

Coronavirus (COVID-19): Risk Assessment for Schools

Haydon School

Assessment conducted by: Director of Finance and Operations	Covered by this assessment: Staff, students, parents, visitors and volunteers
Date of assessment: May 2022	Date of next review: As required

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

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	H	<ul style="list-style-type: none"> • All staff and volunteers are aware of all relevant policies and procedures, including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - First Aid Policy - Coronavirus (COVID-19): Contingency Plan • Students are supported to understand and follow the relevant school policies and procedures, including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - DfE (2022) 'Schools COVID-19 operational guidance' - DfE (2021) 'Health and safety: responsibilities and duties for schools' - HM Government (2022) 'COVID-19 Response: Living with COVID-19' - UK Health Security Agency (2022) 'COVID-19: people with COVID-19 and their contacts' • Staff, volunteers, parents, students, visitors and contractors receive any necessary information on measures that have been implemented that are relevant to their role. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - United Kingdom Health Security Agency (UKHSA) - Department of Health and Social Care - The school's local health protection team (HPT) • School policies are reviewed to ensure they account for the latest provisions. 	Y	HT/DFO/YL/FT	May 2022	L

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People with symptoms of a respiratory infection including COVID	H	<ul style="list-style-type: none"> Staff, parents, students and visitors are informed of the national guidance regarding self-isolation from the UKHSA. <p>For children and young people 18 and under:</p> <ul style="list-style-type: none"> Children and young people with mild symptoms such as a runny nose, sore throat, or slight cough, who are otherwise well, can continue to attend their education setting. Children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people, where they can. They can go back to school, college or childcare, and resume normal activities when they no longer have a high temperature and they are well enough to attend. It is not recommended that children and young people are tested for COVID-19 unless directed to by a health professional. If a child or young person has a positive COVID-19 test result they should try to stay at home and avoid contact with other people for 3 days after the day they took the test, if they can. Children and young people who usually go to school, college or childcare and who live with someone who has a positive COVID-19 test result should continue to attend as normal. For further information on high temperature (fever) in children, please see the NHS website: https://www.nhs.uk/conditions/fever-in-children <p>For adults 19 and over:</p> <ul style="list-style-type: none"> If you have symptoms of a respiratory infection, such as COVID-19, and you have a high temperature or do not feel well enough to go to work or carry out normal activities, try to stay at home and avoid contact with other people, until you no longer have a high temperature (if you had one) or until you no longer feel unwell. 	Y	HT/DFO Year Leaders Form Tutors	May 2022	L

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		<ul style="list-style-type: none"> For further details on the symptoms of COVID-19 please see the NHS website: Coronavirus (COVID-19) symptoms in adults – NHS (www.nhs.uk) If you have a positive COVID-19 test result, try to stay at home and avoid contact with other people for 5 days after the day you took your test. If you have a positive COVID-19 test result, it is very likely that you have COVID-19 even if you do not have any symptoms. You can pass on the infection to others, even if you have no symptoms 				
Close contact with confirmed coronavirus cases	H	<ul style="list-style-type: none"> Staff, parents and students are informed that people who live in the same household as someone with coronavirus are at highest risk of becoming infected, and those who have stayed overnight in the same household are also at high risk. Individuals who live in the same household as someone with coronavirus or who have stayed overnight with them are encouraged to follow national guidance on precautions they can take to reduce the risks to themselves and others. Individuals who are a contact of a positive case but do not live with or have not stayed overnight with the individual are advised to follow the 'Living safely with respiratory infections, including COVID-19' guidance. The school will take advice from the local HPT regarding specific precautions to be taken in response to managing a case or outbreak. 	Y	Tracy Lofty Stacey Kelly Lidia Faraj Linda Hurley	May 2022	L
	H	<ul style="list-style-type: none"> If anyone develops coronavirus symptoms while at school, they are advised to go home and informed of the national guidance on what to do if you have symptoms of a respiratory infection, including coronavirus, or test positive for coronavirus. 	Y	Tracy Lofty Stacey Kelly Lidia Faraj Linda Hurley	May 2022	L

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Contact with individuals who develop coronavirus symptoms at school		<ul style="list-style-type: none"> Students going home after displaying symptoms who are awaiting collection by a parent are moved away from others to a location that can be ventilated. If the student needs to use the toilet while awaiting collection, they use a separate bathroom if possible. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else. Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds with soap and running warm water or hand sanitiser. The area around the symptomatic individual is cleaned and appropriately ventilated after they have left the premises. 				
Managing respiratory infections, including coronavirus	H	<ul style="list-style-type: none"> Staff with symptoms of a respiratory infection, including coronavirus, who have a high temperature and do not feel well enough to work will be advised to staff and home and avoid contact with others until they no longer have a high temperature and feel well enough to return to work. Staff will be supported to work from home where possible. Anyone with symptoms of a respiratory infection, including coronavirus, will be advised to follow the UKHSA guidance. 	Y	Tracy Lofty Stacey Kelly Lidia Faraj Linda Hurley	May 2022	L
PPE	H	<ul style="list-style-type: none"> PPE is distributed to staff who provide intimate care for students, where a student becomes unwell with symptoms of coronavirus whilst in school and close contact cannot be avoided, and where the staff member is performing aerosol generating procedures. Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties. Used PPE is disposed of properly using bins provided around the school. 	Y	DFO	May 2022	L

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Hand cleaning and respiratory hygiene	H	<ul style="list-style-type: none"> Suitable handwashing and sanitising facilities are provided for individuals to wash their hands regularly. Adequate amounts of tissues and bins are available in the relevant areas. Visual aids are displayed throughout the school reminding students to wash their hands regularly and follow the 'catch it, bin it, kill it' approach. 	Y	Form Tutors / Year Leaders	May 2022	L
Cleaning	H	<ul style="list-style-type: none"> The school maintains an appropriate cleaning schedule which includes the regular cleaning of areas and equipment. There is a particular focus on frequently touched surfaces. The cleaning team implements a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> More frequent cleaning of rooms and shared areas (including classrooms and eating areas) that are used by different groups. Frequently touched surfaces being cleaned more often than normal. Provision for ensuring toilets are cleaned regularly. The necessary areas of the academy are deep cleaned with suitable cleaning agents. All areas that remain temporarily closed, or partially closed for cleaning or infection control purposes, are clearly signposted. Adequate amounts of suitable cleaning agents are available. PPE is available to members of staff who require it to carry out cleaning safely 	Y	DFO	May 2022	L
Protecting high risk individuals	H	<ul style="list-style-type: none"> The school works with parents of students with medical conditions who are considered to be at high risk from coronavirus to identify and implement any further protective measures that may be recommended for their child. The school communicates to students and staff who are considered to be at high risk from coronavirus that they should follow the same 	Y	Year Leaders Tracy Lofty Stacey Kelly	May 2022	L

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		<p>coronavirus guidance as the rest of the population unless they have received specialist advice to take additional precautions.</p> <ul style="list-style-type: none"> The school supports students considered to be at high risk from coronavirus to follow the advice of their specialist, e.g. if the students is advised should to stay at home or reduce their social contact due to the nature of their medical condition or treatment. High risk staff who have received personal advice from their specialist or clinician on additional precautions to take are supported to follow that advice. Arrangements are made for high risk members of staff to ensure they are safe while working within school, are able to maintain good prevention practice and follow systems of control on site. The school requests that anyone who is a close contact of a positive coronavirus case takes care to socially distance from known high risk individuals where possible. 				
Unvaccinated members of staff	H	<ul style="list-style-type: none"> The school encourages all eligible staff to take up the vaccine offer and publicises the benefits using impartial, factual information in line with NHS guidance. The schools ensures that all staff are aware that anyone who is unvaccinated must follow government guidelines if they are a close contact of a positive coronavirus case, develop symptoms, or produce a positive test result. In all cases, the school does not discriminate against any member of staff who has not being vaccinated for any reason, and adheres to its duties under the Equality Act 2010. The school consults legal advice in all cases where there is the possibility of a dispute regarding the vaccination status of a member of staff or its organisational approach to vaccines. 	Y	HT	May 2022	L
Catering	H	<ul style="list-style-type: none"> The school's kitchen is fully open and operates within usual legal requirements. 	Y	DFO	May 2022	L

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		<ul style="list-style-type: none"> FSM or food vouchers are provided for eligible students who are not attending school during term time where they: <ul style="list-style-type: none"> Are self-isolating. Have symptoms or a positive test result. Are not attending as a result of local restrictions advised by the government. 				
Remote learning	H	<ul style="list-style-type: none"> Remote learning is provided for students who are following clinical or government guidance to stay at home, e.g. where they are self-isolating. All such students not physically unwell are given access to remote education as soon as reasonably practicable. The headteacher ensures that students taught remotely in KS3 and KS4 are set work that as a minimum covers five hours a day. Teaching staff deliver all remote education. <ul style="list-style-type: none"> The school informs parents that they should raise any concerns about the quality of the school's remote education offer with the Year Team in the first instance 	Y	SJM (Lead Practitioner) / Curriculum Leaders	May 2022	L
Educational visits	H	<ul style="list-style-type: none"> Educational visits are conducted in line with government guidance. This includes the COVID-secure measures in place at the destination. A full and thorough risk assessment is made in relation to all educational visits to ensure they can be undertaken safely, and all trips are conducted in line with their risk assessment. 	Y	EVC EV Leaders	May 2022	L
Extracurricular activities and wraparound provision	H	<ul style="list-style-type: none"> The school works to provide all before- and after-school educational activities for all students. Additional measures are in place in line with the government guidance. 	Y	Curriculum Leaders	May 2022	L
		<ul style="list-style-type: none"> Staff are vigilant in discerning student mental health and report any concerns to the pastoral team. The school provides opportunities for students to talk about their mental health and experiences during the pandemic. 				

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Wellbeing	H	<ul style="list-style-type: none"> • Students have access to pastoral support and activities, e.g. opportunities to renew and develop friendships. • Students and parent surveys are sent out to assess how they feel about being on the school site and to enable staff to act on any concerns students and parents may have. • Staff surveys are sent out to assess how they feel about being on the school site and enable the SLT to act on any concerns staff may have. • The SENCO identifies students with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available. • Teachers and the SENCO work together to ensure students with SEND are prepared for changes to their routine. • The DSL ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and students have access to psychological support. • The DSL ensures that adequate pastoral care is in place to support students and staff who require it. • The school engages with local immunisation providers to ensure immunisations programmes can be provided on site in line with the relevant protective control measures. • Safeguarding issues are managed in line with the Child Protection and Safeguarding Policy. • Staff and student bereavement is managed in line with the Bereavement Policy. 	Y	SENCO DSL Year Leaders Form Tutors	May 2022	L
Safeguarding	H	<ul style="list-style-type: none"> • The school's Child Protection and Safeguarding Policy is reviewed as necessary to reflect the current operations of the school. • The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns, e.g. ongoing bullying. 	Y	AHT (DSL)	May 2022	L

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		<ul style="list-style-type: none"> The DSL ensures that adequate pastoral care is in place to support students and staff who require it. The DSL ensures the relevant staff have the appropriate training to support students and staff who require pastoral care. 				
Communication	H	<ul style="list-style-type: none"> The headteacher contacts the DfE's advice helpline for specific recommendations for their school. The headteacher puts into place any actions or precautions advised by the DfE's helpline or local HPT if necessary. The school's website is kept up-to-date with any important information regarding the running of the school during the pandemic, e.g. local arrangements. Staff, students, parents and volunteers are informed about the relevant information regarding the running of the school during the coronavirus pandemic. The headteacher liaises with the governing board about possible arrangements for running the school during the pandemic, where necessary. All staff, students, parents, visitors and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms. The SLT is actively present around the school to provide additional support, advice and reassurance. 	Y	SLT	May 2022	L
Ventilation	H	<ul style="list-style-type: none"> Particular consideration is given to ventilation when hosting events where visitors such as parents are on site, e.g. school productions. Where possible, the windows of occupied rooms are open. The school uses CO₂ monitors provided by the DfE to help assess how well-ventilated spaces in the school are, and find a good balance of ventilation and thermal comfort. 	Y	All Staff Site Team	May 2022	L
Contingency planning	H	<ul style="list-style-type: none"> The school has a Coronavirus (COVID-19): Contingency Plan that can be implemented if restrictions need to be stepped up due to coronavirus, including the reintroduction of face coverings. 	Y	HT	May 2022	L

