

COVID 19 - Risk Assessment - Academic Year 2021-22

Updated 13/10/21

Purpose

The purpose of this risk assessment is to identify, evaluate and manage the risks associated with operating the school during the COVID-19 outbreak. This assessment specifically relates to opening the school to all children and addressing guidance outlined in the DfE guidance. Some risks relate to health and safety whilst others are specific to educational and safeguarding issues.

Communication of assessment and associated actions

This document must be shared with stakeholders to ensure that communication of risks and provision put in place to manage these risks is clear and transparent. The risk assessment will be reviewed by Governors, staff and trade unions and emailed to parents and carers. A copy will be placed on the school website.

Guidance for completing the risk matrix

To establish your risk rating, it is necessary to multiply the perceived consequence (or impact) of the risk (score 1 - 5) with the perceived likelihood (or probability) of that risk occurring (score 1-5). Please see tables below for guidance on risk rating scores.

Legend	
I	Impact
P	Probability
I X P	Risk rating

Impact or consequence		Probability (or likelihood)	
Description	Indicator	Description	Indicator
5 (Major)	Major impact if realised	5 (Very likely)	Risk will emerge
4 (Significant)	Significant impact if realised	4 (Likely)	Risk should emerge
3 (Moderate)	Moderate impact if realised	3 (Unlikely)	Risk could emerge
2 (Minor)	Minor impact if realised	2 (Very unlikely)	Risk unlikely to emerge
1 (No significance)	No consequence if realised	1 (Impossible)	Risk will not emerge

Score	Risk description	Action required
25	Extreme risk	Immediate escalation to Headteacher for risk management activities
20 - 15	High risk	Actively manage risks and review each day
12 - 6	Medium risk	Take appropriate actions to minimise risks
5 and below	Low risk	Weekly review of risk and removal from register if deemed appropriate

Note that the risk rating takes into account the risk management actions that are put into place.

Risk description	I	Risk management / actions	P	Risk Rating	Lead
Virus is spread through all pupils returning to school	5	<p>Reducing risks to vulnerable groups (pupils and staff)</p> <ol style="list-style-type: none"> 1. DFE guidance followed (FT) 2. Individual risk assessments completed for clinically extremely vulnerable pupils and staff (SMA/NG) 3. Clinically extremely vulnerable and clinically vulnerable employees are not given first aid responsibilities (SMA) 4. Where pupils access more than one setting, a joint risk assessment and plan needs to be agreed and communicated (SMA) 5. Risk assessments completed and communicated to parents, pupils and staff for SEND pupils (DC) <p>Prevention of infection</p> <ol style="list-style-type: none"> 1. One way operation system put in place across as much of the site as possible. This is to be supported by appropriate signage (SMA/PEW/MPH) 2. Face coverings are mandatory in communal areas for pupils and staff unless there is a valid exemption reason. This will be regularly reviewed in line with school and local Covid data.(FT) 3. Whole school gatherings to be avoided. Student assemblies will be via Teams (FT to review 08/11/21) 4. Forward facing seating required in classrooms (FT to review 08/11/2021) 5. Zoning of spaces for break and lunch times (MPH/PEW) 6. Staff to keep their distance from pupils as much as possible and maintain 2m social distancing from other adults wherever possible (PEW) 7. Appropriate measures are taken to ensure good ventilation of buildings e.g. opening windows and door (HD/MU) 8. Daily schedule developed and administered for cleaning of rooms and facilities used (HD) 9. Children and staff clean hands at the start and end of each lesson using hand sanitiser provided (HD) 10. Posters used to reinforce protocols and good hygiene (MPH) 11. Bins in all classrooms and communal areas. Each bin to have a lid. (HD) 12. Provision of tissues for all classrooms. (HD) 13. Provision of spare masks to tutors and pastoral offices (HD) 14. Process in place for staff to report concerns and risks to senior leaders (SMA) 15. Communication of <u>staff</u> and <u>pupil</u> protocols to staff, pupils and parents and carers (SMA) 16. Clear process and guidance for staff for dealing with suspected infection (SMA). 	2	10	FT
Virus is spread through the mixing of staff.	5	<ol style="list-style-type: none"> 1. DFE guidance followed (FT) 2. Staff protocol (PEW) 	2	10	FT

		<ol style="list-style-type: none"> 3. Face coverings are mandatory in communal areas for pupils and staff unless there is a valid exemption reason. This will be regularly reviewed in line with school and local Covid data.(FT) 4. Large scale staff meetings and training will be via Teams (FT to review 08/11/21) 5. Staffroom reorganised to take into account social distancing measures (HD) 6. Posters to remind staff of good hygiene and social distancing measures (HD) 7. Workstations assigned to one person where possible (HD) 			
Pupils, staff and parents/carers exposed to virus through school trips, events and extra curricular activities	5	<ol style="list-style-type: none"> 1. DFE guidance followed (FT) 2. School will monitor position of each planned trip and follow FCDO advice in relation to trips/events (DC) 3. Each school event to be risk assessed and DFE guidance followed. Large scale events will be postponed / rescheduled until further notice (PEW/DC) 4. Extra curricular activities to be risk assessed, DFE guidance to be followed and consultation to take place with appropriate staff and parents/carers of pupils (DC) 5. External providers on school premises have been made aware of and follow school COVID-19 expectations and operating procedures (HD) 6. Arrangements are in place to ensure appropriate cleaning of areas/equipment takes place after extra-curricular activities as necessary (HD) 7. Accurate registers of extra curricular activities and events provided by external providers to be kept (DC/HD) 	2	10	FT
Pupils, staff and parents/carers & visitors exposed to virus through inadequate ventilation.	5	<ol style="list-style-type: none"> 1. School is kept well ventilated whilst ensuring the occupants are comfortable (staff should follow our published ventilation guidance) 2. Site staff complete a ventilation checklist for each occupied room. 3. Increased use of large or open spaces made (if practicable). 4. Internal fire doors which need to be held open for ventilation purposes are fitted with a suitable British Standard hold open device which closes the door on activation of the fire alarm. 5. Appropriate action and guidance once CO2 monitors are received and installed. 	2	10	HD
Virus is spread through home visits	5	<ol style="list-style-type: none"> 1. Social distancing is maintained at all times (SMA) 	2	10	SMA
Hardship identified with specific pupils or families.	5	<ol style="list-style-type: none"> 1. Pastoral leaders in regular contact with identified pupils and families (MPH) 2. Vouchers and food parcels provided as needed (HD) 3. Ongoing support and access to school services provided (SMA) 4. Provision of IT hardware and software to identified pupils and families (LWO) 5. Purchase of laptops and routers for disadvantaged (LWO) 	2	10	SMA
Ineffective communication of risk management actions results in	5	<ol style="list-style-type: none"> 1. DFE guidance followed (FT) 2. Communication of risk management actions to staff in school (FT) 	2	10	FT

staff or pupils compromising health of others		<ol style="list-style-type: none"> Information, school COVID-19 procedures and roles/responsibilities to be clearly communicated with all staff so they are aware of what they need to do and how they need to do it (FT) Monitoring and weekly review of site provision and adhere to protocols (HD) SLT to contact the Gateshead Public Health for any public health queries/concerns (FT) 			
Virus is spread to pupils and staff through use of facilities and equipment e.g. desks, equipment, school vehicles etc	5	<ol style="list-style-type: none"> Site has periodic clean each half term (HD) Enhanced daily cleaning of facilities that pupils and staff use (HD) Lesson routines to include hand sanitisation (SMA) A supply of hand sanitiser (at least 60% alcohol) to be carried in all vehicles (driver packs) to enable employees/pupils to sanitise their hands regularly (HD) 	2	10	HD
Virus is spread through catering provision	5	<ol style="list-style-type: none"> Cleaning of facilities between use (HD) School kitchen complies with the guidance for food businesses on coronavirus (HD) 	2	10	HD
Virus is spread through pupils traveling to and from school.	5	<ol style="list-style-type: none"> Follow DfE transport guidelines and Nexus RA (SMA) Concerns regarding external travel providers to be raised with Gateshead LA - Joanne Waters (433 2498) or Brian Armstrong (4337426) (SMA) Students must wear face coverings when using scholar bus services. 	2	10	SMA
Virus is spread through people visiting the school.	5	<ol style="list-style-type: none"> Visitor protocol in place, communicated to staff and followed (HD) Accurate records of all visitors to be maintained to support test and trace (NG) Communicate risk assessments and protocols with contractors (e.g. Facilities Management, catering staff, cleaning staff, suppliers etc to ensure they are aware of the arrangements to follow on site) (HD) Communicate risk assessments and protocols with supply staff and initial teacher training placement staff (NG) 	2	10	HD
School does not follow DfE guidance relating to COVID-19.	5	<ol style="list-style-type: none"> DfE guidance followed (FT) SLT to contact local health team for any public health queries/concerns relating to self-isolation, COVID-19 symptomatic individuals etc (FT) Accurate attendance registers for staff and pupils maintained. Seating plans in place, communicated and followed as part of classroom routines (SMA/NG/PEW) Process in place for staff to report concerns and risks to senior leaders (SMA) 	2	10	FT

First aid arrangements are inadequate	5	<ol style="list-style-type: none"> 1. First aid risk assessment/protocols have been reviewed in line with current operations (SMA/HD) 2. First aiders wash their hands before and immediately after administering first aid and undertaking medical procedures (HD) 3. Ensure all first aiders are trained in safely wearing and removing PPE (SMA/HD) 4. PPE (single use gloves, single use apron, fluid resistant face mask and eye protection) is worn where administering first aid where there is a risk of being splashed with any body fluid (HD) 	2	10	SMA/ HD
Incorrect use of/lack of PPE.	5	<ol style="list-style-type: none"> 1. Stock of PPE to include disposable aprons, disposable gloves, fluid resistant face mask and eye protection (goggles or visor). (HD) 2. PPE is worn for first aid, supporting symptomatic pupils and staff, working with pupils where an individual risk assessment indicates this is required (HD) 3. Communication of where this is held and training in use to be provided to first aiders. Training records relating to PPE instruction to be kept (SMA) 4. Posters put in place to show how PPE should be put on and taken off and all staff to be told where PPE is stored (HD) 5. First Aid trained staff to be inducted in new protocols (HD / MTH) 6. Where PPE has been used to support a symptomatic person it is either: - <ol style="list-style-type: none"> a. Double bagged (placed in a plastic rubbish bag and tied then placed in a second bin bag and tied), tagged with the date and time and stored in a secure area for at least 72 hours then disposed of in the normal waste bin. (HD) b. Disposed of as clinical waste if there is a clinical waste contract in place. 7. School to inform Janine Pierce (Gateshead LEA) if additional PPE stock is required and cannot be procured (HD) 	2	10	HD
Inadequate premises management results in spread of virus	5	<ol style="list-style-type: none"> 1. DFE guidance followed (FT) 2. H&S audit conducted (HD) 3. Ensure equipment and services including gas equipment, fire safety related equipment, water hygiene testing and lifting equipment have been inspected/tested as necessary (HD) 4. Water dispensers are now in use, however, it must be made clear to students that these facilities are to be used only to fill up water bottles and not for drinking directly from. 5. Advice taken and acted upon from the air conditioning engineers regarding whether any adjustments are required to the system in line with COVID-19 guidance (HD) 6. Regular review of site arrangements (FT/HD) 7. Sanitiser dispensers are stored away from heat sources, sources of ignition and out of direct sunlight (HD) 8. Stock to be stored in a fire-resistant cabinet (HD) 	2	10	HD

Virus is spread through school deliveries	5	<ol style="list-style-type: none"> 1. Visitor protocol (HD) 2. Staff wash their hands before and after handling deliveries (HD) 	2	10	HD
Practical application of DFE guidance is weak.	5	<ol style="list-style-type: none"> 1. QA and monitoring of actions put in place (FT, SMA and PEW) 	2	10	FT
Pupils do not adhere to protocols	5	<ol style="list-style-type: none"> 1. Regular monitoring of classrooms and school site (LT / Leadership duty rota) 2. Communication of RA to students and parent/carers (FT) 3. Process put into place for staff to report concerns and risks to senior leaders (SMA) 4. Incidents involving violent/aggressive behaviour including spitting are reported to the Health and Safety Team on an HS20 incident form (on the staff shared area) (SMA/HD) 	2	10	SMA
Pupils or staff become unwell at school with suspected COVID-19.	5	<ol style="list-style-type: none"> 1. Follow DFE guidance (SMA) 2. Ensure PPE available and isolation area (HD) 3. Clear protocol for staff to follow when responding to a potential infection (LWO) 4. Accurate attendance registers for staff and pupils maintained. Seating plans in place, communicated and followed as part of classroom routines (SMA/NG) 5. Cleaning protocol followed (HD) 6. SLT to contact the local health team if a member of staff/pupil has exhibited symptoms of COVID-19 or tested positive for COVID-19 and follow their guidance (FT/SMA) 7. Any case identified by Occupational Health as meeting the HSE RIDDOR reporting criteria will be shared with H & S who will deal with the reporting process (FT) 	2	10	SMA
Staff and pupils experience anxiety, stress, depression or other mental health conditions.	5	<ol style="list-style-type: none"> 1. Staff are vigilant for uncharacteristic behaviour of pupils and colleagues (SMA/STU) 2. Adapt curriculum to reflect emerging pupil welfare needs (PEW/DC) 3. Regular pastoral checks made of vulnerable and SEND pupils (SMA/DC) 4. School counselor and mental health team used to support individual staff and pupils. Occupational health referrals made as required (SMA/NG) 5. Staff are encouraged to discuss anxiety or COVID-19 concerns with a member of SLT, or through their H&S representative (Line managers) 6. Line managers check staff at regular intervals and provide additional support if required wherever possible (SLT) 7. FT liaises with the relevant team if there are unresolved COVID-19 concerns (FT) 8. Employees are kept updated and informed of changes as quickly and clearly as possible (FT) 9. Line managers are vigilant for uncharacteristic behaviour of staff (SLT) 10. Monitoring of staff workload (LT) 11. Flexible working practices are implemented as much as possible to promote good work/life balance for employees (SHG/FT/NG) 12. Support to be offered to those suffering symptoms of long covid.(FT/NG) 	2	10	FT/NG

Pupils are absent without explanation.	5	<ol style="list-style-type: none"> 1. Pastoral leaders contact parents/carers (SMA) 2. Escalation to safeguarding concern if contact cannot be made with parents/carers (SMA) 	2	10	SMA
Staff are absent (teaching or non-teaching)	4	<ol style="list-style-type: none"> 1. Normal staff absence procedure followed (NG) 	2	8	NG
Closing learning gaps that have developed during lockdown	5	<ol style="list-style-type: none"> 1. Recovery plan (LWO) 2. Remote learning plan (PEW) 	2	10	PEW
School is asked to close as part of a local or national lockdown	5	<ol style="list-style-type: none"> 1. Contingency plan developed and shared with stakeholder groups (FT) 2. Remote learning plan in place (PEW) 3. Curriculum planning is adjusted to ensure pupils continue to access the curriculum (PEW) 4. School to review risk assessment and protocols given DFE and LEA advice (FT) 5. External commercial Service providers informed (Catering / Cleaning / IT Support / Lettings) teams (HD) 	2	10	FT
Virus is spread through Aerosol generating procedures (AGPs)	5	<ol style="list-style-type: none"> 1. Specific risk relates to practices relating to resuscitation. First aiders to be provided with specific advice relating to actions should they need to resuscitate a person. (SMA) 	2	10	SMA/ HD
Testing of staff and students	5	<ol style="list-style-type: none"> 1. Testing plan risk assessment in place (NG) 2. Safeguarding training and supervision for all volunteers (NG/SMA) 3. NHS guidance followed (NG/FT) 4. To request staff and pupils carry out LFT's twice weekly (FT) 	2	10	FT