning regimes</li> <li>3. Keep occupied spaces well ventilated</li> <li>4. Follow Public Health advice on testing, self-isolation and managing confirmed cases of Covid 19</li> </ol>	

<b>Assessment conducted by:</b>	William Pratt	<b>Job title:</b>	Principal	<b>Covered by this assessment</b>	Staff, pupils, contractors, visitors, volunteers
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<b>Date of assessment:</b>	29.11.21	<b>Review interval:</b>	Half termly	<b>Date of next review:</b>	January 2022
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Related documents	
<b>Trust documents:</b> Contingency Risk Assessment	<b>Government guidance:</b> <a href="#">Actions for early years and childcare providers</a> <a href="#">Use of PPE in education and childcare settings</a> <a href="#">PHE cleaning of non-healthcare settings</a> <a href="#">HSE guidance on air conditioning and ventilation</a> <a href="#">DfE contingency Framework</a>

## Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major:</b> Causes major physical injury, harm or ill-health.	H	H	H
	<b>Severe:</b> Causes physical injury or illness requiring first aid.	H	M	L
	<b>Minor:</b> Causes physical or emotional discomfort.	M	L	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>1. Ensure good hygiene for everyone</b>					
<b>1.1 Hand hygiene</b>					
Inadequate access to hand washing means that pupils and staff do not maintain good hand hygiene	H	<ul style="list-style-type: none"> <li>Monitoring arrangements are in place to ensure that supplies of soap are maintained throughout the day in all designated hand washing areas.</li> <li>Additional external wash basins have been provided at key points around the school.</li> </ul>	Y	<ul style="list-style-type: none"> <li>External sanitisation stations remain in place at entry points to the academy and outside the dining hall.</li> <li>Students line up outside and must use the sanitisation station before entering the dining hall. In wet weather situations all students use hand sanitiser</li> </ul>	M

<p><b>Pupils forget to wash their hands regularly and frequently</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently, particularly before and after eating, after using the toilet and after sneezing or coughing into hands.</li> <li>• Posters and electronic messaging boards reinforce the need to maintain good hand hygiene.</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Staff members have high presence on morning duty by the sanitisation stations to ensure all students wash hands on entry.</li> <li>• Student self regulation in this area is high.</li> <li>• Electronic screens updated with face covering notices and these are prioritised.</li> <li>• Communication sent to parents/ carers to support this changes in guidelines. Letter sent 02/12/21.</li> </ul>	<p>M</p>
<p><b>Virus spreads through aerosol transmission in enclosed spaces</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Posters and electronic messaging boards reinforce the need to maintain good respiratory hygiene, including the 'Catch It, Bin It, Kill It' message</li> <li>• Posters will be displayed in communal areas and in areas that are difficult to ventilate, asking staff, students and visitors to wear a face covering</li> <li>• Face coverings should be worn in communal areas in all settings for staff, visitors and pupils or students in year 7 and above, unless they are exempt.</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Staff to utilise the posters, briefing slides to model best practices and where/ when students should be wearing face coverings.</li> <li>• Letter sent to all parents and carers advising on change of guidance for face coverings.</li> </ul>	<p>M</p>

		<ul style="list-style-type: none"> <li>Pupils or students (in year 7 or above) should continue to wear face coverings on public and dedicated school transport, unless they are exempt.</li> </ul>		<p>Letter sent 02/12/21.</p> <ul style="list-style-type: none"> <li>Text message sent to parents 29/11/21</li> <li>Updates on website and social media</li> </ul>	
<b>Appropriate PPE is not available or worn</b>	H	<ul style="list-style-type: none"> <li>PPE levels are assessed on site regularly to ensure adequate stocks are available.</li> <li>PPE should be worn when staffing the ATS, when supporting a symptomatic individual or when cleaning an area used by a symptomatic individual</li> </ul>	Y	<ul style="list-style-type: none"> <li>Regular stock check and ensure that orders are made prior to deadlines.</li> <li>Provide reminders of expectations of systems of control.</li> </ul>	M
<b>2. Maintain appropriate cleaning regimes</b>					
<b>2.1 Cleaning</b>					
<b>Cleaning capacity is reduced so that appropriate cleaning standards cannot be maintained</b>	H	<ul style="list-style-type: none"> <li>Dining areas, toilets and high frequency areas are prioritised for cleaning more regularly throughout the day</li> <li>Cleaning logs completed in key areas e.g. toilets, dining and high frequency areas</li> </ul>	Y	<ul style="list-style-type: none"> <li>Increased cleaning of these priority areas by ISS.</li> </ul>	M
<b>3. Keep occupied spaces well ventilated</b>					
<b>3.1 Maximise ventilation</b>					

<p><b>Aerosol transmission is increased due to lack of ventilation in enclosed spaces</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Spaces with poor ventilation have been identified and where ventilation cannot be improved, their occupation will be limited</li> <li>• Doors (not fire doors) and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors)</li> <li>• Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• CO2 monitors are placed in the rooms with restricted ventilation. If readings are low, application to be made to DfE for ventilation purifier systems.</li> <li>• Provide temporary alteration to the uniform policy to allow students to wear plain black jumpers to ensure classrooms can remain ventilated.</li> </ul>	<p>M</p>
<p><b>4. Follow Public Health advice on testing, self-isolation and managing confirmed cases of COVID-19</b></p>					
<p><b>4.1 Communication</b></p>					

<p><b>Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school.</li> <li>• This guidance has been explained to staff and pupils as part of the induction process.</li> <li>• Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> <li>• Communication sent to all parents on using the NHS Covid-19 app</li> <li>• The school can refuse a pupil if a parent insists on sending them to school with COVID-19 symptoms</li> <li>• Staff and children upto the age of 18 (including upto 4 months after their 18th birthday to allow them to be vaccinated) will no longer need to isolate as a result of being a close contact, unless this is a suspected or confirmed case of the Omicron strain</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Send out letter regarding expectations of those who receive notification at home Omicron close contact.</li> <li>• Add information in tutor time to ensure students are aware.</li> <li>• Add information in briefing to ensure staff have good understanding.</li> </ul>	<p>M</p>
<p><b>4.2 Isolating symptomatic children and staff</b></p>					
<p><b>Symptomatic staff and children cannot be isolated in school whilst awaiting transport home to maintain infection control</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Social distancing provisions are in place for isolation rooms.</li> <li>• Additional rooms are designated for pupils or staff with suspected COVID-19 whilst collection is arranged.</li> <li>• Procedures are in place for isolation rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> <li>• Doors and windows will be opened to encourage natural ventilation of rooms and spaces (with the exception of fire doors)</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Send out letter regarding expectations of those who receive notification at home Omicron close contact.</li> <li>• Add information in tutor time to ensure students are aware.</li> </ul>	<p>M</p>

		<ul style="list-style-type: none"> <li>Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow.</li> <li>Staff and students will be advised to avoid public transport as a means of getting home</li> <li>They will be advised to book a confirmatory PCR test</li> <li>Those in close contact with suspected or confirmed Omicron case will be required to isolate for 10 days</li> </ul>		<ul style="list-style-type: none"> <li>Add information in briefing to ensure staff have good understanding.</li> </ul>	
<b>4.4 Testing and managing symptoms</b>					
<b>Social mixing during holidays increases the transmission rate on the return to school in January</b>	H	<ul style="list-style-type: none"> <li>1 onsite lateral flow test will be offered to all secondary age children on return to school in January in school, with a further to be undertaken at home</li> <li>Students will be allowed to return to face to face lessons after their first negative onsite test (or immediately if not consented)</li> </ul>	Y	<ul style="list-style-type: none"> <li>Letter to be sent w/c 06/12/21 with details of January testing to all parents.</li> <li>Drafted plan for all students to test on the same day to encourage high uptake.</li> <li>Students and staff advised to maintain twice weekly LFD testing</li> </ul>	M
<b>Regular weekly testing is not used effectively to help manage staffing levels and support staff wellbeing</b>	H	<ul style="list-style-type: none"> <li>Twice weekly home LFD testing available for staff and students to end of September 2021</li> <li>Testing and tracing in place nationally</li> <li>Guidance on getting PCR tested if symptomatic has been published.</li> <li>The guidance has been explained to staff as part of the induction process.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Include the promotion of twice a week testing in all parental communications.</li> <li>Ensure students are reminded of where they can access LFD tests to take home.</li> </ul>	M

		<ul style="list-style-type: none"> <li>• Home PCR Test Kits issued to staff/students</li> <li>• A small onsite ATS will be maintained until the end of September 2021 to support any staff or students who are unable to test at home</li> </ul>		<ul style="list-style-type: none"> <li>• Good historical uptake of testing and vaccination by the student body.</li> </ul>	
<b>5. Well Being and Support</b>					
<b>5.1 Mental health concerns – pupils</b>					
<p><b>Pupils’ mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</b></p>	H	<ul style="list-style-type: none"> <li>• There are sufficient numbers of trained staff available to support pupils with mental health issues.</li> <li>• There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.</li> <li>• Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings).</li> <li>• Resources/websites to support the mental health of pupils are provided.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Continue to train staff in mental health courses, including mental health first aid.</li> <li>• Continue to provide the support of the school coach (therapist) as a weekly intervention for students.</li> <li>• Remind parents and carers of locality services prior to holiday periods.</li> </ul>	M
<p><b>Additional safeguarding concerns are identified on children’s return to school</b></p>	H	<ul style="list-style-type: none"> <li>• All staff will receive safeguarding training as part of the INSET on the first day of term</li> </ul>		<ul style="list-style-type: none"> <li>• All staff completed level 2 safeguarding and KCSinE part 1 via online Flick training</li> </ul>	L
<b>5.2 Mental health concerns – staff</b>					



<p><b>The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Staff are encouraged to focus on their wellbeing.</li> <li>• Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.</li> <li>• Staff briefings and training have included content on wellbeing.</li> <li>• Staff briefings/training on wellbeing are provided.</li> <li>• Staff have been signposted to useful websites and resources.</li> <li>• Staff are encouraged to use the staff EAP</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Promote the EAP for staff support, in line management meetings and appropriate return to work meetings.</li> <li>• Maintain wellbeing slide on every staff briefing.</li> </ul>	<p>M</p>
<p><b>6. Education Recovery</b></p>					
<p><b>6.1 Attendance concerns</b></p>					
<p><b>Children do not attend school consistently as habits and social norms have changed</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>• The need and value of attendance at school will be regularly reinforced with children and families</li> <li>• PR campaigns regarding attendance will be launched</li> <li>• Attendance staffing requirements will be kept under review to ensure that all absence is chased effectively</li> <li>• Regular safeguarding phone calls to those children not attending</li> <li>• Attendance fines will be reintroduced</li> <li>• EHE is discouraged where requested by parents/carers</li> <li>• Any concerns about EHE and child safety are reported to DSL and safeguarding policy followed</li> <li>• X code will be used in registers where students are self isolating due to COVID symptoms</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Attendance still high profile in staff briefing.</li> <li>• Attendance still a session in tutor time.</li> <li>• Review X codes.</li> <li>• Positives of student attendance promoted in the academy.</li> </ul>	<p>L</p>

<p><b>Children do not attend at the start of term due to isolating requirements after returning from abroad</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>• Children and parents will be reminded of the need to follow government guidance on quarantine and isolation following foreign travel</li> <li>• Blended learning will be offered where possible in these circumstances</li> <li>• Y code will be used in registers if absence is the result of travel disruption and quarantine requirements</li> <li>• Where absence is the result of choosing to stay abroad or trying to avoid quarantine - unauthorised absence will be recorded in the register</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Communication directly to parents and via email.</li> <li>• All students to be tested in school on return, promotion of LFD testing.</li> <li>• Good attendance high profile in Tutor time and staff briefing</li> <li>• Blended learning for students not attending or partial closures.</li> </ul>	<p>L</p>
<p><b>6.2 Closing the Gap</b></p>					
<p><b>Pupils have fallen behind in their learning during school closures and achievement gaps have widened</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• High quality remote and blended learning provision for all children isolating</li> <li>• Technology provided to support remote learning where children cannot attend school</li> <li>• Gaps in learning are assessed and addressed in teachers' short, medium and longer term planning</li> <li>• Praising stars will be used to assess the impact of interventions</li> <li>• Curriculum has been re-ordered to focus on learning priorities for the phase of education if it cannot all be caught up</li> <li>• Plans for intervention are in place for those pupils who have fallen behind in their learning</li> <li>• Additional catch up and recovery funding will be focused to ensure it targets children</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Ensure that all students are invited to Google Classrooms.</li> <li>• Identify those who are most likely to have had challenges with remote learning (SEND and Disadvantaged). For additional support within the academy.</li> <li>• NTP organised for science KS4 and maths KS3.</li> </ul>	<p>M</p>

		who have missed learning, this may include NTP, 1:1, summer schools etc			
<b>7. Operational issues</b>					
<b>7.1 Reduced staffing</b>					
<b>Staff are required to isolate following holidays abroad, making them unavailable for the start of the new term</b>	M	<ul style="list-style-type: none"> <li>All staff have been advised to follow government advice on the booking of holidays</li> <li>All staff have been advised of the need to be available for work and to plan any quarantine timings into their holiday plans</li> <li>Staff managing attendance policy and absence policies to be followed</li> </ul>	Y	<ul style="list-style-type: none"> <li>Reminder within staff briefing of quarantine rules.</li> <li>Staff absence monitoring to occur as normal with OGAT HR support.</li> </ul>	L
<b>Transmission rates in staff lead to a reduced workforce</b>	M	<ul style="list-style-type: none"> <li>We shall be mindful not to create scenarios that could lead to increased transmission e.g. good ventilation and spacing when bringing staff together and in office spaces</li> <li>Face coverings should be worn in communal areas in all settings for staff, visitors and pupils or students in year 7 and above, unless they are exempt.</li> <li>Social distancing of 2m should be maintained where possible</li> <li>Meetings should be held online where possible</li> </ul>	Y	<ul style="list-style-type: none"> <li>Staff to utilise the posters to model where students should be wearing face coverings.</li> <li>Letter sent to all parents and carers advising on change of guidance for face coverings. Letter sent 02/12/21.</li> <li>Text message sent to parents 29/11/21</li> <li>Staff Briefings to occur online.</li> </ul>	M
<b>Staff test positive of COVID- 19</b>	M	<ul style="list-style-type: none"> <li>Cover would be put in place to ensure learning continues</li> <li>On rare occasions, staff who are non-symptomatic may wish to still deliver their planned lessons remotely. Supervision</li> </ul>	Y	<ul style="list-style-type: none"> <li>Promote with staff to regularly LFT.</li> <li>Communicate with positive tested staff to identify</li> </ul>	L

		<p>would be provided in school in these lessons.</p> <ul style="list-style-type: none"> <li>Staff Attendance Policy - COVID Addendum will remain in place to end of September 21</li> </ul>		<p>where non symptomatic.</p> <ul style="list-style-type: none"> <li>Ensure rigorous recording of staff absence.</li> </ul>	
<b>7.2 Sustained Improvement Plan Progress</b>					
<b>Limited progress with the school's improvement plan as a result of COVID</b>	M	<ul style="list-style-type: none"> <li>Senior Leadership Team (SLT) will share the school's SIP and agree short, medium and long term actions.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Continue to review as part of SLT meetings.</li> </ul>	L
<b>7.3 Policy review</b>					
<b>Existing policies are no longer fit for purpose in the current circumstances</b>	H	<ul style="list-style-type: none"> <li>All relevant policies have been revised to take account of government guidance on COVID-19 and its implications for the school</li> <li>Staff attendance Addendum will remain in place to the end of September 2021</li> <li>Staff, pupils, parents and governors have been briefed accordingly</li> </ul>	Y	<ul style="list-style-type: none"> <li>Policies shared with Academy Council.</li> <li>Staff attendance addendum remains in place.</li> <li>Policies updated on website and staff drive and communicated accordingly</li> </ul>	M
<b>7.4 School Visits and Trips</b>					

<p><b>The resumption of school visits poses risks to infection control</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>● International trips that have previously been deferred can be re-booked after September 2021, taking account of government guidance on foreign travel</li> <li>● Future international trips can be booked after September 2021, taking account of government guidance on foreign travel</li> <li>● Domestic day trips can go ahead with appropriate risk assessment in place</li> <li>● Domestic residential trips can go ahead with appropriate risk assessments in place</li> <li>● Trip risk assessments must detail how the following will be addressed:             <ul style="list-style-type: none"> <li>○ Contingency plans in case a member of the trip becomes symptomatic</li> <li>○ arrangements for cleaning and sanitisation of bathrooms, kitchens, dining, frequent touch areas and communal areas</li> <li>○ Ventilation</li> </ul> </li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>● Detailed risk assessments still required.</li> <li>● Some local trips are now occurring.</li> <li>● Where this involves transport then students and staff will wear face coverings.</li> <li>● There are no future international trips booked at this point.</li> </ul>	<p>M</p>
<p><b>8. Contingency Planning</b></p>					
<p><b>Outbreak management plans are not in place and the school is within an outbreak area</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>● Our outbreak management 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. Any decision to recommend the reintroduction of ‘bubbles’ will not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education. Advice from PHE will be sought</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>● The current Government guidance states that If you live with or have been in contact with someone with COVID-19, you will not need to self-isolate if</li> </ul>	<p>L</p>

		<ul style="list-style-type: none"> <li>• If several confirmed cases are reported within a 14 day period in school, this will be notified via the DfE helpline 08000468687</li> <li>• Advice of the local Director of Public Health will be followed in stepping up or stepping down control measures</li> <li>• Where necessary, all or elements of the contingency risk assessment will be put into place</li> </ul>		<p>any of the following apply:</p> <ul style="list-style-type: none"> <li>• you are fully vaccinated (and 14 days have passed since the 2nd dosage), you are under 18 years and 6 months,</li> <li>• If you live with or have been in contact with someone who may have the Omicron variant, this does not apply and you'll still need to self isolate</li> <li>• The academy is currently compliant with the NYCC Public Health advice for school settings.</li> </ul>	
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