

# Risk assessment (COVID-19 response to Government guidance updated 19/8/21 for 1<sup>st</sup> September 2021)

Main DfE guidance: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>



**Additional risks faced by the re-opening of schools following national lockdown have been assessed below. Government guidance will change regularly and it is important that the table below is updated accordingly. Please note date of review above.**

## Government systems of controls:

### You should:

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

Organisation name: The Raleigh School Date of updated risk assessment: 19/08/21 for 1<sup>st</sup> September 2021

What are the hazards?	Who might be harmed and how?	Do you need to do anything to control this risk?	Action by who?	Action by when?	Done
<b>Arrival / departure from school</b>					
<b>Increased contact with others (parents/ children) during arrival at/departure from school</b>	Interaction between parents and children/groups of children creates higher risk of transmission	<ul style="list-style-type: none"> <li>• Clear communication with parents and staff regarding mandatory attendance and arrangements for children at school</li> <li>• Where possible, only one parent/guardian to accompany their child(ren) to/from the school site</li> <li>• LT on duty to ask parents not to congregate on site by gates/doorways</li> <li>• Agreed entry points in place</li> <li>• Agreed dismissal/collection points in place</li> </ul>	HT – comms with parents  LT	Mon 6 <sup>th</sup> Sep	
<b>Additional adults on site</b>					
<b>Parents/guardians and external visitors on site</b>	Increased interaction creates higher risk of transmission and compromises groupings	<ul style="list-style-type: none"> <li>• Clear communication with parents and staff regarding arrangements</li> <li>• No parent/guardian to enter the school building (with the exception of the school office area) without a pre-arranged appointment</li> <li>• Encourage parental communication by telephone/email</li> <li>• All visitors will receive/view clear guidance on the 4 government control measures upon arrival</li> <li>• Sign-in procedures in place for all visitors</li> </ul>	Office – comms, signage and sign-in procedures	Mon 6 <sup>th</sup> Sep	

Staffing					
<b>Staff capacity / shortage will compromise ability to run educational provision</b>	Insufficient staff / shortage Staff to child ratio – adherence to current national guidelines for class size and safeguarding requirements	<ul style="list-style-type: none"> <li>Headteacher to make all staff aware that should they be travelling to countries that require quarantine upon return, they should allow sufficient time for this guidance to be implemented</li> <li>Adherence to this risk assessment will ensure that the risk to all staff will be mitigated significantly</li> <li>Bi-weekly <i>Lateral Flow Testing</i> (LFT) testing remains in place to identify asymptomatic staff/positive cases. Staff should undertake twice weekly home tests throughout September (the government will review this guidance <b>at</b> the end of September). Follow <a href="#">NHS guidelines</a> provided. All staff should commence testing from 3 working days before the start of term/INSET</li> </ul>	HT	August 2021	
				HT – memo to all staff	August 25th
<b>Staff that fall into the ‘extremely clinically vulnerable’ and ‘clinically vulnerable’ groups are most at risk following infection</b>		<ul style="list-style-type: none"> <li>Headteacher to audit <a href="#">clinically extremely vulnerable</a> (CEV) staff (follow current <a href="#">government guidance</a>)</li> <li>Social distancing measures have now ended in the workplace, shielding measures were paused on 1/4/21 and it is no longer necessary for the government to instruct people to work from home. CEV staff are advised, as a minimum, to follow the same advice as everyone else</li> <li>Clinically vulnerable and CEV staff working on-site should continue to take particular care to observe good hand and respiratory hygiene and adhere to school risk assessment</li> <li>In event of staff/facility shortages the Headteacher should discuss alternative deployment of staff / site provision with the CEO</li> </ul>	HT – individual consultations if needed	Mon 6 <sup>th</sup> Sep	

First aid					
<b>Medical and intimate care requires close proximity to a child, increasing risk of transmission</b>	Staff treating children for first aid or dealing with intimate care needs	<ul style="list-style-type: none"> <li>Staff must wear appropriate level of PPE when dealing with first aid or intimate care of a child as appropriate</li> <li>Minimum of one first aid trained member of staff and DSL on site</li> </ul>	Office  Office & DSLs	Mon 6 <sup>th</sup> Sep	

Hygiene and cleaning
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<p><b>Direct and indirect transmission combined with poor hygiene (not washing hands adequately or adhering to respiratory hygiene guidance) will result in a higher infection rate</b></p>	<p>Children and staff to adhere to increased hygiene (hand-washing, sanitiser, tissues..) and ventilation of spaces to reduce risk of transmission</p>	<ul style="list-style-type: none"> <li>• Ensure sufficient tissues, handwashing supplies and facilities are available with hand sanitiser available in every room and at the school entrance(s)</li> <li>• All children and staff to wash their hands thoroughly upon arrival, before/after eating, after sneezing/coughing and at regular points during the day. Further guidance on handwashing can be found here: <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></li> <li>• Supervision of younger children to ensure safe use of hand-sanitiser and correct method for washing hands</li> <li>• Use hand dryers or disposable paper towels to dry hands</li> <li>• Encourage children and staff not to touch their faces</li> <li>• Use a tissue or elbow to cough/sneeze and use bins for waste (emptied regularly)</li> <li>• Engage children in resources such as <a href="#">e-bug</a> and display posters in all rooms and entrances to reinforce expectations for good hygiene and hand-washing. DfE have suggested this series of helpful coronavirus posters: <ul style="list-style-type: none"> <li>• <a href="#">Horrid hands</a></li> <li>• <a href="#">Super sneezes</a></li> <li>• <a href="#">Hand hygiene</a></li> <li>• <a href="#">Respiratory hygiene</a></li> <li>• <a href="#">Microbe mania</a></li> </ul> </li> <li>• Natural ventilation – open windows and internal doors (open high level windows if possible in preference to low level to reduce draughts). Government advice is to balance the need for increased ventilation while maintaining a comfortable temperature.</li> <li>• Increased ventilation while spaces are unoccupied (break/lunch)</li> <li>• Mechanical ventilation should be adjusted to increase the ventilation rate where possible and checked to ensure that normal operation meets current guidance and that only fresh air is circulated</li> </ul>	<p>Caretaker Office memo to parents HT reminders to staff</p> <p>Teachers print and display</p> <p>HT remind staff of all</p>	<p>Weds 1<sup>st</sup> Sep Mon 6<sup>th</sup> Sep</p>	
<p><b>The virus can be transmitted by touching contaminated surfaces</b></p>	<p>Children and staff at school – touching contaminated surfaces</p>	<ul style="list-style-type: none"> <li>• Requirements discussed and confirmed with cleaning contractors</li> <li>• School cleaned at end of each school day</li> <li>• Caretaker to ensure door handles, bannisters, light switches and public areas are disinfected regularly throughout the day</li> <li>• Staff responsible for disinfecting resources used within their own classroom during the day</li> <li>• Ensure adequate stock of cleaning materials</li> </ul>	<p>Caretaker &amp; staff (HT reminders)</p>	<p>Mon 6<sup>th</sup> Sep</p>	

Activity during the school day					
<b>Direct and indirect transmission within communal areas (classrooms / corridors...) or touching contaminated surfaces could result in a higher infection rate.</b>	Children and staff at school – increased risk if government control measures are not followed.	<ul style="list-style-type: none"> <li>• The government no longer recommends that it is necessary to keep children in consistent groups (for summer provision or from the start of the autumn term). Assemblies can resume and there is no need to make alternative arrangements to avoid mixing at break/lunch</li> <li>• It may become necessary to reintroduce consistent groups if government advice changes/local outbreak identified (contingency plan for local outbreak/change in government advice – return to summer 2021 arrangements)</li> <li>• Staff and primary aged children will not be required to wear PPE (contingency plan for local outbreak/change in government advice – return to summer 2021 arrangements)</li> <li>• Guidelines will be adhered to when administering first aid or intimate care</li> <li>• Rooms to be well ventilated (see section above)</li> <li>• Resources cleaned regularly (see section above)</li> <li>• Frequent cleaning of shared areas (including frequently touched surfaces, kettles, fridge doors...)</li> <li>• Office space arranged to reduce face to face working where possible</li> <li>• Handwashing facilities and supplies available and use encouraged</li> </ul>	HT inform staff	Mon 6 <sup>th</sup> Sep	
<b>Clinically Extremely Vulnerable (CEV) pupils in high transmission areas are at increased risk due to new variants</b>	Attendance at school increases the risk for clinically extremely vulnerable (CEV) pupils	<ul style="list-style-type: none"> <li>• Shielding advice is being paused from 31<sup>st</sup> March. From 1<sup>st</sup> April all children deemed CEV should attend their school unless they are under pediatric or other specialist care and have been advised by their clinician or GP not to attend.</li> <li>• Pupils who live with someone who is CEV should continue to attend school as normal</li> </ul>	Office reminder to parents		In place

COVID-19 symptoms					
Risk of direct transmission and high infection rate	Children or staff presenting symptoms will pose a significant risk of transmission	<ul style="list-style-type: none"> <li>• Ensure that all children, staff and other adults who have one or more <a href="#">coronavirus symptoms</a> (or who have someone in their household who does <a href="#">see next page for exceptions</a>), who are required to <a href="#">quarantine having recently visited countries outside the common travel area</a> or who have tested positive in the last 10 days must not enter the school site (follow government guidelines for self-isolation: <a href="#">click here</a>). <a href="#">The guidance to self-isolate following onset of symptoms or a positive PCR-test applies to all (even if vaccinated)</a></li> <li>• Staff are informed of / kept up-to-date with the <a href="#">symptoms of possible coronavirus infection</a></li> <li>• Any child presenting symptoms during the day will immediately be referred to the dedicated first aid room / office. Staff act in line with infection control policy and ensure that any unwell children wait in a well-ventilated area that can maintain a 2m distance from others whilst they wait to be collected. Minimise contact with other children or staff. If they need to the toilet whilst waiting to be collected, schools should allocate a separate toilet if possible. Area must be cleaned thoroughly and disinfected immediately after departure from the site and before being used by anyone else</li> <li>• Staff must wear appropriate level of PPE when dealing with care of a symptomatic child / adult if a distance of 2m cannot be maintained (see current government guidelines regarding gloves, face mask and apron)</li> <li>• Staff must wash their hands for 20 seconds with soap and running water after contact with anyone who is unwell</li> <li>• Parents contacted immediately by an appropriate member of staff</li> <li>• <a href="#">Self-isolation guidance</a> will be adhered to following display of symptoms or contact with a confirmed case (following testing). Symptomatic individuals should arrange to have a test (<a href="#">click here</a> for government advice)</li> <li>• Headteacher informed and guidelines adhered to regarding reporting</li> </ul>	HT memo to all staff	Weds 1 <sup>st</sup> Sept	
			HT memo to parents re all	Office action all	Mon 6 <sup>th</sup> Sep

Response to any infection					
<p><b>High risk of infection</b></p>	<p>Any one in close contact with a confirmed case will have been at high risk of infection and will need to follow government guidelines immediately</p>	<ul style="list-style-type: none"> <li>• Clear communication of NHS Test &amp; Trace process with staff and parents – from 19<sup>th</sup> July the school is not required to conduct contact tracing. Close contacts will now be identified via NHS Test and Trace.</li> <li>• Pupils, staff, parents and other adults must not enter the school site if they have symptoms or have tested positive in at least the last 10 days (or if a member of the household has symptoms or a positive test – see bullet point below)</li> <li>• From 16<sup>th</sup> August, adults/children will <b>not</b> be required to self-isolate if they live in the same household as someone with COVID-19 if any of the following apply: <ul style="list-style-type: none"> <li>○ They are fully vaccinated (both doses, 14 days after the second dose)</li> <li>○ They are below the age of 18 years 6 months</li> <li>○ They have taken part in an approved vaccine trial</li> <li>○ They are not able to get vaccinated for medical reasons</li> </ul> <p>NHS Test and Trace will provide advice regarding PCR testing for these individuals.</p> </li> <li>• From 16<sup>th</sup> August all adults not required to self-isolate following a close contact (see bullet point above) can attend the workplace and should adhere to social distancing guidelines and get a PCR test <ul style="list-style-type: none"> <li>○ Get a PCR test</li> <li>○ Adhere to social distancing guidelines</li> <li>○ Limit close contact with CEV children or staff</li> </ul> </li> <li>• From 16<sup>th</sup> August all children not required to self-isolate following a close contact (see bullet point above) can attend school and should: <ul style="list-style-type: none"> <li>○ Get a PCR test (follow NHS Test &amp; Trace advice)</li> <li>○ Wear a face covering on public/dedicated transport (they <b>do not</b> need to wear a face covering at school)</li> <li>○ Limit close contact with CEV children or staff</li> </ul> </li> </ul>	<p>HT inform staff of all below</p> <p>HT memo to parents of all below</p>	<p>Weds 1<sup>st</sup> Sept</p>	

		<ul style="list-style-type: none"> <li>• Bi-weekly <i>Lateral Flow Testing</i> (LFT) testing in place for school staff from to identify asymptomatic staff/positive cases. Follow NHS guidelines. Staff must enter <b>all</b> test results to NHS Test and Trace (<a href="http://www.gov.uk/report-covid19-result">www.gov.uk/report-covid19-result</a>) and the school using the online links provided. If positive <a href="#">book a PCR test</a> and follow self-isolation <a href="#">government guidance</a></li> <li>• Staff who have had a positive PCR test for COVID-19 (within 90 days) are exempt from LFD testing for 90 days</li> <li>• Staff who have been vaccinated should follow the guidance in the same way as someone who has not. The vaccine does not interfere with LFD testing</li> <li>• Parents must be ready and willing to <a href="#">book a test</a> if they are displaying symptoms. They must not enter the school site with symptoms and children/staff will be sent home immediately if symptomatic at school</li> <li>• Parents must inform the Headteacher immediately of all test results</li> <li>• If positive follow <a href="#">government guidance</a> and <a href="#">book a PCR test</a></li> <li>• All staff to provide details of any party they have been in close contact with if they were to test positive for COVID-19 or if asked by NHS Test &amp; Trace</li> <li>• Government guidance regarding self-isolation must be adhered to following close contact</li> <li>• Names and details of children/staff with COVID-19 must not be shared unless essential to protect others</li> </ul>	HT inform staff	Weds 25 <sup>th</sup> Aug	
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Risk assessment completed by: Fiona O'Neill/ Chris Tuckett (Headteacher)