



COVID 19: C

Assessment Conducted by	Mark Stouph	Job Title
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Date of assessment	1.10.21	Review interval

Matrix for determining risk

IMPACT LEVEL		
	Very Unlikely	Unlikely
Crisis	Moderately High	Moderately High
Critical	Moderately Low	Moderately High
Moderate	Minor	Moderately Low
Marginal	Minor	Minor
Negligible	Minor	Minor

What are the hazards?	Who might be harmed?	Risk rating
Risk of infection and spread of covid 19	Staff, visitors, pupils or contractors	Moderately High
Lack of or out of date medical information could increase risk of illness to pupils and staff	Staff, visitors, pupils or contractors	Moderately High

Risk that shared use of certain equipment could increase infection exposure risk	Staff, visitors, pupils or contractors	Moderately High
Lack of information when entering school could risk virus being introduced	Staff, visitors, pupils or contractors	Moderately High

Lack of governance resulting in risk of controls not being observed	Staff, visitors, pupils or contractors	Moderately High
Risk to vulnerable groups (clinically extremely vulnerable & vulnerable staff & pupils)	Staff & pupils	Severe
Risk of Infection from persons displaying coronavirus symptoms	Staff, visitors, pupils or contractors	Moderately High

Risk of Infection from persons becoming ill on site with coronavirus symptoms	Staff, visitors, pupils or contractors	Moderately High

Unrestrictive access could increase risk of infection	Staff, pupils, visitors & contractors	Moderately high
Infection risks during transportation	Pupils, staff	Moderately High
Risk that poor hygiene could cause increased infection transmission	Staff, pupils, visitors & contractors	Severe

Risk of a lack of or inadequate cleaning causing infection	Staff, pupils, visitors & contractors	Severe

Not observing social distancing could increase risk of infection	Staff, pupils, visitors & contractors	Moderately High
Inadequate First Aid could increase risk of infection	Staff, pupils, visitors & contractors	Severe
Infection risk from Frequently touched entry systems, panels, etc.	Staff, pupils, visitors & contractors	Moderately High

Enclosed areas could increase risk of infection	Staff, pupils, visitors & contractors	Severe
Educational Visits could increase infection risks	Staff, pupils and others	Moderately High
Inadequate PPE or inappropriate use could increase risk of infection	Staff, pupils, visitors & contractors	Severe
Relaxation of control measures could cause risk to Staff wellbeing.	Staff	Moderately High

Contractors attending site could introduce infection	Staff, pupils, visitors & contractors	Moderately High
Risk that pupils will be anxious returning to school with reduced measures in place.	Pupils	Moderately High

Fire safety risks	Staff, pupils, visitors & contractors	Severe
Risk of inadequate controls within the catering provision could increase the risk of infection	Staff, pupils & contractors	Moderately High
Safeguarding risks	Pupils	Severe
Protected characteristics could impact upon risk to individuals	Staff and pupils	Moderately High
Risk that central government could decide to enforce local restrictions which require schools to revise delivery models at short notice	Staff and pupils	Moderately Low

Operational risk assessment for school reopening

Health & Safety advisor	Persons covered by this risk assessment	staff
CEO		pupils
COFO		contractors
Headteacher		visitors
Weekly	Date of next review	8.10.21

PROBABILITY		
that the risk will occur during the lifetime of the activity)		
Possible	Likely	Very Likely
Severe	Severe	Severe
Moderately High	Severe	Severe
Moderately High	Moderately High	Moderately High
Moderately Low	Moderately Low	Moderately Low
Minor	Minor	Minor

Control measures	Do you need to do anything else to manage this risk?	Responsible person
Staff are encouraged to engage in LFD testing to detect and prevent attendance of people who are infectious but asymptomatic.	LFD testing Risk assessment to be reviewed regularly	Headteacher
Additional Handwashing facilities have been added to the school site and schools will ensure adequate supplies of handwashing products are available on site.		Headteacher
Staff are to be provided with support and time to provide remote learning for any pupils who cannot attend school as per the Provision of Remote Education (Temporary Continuity Direction). Staff workload will be managed to ensure any remote learning systems are in place.		Headteacher
All doors and windows to be opened for ventilation where possible, taking risk assessments for individual pupils and site specific issues and weather conditions into account.		office manager
All guidance to be followed if there is a positive case in school, including provision of a room in school for immediate isolation whilst awaiting collection.		Headteacher
Ensure relevant staff are on site including first aiders, fire wardens and safeguarding support.		Headteacher
Remind parents/staff of the need to provide up-to-date medical information and maintain records for pupils and staff		Office manager
Staff shall continue to adhere to the medical needs procedures regarding the administration of medication. Medication to be provided by parent / carer at home wherever possible.		Headteacher

If staff are based at sites which are not their usual location, they should ensure relevant medical information is shared with them so these can be assessed, and steps taken to manage them as above.		Headteacher
Resources that are shared between users (e.g. sport, art, science resources) should be cleaned frequently.		Headteacher
The ability to clean equipment used in the delivery of therapies will need to be assessed e.g. sensory equipment. Schools will need to determine if this equipment can withstand cleaning and disinfectant between each use. Where cleaning or disinfecting is not possible or practical, resources should be restricted to one user or left unused for a period of 48 hours (72hours for plastics) between use by different individuals.		Headteacher
Increased handwashing should be carried out before and after handling equipment especially if used by more than one user.		Headteacher
Woodwind and Brass instruments should not be shared by users where possible. If instruments have to be shared individual mouthpieces should be used. The mouthpiece should be stored in named packaging and changed by the pupil where possible. Schools will work with pupils to put in place, age appropriate systems for cleaning of instruments.		Headteacher
All staff to receive appropriate training including PPE fit training which will be made available on the All staff Team to allow staff to refresh themselves.		Headteacher
Clear communication with parents and carers is essential from the school so they understand what systems are in place in school particularly if schools are required to increase measures following an outbreak on advice from PHE. All persons likely to come into the school grounds should be informed they must not attend if they are displaying any symptoms of coronavirus. Parents and carers must be repeatedly reminded that they must keep pupils at home who display any of the symptoms. They must also be reminded of the necessity to inform school immediately and to take their child to be tested at the earliest opportunity and inform school of the results. Communication may be by newsletters, letters, emails, signs and any other appropriate measures. School should take care to consider the needs of SEND pupils and those who may require support to understand the systems and protective measures.		Headteacher
Schools will review their home school agreements to ensure parents and families understand the expectations around their contribution to managing risk.		Headteacher
Ensure safeguarding and behaviour policies are updated as required and shared and understood by all staff and volunteers. All safeguarding training should continue to be kept up to date.		Headteacher
All staff are made aware of the updated guidance and all aspects of the risk assessment and this is published on the school website following each review.		Headteacher

All pupils should be taught how to hand wash, use hand sanitiser and 'catch, bin and kill it'. Guidance is available at https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Pupils should be supervised when hand washing to ensure it is being done correctly.		Headteacher
Clerked Board Meetings continue to take place. If additional controls are in place or to allow attendance (e.g. of isolating directors) these meetings may be virtual.		CEO/COFO
Chair of Board (and Vice Chair) in regular communication with CEO, COFO, Chairs of LGBS.		Chairs
Headteacher is in regular communication with Chair of LGB. Information disseminated to LGBs by Chairs of LGB.		Headteacher
Diaries LGB meetings to take place If additional controls are in place or to allow attendance (e.g. of isolating LGB individuals) these meetings may be virtual.		CEO/COFO
Board use CST governance framework to support decision making.		CEO/COFO
The Trust will take into account all local information, including local infection rates, R rates and other relevant information when making decisions.		Board
Clinically extremely vulnerable persons Children who are confirmed as clinically extremely vulnerable should attend school unless they are one of the very small number of children and young people who are under paediatric or specialist care and have been advised by their clinician not to attend. This small number of children will access remote education.		Headteacher
Clinically vulnerable persons Staff who are clinically vulnerable can continue to attend the workplace but must follow the system of controls to minimise the risk of transmission.		Headteacher
Pregnant staff All staff who are pregnant will have an individual workplace risk assessment and will only attend the workplace if the risk assessment advises it is safe to do so. Pregnant women who are 28 weeks and beyond or with underlying health conditions that place them at a greater risk of severe illness from coronavirus should take a more precautionary approach. If risks can't be eliminated or reduced to an acceptable level then alternative work or working arrangements will be offered (e.g. working from home). This will be for a very small number of women.		Headteacher
Pupils or staff who live with someone who is clinically extremely vulnerable or clinically vulnerable including those who are pregnant, can attend their education or childcare setting and should maintain good prevention practice in the workplace and at home.		Headteacher
All persons who are displaying symptoms <u>must not come into school</u> and should follow government guidance on self-isolating and testing. Symptoms include a high temperature, a new continuous cough, loss or change to the sense of smell or taste.		Headteacher

School to contact DfE Coronavirus Helpline on 0800 046 8687 and email covidenquiry@sunderland.gov.uk to report a positive case in school . NHS test and trace will work with individuals and/or their parents to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. Schools may be contacted in exceptional cases to help with identifying close contacts. Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply: - they are fully vaccinated - they are below the age of 18 years and 6 months - they have taken part in or are currently part of an approved COVID-19 vaccine trial - they are not able to get vaccinated for medical reasons Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.		Headteacher
All persons who develop coronavirus symptoms however mild should be sent home as soon as possible and they should then follow government guidance on self-isolating and testing. All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus. School has a limited number of testing kits which must be issued and used in line with the NLLT Covid-19 protocol.		Headteacher
Whilst awaiting pickup, persons should be isolated in a separate area with a closed-door and ventilation. Pupils will need to be supervised whilst this takes place. A separate room will be available for potential isolation of staff and pupils. This room will be deep cleaned after the use of the room, by cleaning or site staff.		Headteacher
A fluid resistant facemask (IIR) should be worn by the supervising adult if a distance of 2m cannot be maintained. If contact with the child or young person is necessary then gloves, and apron and a suitable facemask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting or vomiting then eye protection should also be worn. After use the PPE should be bagged as per the guidance, a dated label to assist with disposal after the required time period, and stored appropriately on site before putting into bins.		Headteacher
Where the child, young person or staff member tests negative, they can return to their setting and they can end their self-isolation.		Headteacher

Where a child, young person or staff member tests positive Schools need to insert local arrangements for reporting positive cases if required. NHS test and trace will work with individuals and/or their parents to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. Schools may be contacted in exceptional cases to help with identifying close contacts. Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply: they are fully vaccinated they are below the age of 18 years and 6 months they have taken part in or are currently part of an approved COVID-19 vaccine trial they are not able to get vaccinated for medical reasons Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.		Headteacher
As part of the national testing trace programme, if other cases are detected within school, the school will liaise with Public Health England (PHE) local health protection teams who may conduct a rapid investigation and may advise school on the most appropriate action to take.		Headteacher
Deep clean core areas that staff or pupils have been in with standard cleaners and disinfectants.		Headteacher
A separate sanitary facility should be provided for individuals who display symptoms. They should be cleaned and disinfected using standard cleaning products before being used by anyone else as should any areas they are isolated in.		Headteacher
Doorguards should be used to hold open doors where suitable (Safeguarding procedures should still be adhered to). Where this is not possible door handles should be regularly cleaned and sanitised to prevent infection.		Headteacher
Preferred communication from parents with school staff will be by phone, email or the virtual platform. If a parent needs to drop something off/pick something up at school then this should be pre-arranged where possible.		Headteacher
Suppliers, contractors and visitors will be informed as far as possible of the times the school is open and the procedures for accessing the site if these have changed.		Headteacher
Schools should bulk buy to reduce the number of deliveries. Staff should wash hands before and after handling deliveries.		Office manager
Whilst face coverings are not required in schools government guidance still recommends over 11's wear face coverings on public transport and dedicated transport to school.		Headteacher
Hand sanitisers available at entrance points to the building and staff, visitors and pupils should use them on entry.		Headteacher

Pupils and staff should wash their hands with soap and water for at least 20 seconds on entering school and at regular intervals throughout the day, particularly after going to the toilet, touching faces, coughing or sneezing, learning outside and before and after eating.		Headteacher
If sinks are not available close to or in classrooms and work areas, then handwashing facilities and/or hand sanitisers should be provided.		Headteacher
Additional hand washing facilities will be provided where required.		Headteacher
All persons should wash their hands before leaving the premises.		Headteacher
Tissues will be available in all group areas and should be single use only and binned after use in lidded bins.		Headteacher
Any waste products used by staff or pupils showing symptoms whilst in school shall be double bagged and kept securely for 72 hours before being disposed of via the usual waste disposal route. Bags should be clearly labelled with the disposal date i.e. 72 hours after bagging and stored before being put into the normal waste collection bins after the 72-hour period has elapsed. Note the virus cannot survive on a surface from more than 72 hours according to current guidance.		Headteacher
Staff opening post should wash hands thoroughly after touching the post. Envelopes to be disposed of in lidded bin.		Office manager
Staff bringing their own food into school that requires storage in the communal fridge should be in a labelled washable box. Antibacterial wipes and/or spray will be available for staff to wipe down the kettle, microwave etc. after use if they choose to use them. Staff should ensure they clean up after themselves in staffrooms/staff kitchens etc. Washing facilities are provided for staff use.		Headteacher
Staff are to wash hands on entry to staff rooms before and after preparing food and drinks and before leaving.		Headteacher
Water dispensing systems can be used and additional cleaning should be implemented, particularly of dispensing handles after each use. Hand sanitiser/hand washing should be available to use before and after each use		Headteacher
General cleaning		
Cleaning should be carried out using standard cleaning chemicals and disinfectant and or anti-viral wipes and sprays.		Headteacher
A dedicated provision of clean products in each classroom or work area will be available to allow for additional cleaning of surfaces in use containing hand sanitisers, anti-viral wipes, sprayers, paper towels, soap, tissues etc. in a container storage box so it is easy to pick up and move around the space as required. These should be stored out of the reach of pupils.		Headteacher
Cleaning should be prioritised to cover regularly touched surfaces such as door handles, tables, chairs, toilets, wash basins etc. and should be done with hot soapy water and disinfectant.		Headteacher
Shared materials and surfaces should be cleaned and disinfected more frequently.		Headteacher

All staff using cleaning materials should have access to and have read the relevant COSHH assessments.		Headteacher
Rooms used for isolating persons displaying symptoms Rooms used for isolating pupils or staff who display symptoms of coronavirus will undergo a deep clean of that room, if that cannot happen then it should be left for 72 hours then a normal clean should be undertaken. A back up room should be available in case it is required.		Headteacher
Clothing There is no need for anything other than normal personal hygiene and washing of clothes. Uniform will be worn by pupils.		Headteacher
Hygiene suites and intimate care facilities Hygiene suites and intimate care facilities should be cleaned between pupils including slings and hoists, control panels, etc..		Headteacher
Schools should adhere to all the PHE guidance contained in the DfE guidance including adhering to all protective measures.		Headteacher
Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms or are isolating as required by NHS track and trace do not attend school.		Headteacher
Clean hands frequently over the school day.		Headteacher
Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach		Headteacher
When volunteers are used in the school building, due attention should be paid to ensuring they are trained in the systems and expectations, the risk assessment shared and their deployment should follow all aspects of the risk assessment.		Headteacher
All areas should be ventilated. Where adequate ventilation is not available or areas are crowded with people who you would not normally come into contact with the recommendation is face coverings will still be worn.		Headteacher
Staff working with children with significant medical needs that make them vulnerable to coronavirus should have an individual risk assessment carried out which may recommend the wearing of face coverings.		Headteacher
Assemblies/gatherings/whole school worship can now take place for children. For events where parents and visitors are invited into school e.g. community worship, school performances, parents consultations, school must ensure areas have a good source of ventilation. Where this is not possible other measures will need to be considered e.g. reduced capacity or face coverings.		Headteacher
Ensure adequate first aid provision for the numbers of staff and pupils on site.		Headteacher
Where possible, without causing further injury or discomfort, first aid to be administered in a well ventilated area.		Headteacher
PPE equipment to be provided in each first aid box and used by staff administering First Aid. All staff trained in use of PPE. PPE to be disposed of appropriately.		Headteacher
Telephones and in school communication devices should be wiped with anti-viral wipe after each different user.		Headteacher
Sanitisers should be used before touching biometrics systems if they cannot be cleaned between users.		Headteacher

Ventilation		
Rooms should be well ventilated. Safeguarding and health and safety must be assessed to see if this is appropriate especially for younger children and pupils with SEND needs and fire procedures will need to be adhered to ensure those doors are closed should fire alarm sound. Consider use of automatic 'doorguard' systems if appropriate.		Headteacher
Where possible and appropriate open windows to classrooms, offices, staff rooms. Encourage appropriate clothing, particularly during colder weather to ensure there is a balance between the need for ventilation and having a comfortable working environment.		Headteacher
Mechanical ventilation is a system that uses a fan to draw fresh air or extract air from a room. These should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.		Headteacher
Schools should check that any new bookings have adequate financial protection in place.		Headteacher
You should undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment		Headteacher
Staff conducting activities such as close intimate care e.g. nappy changing, invasive medical procedures, assisting with feeding necessities and other close contact with pupils should wear disposable gloves and aprons and may need IIR facemasks and eye protection e.g. where there is a risk of spitting, vomiting, etc.. This would need to be assessed on a case by-case basis.		Headteacher
If PPE is identified as necessary for certain activities or staff through a risk assessment, this will be provided by the school. A face covering is a covering of any type which covers your nose and mouth. Face coverings are not classified as PPE.		Headteacher
Reusable eye protection should be thoroughly cleaned and disposable PPE should be changed between each individual person being assisted.		Headteacher
The school will consult with and involve staff in the setting up of individual school plans and systems as far as possible and discuss and share this risk assessment.		Headteacher
Any necessary training and familiarisation time will be provided for staff in advance.		Headteacher
Staff wellbeing is a high priority including work life balance. School ensures all staff are aware of the health and wellbeing benefits in place for staff through SAS absence insurance as well as any other relevant support available. Staff should be provided with time to discuss any concerns with line managers.		Headteacher
Senior Leaders and Governance will continue to review remote learning procedures for effectiveness, ensuring best practice and maximising staff time and workload in the event remote learning has to be deployed.		Headteacher

Schools will consider if individual employee risk assessments are required and if so these will be regularly reviewed and will be amended or new ones carried out for staff experiencing mental health issues.		Headteacher
Staff meetings can resume in person but should happen in well ventilated areas.		Headteacher
Any staff working from home to be provided with support and any necessary provision.		Headteacher
Staff will be supported through any bereavement or family difficulties as a result of Covid-19.		Headteacher
Mental health first aiders have been identified and appropriately trained and supported.		Headteacher
Revised staff handbook to be provided to all staff when updated.		Headteacher
Staff to have individual contact with line manager/SLT to discuss any personal anxieties.		Headteacher
Inform staff of assistance that may be available in terms of counselling and other support services.		Headteacher
Staff to be supported on an individual basis with any anxieties or difficulties.		Headteacher
Contractors should provide their risk assessments and discuss additional needs with the school prior to visiting.		Headteacher
Contractors to carry out regular hand washing and sanitising especially on arrival at school and throughout their time on site.		Headteacher
If contractors need supervising this should be done socially distanced and with suitable ventilation. Where this is not possible other measures should be considered e.g. the wearing of face coverings.		Headteacher
Contractors to follow government guidelines on self-isolating.		Headteacher
If contractors display any symptoms whilst on site they will be asked to leave immediately and any areas or equipment they have been working in or on should be isolated for 72 hours or thoroughly cleaned prior to admitting other persons or being used.		Headteacher
The school should still follow procedures for controlling access and security whilst contractors are on site.		Headteacher
Staff should ensure that pupils are aware of support available for pupil well-being.		Headteacher
Pastoral and extracurricular activities will be provided and will support the rebuilding of friendships and social engagement, address and equip pupils to respond to issues linked to covid-19 and support pupils with their approaches to improving physical and mental wellbeing		Headteacher
Focused pastoral support will be provided for pupils individual issues using external support when necessary and possible.		Headteacher
KCSIE and Child protection policies will be followed and referrals to statutory services will be made for any child suffering or likely to be at harm		Headteacher
School will work with school nursing teams to ensure the healthy child programme, identify health and wellbeing needs, provide support for resilience, mental health and wellbeing including anxiety bereavement and sleep issues and support pupils with additional and complex health needs,		Headteacher
Facilities should be identified to allow private discussion between staff and a pupil/s.		Headteacher

Resources are available to front line staff working with children and form part of the Schools coronavirus operational guidance		Headteacher
First response attendance system still to be adhered to in school. If school staff need to attend a home then government guidance should be followed.		Headteacher
Adequate number of fire wardens present/on site at all times.		Headteacher
Reallocate fire marshal/warden roles if necessary due to short term staffing shortages.		Headteacher
Ensure staff know how to use fire extinguishers and where call points are located, particularly if staff are not familiar with that area. Ensure all staff are shown the evacuation routes clearly from their areas of work, particularly if using multiple classrooms.		Headteacher
Where adaptations are made to building, including doors being left open for ventilation then fire service must be informed. COFO can support if necessary.		Headteacher
In the event of an emergency the controls in place do not apply if it would be unsafe to adhere to it.		Headteacher
Catering service to follow the guidance for food businesses on coronavirus		Headteacher
Catering staff should be made aware of the risk assessment, controls in place and observe good hygiene whilst on site.		Headteacher
Any tables/trolleys used by catering staff to assist in the dissemination of lunches should be cleaned before pupils and staff touch them.		Headteacher
Safeguarding procedures need to be reviewed to ensure all systems comply with the risk assessment and government guidance. Designated leads/deputies should be provided with time to deal with any new safeguarding issues, concerns and referrals.		Headteacher
Communication with school nurses should be maintained.		Headteacher
Schools must consider the impact on staff and pupils with protected characteristics, including race, age and disability in the approach to managing risk. This includes the use of individual risk assessments where appropriate.		Headteacher
If people with significant risk factors are concerned, Headteacher should discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders should try as far as practically possible to accommodate additional measures where appropriate.		Headteacher
Schools have experience of delivering remote learning following national lockdowns and bubble closures		Headteacher
Schools have technology in place to allow the delivery of education to be conducted remotely		Headteacher
Government have updated the Contingency framework to outline how schools should operate and an outbreak management plan will be in place.		Headteacher



Action by when?	Residual risk
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