

This document has been created to identify the hazards associated with the operation of our schools from September 2021.

The risk assessment is deemed to be a ‘working’ document and may need to be amended to incorporate any additional hazards which may be identified, or any changes to our measures to support the control of transmission of COVID-19 amongst our school communities. Stakeholders will be informed of any amendments to this risk assessment.

The below tables have been used to assess the level of risk for each identified hazard.

Likelihood	Severity
4 = Certain = common or frequent occurrence	4 = Major risk - transmission of COVID 19 is very probable
3 = Probable = likely to occur sometime	3 = High risk - transmission of COVID 19 is probable
2 = Possible = may occur sometime	2 = Moderate risk - transmission of COVID 19 is decreased
1 = Improbable = unlikely to occur	1 = Minimal risk – transmission of COVID 19 is significantly decreased

RISK LEVEL MATRIX					
PROBABILITY (LIKELIHOOD)	4	Low	High	Very High	Very High
	3	Low	Med	High	Very High
	2	Very Low	Low	Med	High
	1	Very Low	Very Low	Low	Low
	1	2	3	4	
	SEVERITY (OUTCOME)				

Links to related published guidance notes to be referred to alongside the Model Risk Assessment	
<p>Links to DfE Guidance</p> <p>As new guidance is produced weekly, please refer to www.gov.uk for updates</p> <p>Note from DfE: Schools are not required to use these guides, and may choose to follow alternative approaches to preparing for wider opening, or to use some sections of this guidance alongside other approaches</p>	<p>Coronavirus guidance & Support: Coronavirus (COVID-19): guidance and support - GOV.UK (www.gov.uk)</p> <p>Schools Covid-19 Operational Guidance: Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)</p> <p>SEND and Specialist Settings: additional COVID-19 operational guidance: SEND and specialist settings: additional COVID-19 operational guidance - GOV.UK (www.gov.uk)</p> <p>Rapid asymptomatic testing in specialist settings: Rapid asymptomatic testing in specialist settings - GOV.UK (www.gov.uk)</p> <p>Use of PPE in education settings: The use of personal protective equipment (PPE) in education, childcare and children’s social care settings, including for aerosol generating procedures (AGPs) - GOV.UK (www.gov.uk)</p> <p>Managing Covid-19 in education settings: Contingency framework: education and childcare settings (publishing.service.gov.uk)</p> <p>Information for protecting people defined on medical grounds as extremely vulnerable from coronavirus (COVID-19): COVID-19: guidance on protecting people defined on medical grounds as extremely vulnerable - GOV.UK (www.gov.uk)</p>

Version No.	Edits (page numbers may alter as later editions are made)	Published
1	Original	01/09/2021
2	Page 5 – Addition of permitting walks around the local area as part of pupil enrichment activities	29/09/2021

Area of concern to be addressed	Risk Rating without measures	Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Risk Rating after measures
1. Reducing the spread of COVID-19 amongst our school community					
Lack of understanding of risk	3 x 3 HIGH	<ul style="list-style-type: none"> • School community encouraged to keep updated on, and adhere to, government guidance. • All staff to receive COVID-19 information session upon their return to work following a holiday period or period of school closure. • All staff to attend additional information sessions as and when required, e.g. if measures need to be increased due to outbreak. • COVID-19 risk assessment to be shared with all staff and published on website and shared IT area. • Parents to be directed to read COVID-19 risk assessment prior to pupils return to school. • As part of the overall communications strategy parents are kept up to date with information, guidance and the school’s expectations on a regular basis using a range of communication tools. • School staff to be available to answer any queries from school community. • Clinically extremely vulnerable (CEV) staff to also be directed to read additional guidance on how to protect themselves. 	Yes		2 x 2 LOW
Ensuring good hygiene	4 x 4 VERY HIGH	<ul style="list-style-type: none"> • Staff and pupils to be encouraged to clean hands regularly throughout the school day, either through use of hand washing or hand sanitiser. • Hand washing facilities are available throughout the premises for use by staff and pupils as needed. • Hand sanitiser easily accessible for use by staff and pupils as needed. 	Yes		2 x 1 VERY LOW

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Area of concern to be addressed	Risk Rating without measures	Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Risk Rating after measures
		<ul style="list-style-type: none"> • Staff to incorporate hand washing into daily routines for pupils. • Staff to follow good respiratory hygiene by following the principals of ‘catch it, bin it, kill it’. • Staff to support pupils to follow good respiratory hygiene. 			
Maintaining appropriate cleaning regime	4 x 4 VERY HIGH	<ul style="list-style-type: none"> • All Trust premises to receive daily clean to incorporate handheld fogging spray of all equipment and facilities across Trust premises. • In addition, each school site to have 1 x daytime cleaner undertaking spraying of touch points, toilets and any other heavy use areas. • Cleaning company reminded of the importance to maintain training, staffing and stock levels to ensure all sites are cleaned. • Cleaning staff to access PPE as required, and/or directed by the Cleaning Company. 	Yes		2 x 2 LOW
Increasing ventilation	3 x 3 HIGH	<ul style="list-style-type: none"> • Make use of mechanical ventilation where this is utilising external fresh air. • Mechanical ventilation must not be used where this is circulating air from within the building. • Doors and windows to be opened to facilitate increased airflow, where this is safe to do so for pupils. • Events involving large groups of external visitors, e.g. productions, must only be held in rooms where ventilation is good. • All mechanical ventilation units to be serviced as per service schedule. 	Yes	Staff should balance the need for increased ventilation whilst maintaining a comfortable temperature.	2 x 2 LOW

Area of concern to be addressed	Risk Rating without measures	Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Risk Rating after measures
		<ul style="list-style-type: none"> • CO2 monitors to be used in rooms to support the identification of need for additional ventilation. 			
<p>Use of PPE</p>	<p>4 x 4 VERY HIGH</p>	<ul style="list-style-type: none"> • There is no requirement for staff or pupils to wear PPE when undertaking normal activities. • Staff are required to wear usual PPE when undertaking activities where PPE is normally required, e.g. providing personal care. • Staff members to make personal choice on using PPE when undertaking normal activities. • PPE stations will be available for staff to access as required. • PPE is mandatory when supporting activities with increased risk (see section 2 below). • Non-regular visitors to our sites will be requested to wear a face covering when moving around our sites. • PPE only to be disposed of in PPE bins provided across sites. • PPE waste to be held separately from standard waste for 72 hours. 	<p>Yes</p>		<p>2 x 2 LOW</p>
<p>Managing visitors to our sites</p>	<p>3 x 3 HIGH</p>	<ul style="list-style-type: none"> • All visits to site are by appointment only. • All visitors must report to reception upon arrival to site and formally signed in. • All visitors will be required to leave a contact telephone number for track and trace purposes. • All visitors will be asked to use hand sanitiser prior to continuing their visit. • Non-regular visitors to our sites will be asked to wear a face covering when moving around the building. 	<p>Yes</p>		<p>2 x 2 LOW</p>

Area of concern to be addressed	Risk Rating without measures	Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Risk Rating after measures
		<ul style="list-style-type: none"> Where possible, visitors to be informed of this requirement prior to entering the school building. If unaware, visitors will be informed if requirement to wear face covering when they report to reception. Face masks will be made available for use by visitors where they do not bring their own. 			
Swimming (on school premises)	3 x 3 HIGH	<ul style="list-style-type: none"> Due to the close contact required when undertaking this activity, this will not resume until the Trust can review COVID levels amongst our school community. Swimming will resume after October half term, if there is no outbreak amongst our school community. 	Yes		1 x 1 VERY LOW
Offsite Activities	3 x 3 HIGH	<ul style="list-style-type: none"> Staff and pupils make take walks in their local community to support enrichment activities. Entry to shops and other facilities are not permitted as part of these visits. The Trust will review the recommencement of other offsite activities prior to October half term, when the impact of schools returning can be seen. 	Yes	All offsite activities must have individual risk assessments which take account of Covid protection measures.	1 x 1 VERY LOW
2. Activities with increased risk of spreading COVID-19					
Dealing with symptomatic cases – staff members	2 x 4 HIGH	<ul style="list-style-type: none"> All staff reminded of symptoms: a new continuous cough, and/or a high temperature, and/or a loss, or change, in normal sense of taste or smell. Staff displaying any of the above symptoms whilst at work must return home and arrange for a PCR test to be undertaken as soon as possible. Where possible, staff needing to go home should avoid using public transport. 	Yes		2 x 1 VERY LOW

Area of concern to be addressed	Risk Rating without measures	Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Risk Rating after measures
		<ul style="list-style-type: none"> • Staff member to avoid contact with any other person on-site. • Any staff member required to support a symptomatic colleague must wear full PPE (face mask, gloves, apron and visor/goggles). • A thorough clean must be conducted on any areas that the symptomatic person has touched or passed through. Cleaning staff to wear appropriate PPE (face mask, gloves and apron as a minimum). • PPE to be disposed of in designated bins and stored separately from normal waste for 72 hours. • Staff member to inform track and trace of any potential contacts when requested to do so. • Any staff and/or pupil who is identified as a close contact must follow instructions identified by track and trace. • Staff and/or pupils who have not been directed to isolate through track and trace to attend work/school as normal. • School staff to be on-hand to support any track and trace activities, as requested by Public Health. 			
<p>Dealing with symptomatic cases – pupils</p>	<p>4 X 4 VERY HIGH</p>	<ul style="list-style-type: none"> • All staff reminded of symptoms: a new continuous cough, and/or a high temperature, and/or a loss, or change, in normal sense of taste or smell. • Pupils displaying any of the above symptoms whilst at school must return home and arrange for a PCR test to be undertaken as soon as possible. • Where possible, pupils needing to go home should avoid using public transport. 	<p>Yes</p>		<p>3 x 1 LOW</p>

Area of concern to be addressed	Risk Rating without measures	Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Risk Rating after measures
		<ul style="list-style-type: none"> • An identified, well ventilated, space to be allocated for pupils to wait whilst arrangements to return home are made. • Pupil must be isolated from rest of school community immediately in the identified space. • Any staff member required to support a symptomatic colleague must wear full PPE (face mask, gloves, apron and visor/goggles). • A thorough clean must be conducted on any areas that the symptomatic person has touched or passed through. Cleaning staff to wear appropriate PPE (face mask, gloves and apron as a minimum). • PPE to be disposed of in designated bins and stored separately from normal waste for 72 hours. • Parents to inform track and trace of any potential contacts when requested to do so. • Any staff and/or pupil who is identified as a close contact must follow instructions identified by track and trace. • Staff and/or pupils who have not been directed to isolate through track and trace to attend work/school as normal. • School staff to be on-hand to support any track and trace activities, as requested by Public Health. 			
Aerosol Generating Procedures	3 x 3 HIGH	<ul style="list-style-type: none"> • Medical staff must conduct an individual risk assessment which is shared with school staff prior to pupils return. 	Yes		2 x 2 LOW

Area of concern to be addressed	Risk Rating without measures	Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Risk Rating after measures
		<ul style="list-style-type: none"> • Complex care staff to be fitted with appropriate PPE and provided with appropriate equipment as identified in any risk assessment. • Any school staff supporting with an AGP procedure must wear full PPE (face mask, gloves, apron, and visor/goggles). • AGP procedures should ideally be undertaken in a designated room. The room must have the door closed and a window open whilst undertaking the procedure. • If AGP procedure needs to be undertaken in classroom this must be next to an open window and all other people within the room must be at least 2 meters away. • The room should be thoroughly cleaned after any AGP procedure. • Cleaning staff to wear appropriate PPE throughout the clean (face mask, gloves, apron and visor/goggles). • PPE to be disposed of in designated bins and stored separately from normal waste for 72 hours. 			
Transporting Pupils	3 x 3 HIGH	<ul style="list-style-type: none"> • Do not transport any symptomatic individual. • Staff to wear face masks when transporting any pupil. • Where possible, pupils to wear face mask when on transport. • Vehicle should be well ventilated through use of open windows. 	Yes		3 x 1 LOW
3. Maintaining Staffing Levels					

Area of concern to be addressed	Risk Rating without measures	Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Risk Rating after measures
Supporting testing and tracing for staff members	3 x 4 VERY HIGH	<ul style="list-style-type: none"> • All staff reminded of symptoms: a new continuous cough, and/or a high temperature, and/or a loss, or change, in normal sense of taste or smell. • All staff encouraged to participate in twice weekly rapid asymptomatic home testing. • Any staff member displaying symptoms must not attend work and get a PCR test as soon as possible. • Staff members with a positive lateral flow test or PCR test must self-isolate immediately and follow public health guidance. • Any positive result, whether this be from lateral flow test or PCR test must be reported to school as soon as possible. • PCR results overrule any lateral flow test result. • NHS will manage track and trace of any contacts; school staff to be available to support any track and trace process as requested. • Staff members will be contacted by NHS if identified as a contact of a positive case. • Staff members are not required to self-isolate if: <ul style="list-style-type: none"> - they have received both doses of COVID vaccine; or <ul style="list-style-type: none"> - are below the age of 18 years and 6 months; or - they have taken part in, or are currently part of an approved COVID-19 vaccine trial; or - they are not able to get vaccinated for medical reasons. • Staff members to report absence from work as soon as possible. 	Yes	Testing is via informed consent only	2 x 1 VERY LOW

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		<ul style="list-style-type: none"> • Staff members to follow the instruction of NHS/Public Health concerning self-isolation. • Any staff member who is required to self-isolate will be in receipt of full pay but must be available to undertake work activities at home. 			
Mental Health Support	3 x 2 MED	<ul style="list-style-type: none"> • Staff have access to a range of health and well-being support, communicated via email. • Staff members to discuss any concerns with Line Managers. 	Yes		3 x 1 LOW
Clinically Extremely Vulnerable (CEV) Staff	3 x 2 MED	<ul style="list-style-type: none"> • Staff who fall into the CEV category are advised to follow the same guidance as everyone else as a minimum. • CEV staff are encouraged to read additional government guidance to support them to stay safe: COVID-19: guidance on protecting people defined on medical grounds as extremely vulnerable - GOV.UK (www.gov.uk) • CEV staff may utilise PPE as they feel appropriate to their particular circumstance. • CEV staff may request an individual risk assessment if they feel this is necessary. 	Yes		3 x 1 LOW
Pregnant Workers	3 x 2 MED	<ul style="list-style-type: none"> • Pregnant workers are advised to follow the same guidance as everyone as a minimum. • Pregnant workers who are more than 27 weeks pregnant are encouraged to read additional government guidance to support them to stay safe: COVID-19: guidance on protecting people defined on medical grounds as extremely vulnerable - GOV.UK (www.gov.uk) 	Yes		3 x 1 LOW

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Vaccination programmes	3 x 3 HIGH	<ul style="list-style-type: none"> • Staff are encouraged to follow government guidance on vaccination. • Staff will be supported to attend vaccination appointment where this does not impact on school operations. 	Yes		3 x 1 LOW
4. Maintaining Pupil Attendance					
Supporting testing and tracing for pupils	3 x 4 VERY HIGH	<ul style="list-style-type: none"> • All parents and pupils reminded of symptoms: a new continuous cough, and/or a high temperature, and/or a loss, or change, in normal sense of taste or smell. • All secondary aged pupils will be offered 2 x lateral flow tests, either at home or on school premises, whichever is more appropriate, prior to returning from summer holidays. • All secondary aged pupils encouraged to participate in twice weekly rapid asymptomatic home testing. • Any pupil displaying symptoms must not attend school and get a PCR test as soon as possible. • Pupils with a positive lateral flow test or PCR test must self-isolate immediately and follow public health guidance. • Any positive result, whether this be from lateral flow test or PCR test must be reported to school as soon as possible. • PCR results overrule any lateral flow test result. • NHS will manage track and trace of any contacts; school staff to be available to support any track and trace process as requested. • Pupils are not required to self-isolate if: 	Yes	Testing is via informed consent only	2 x 2 LOW

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Area of concern to be addressed	Risk Rating without measures	Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Risk Rating after measures
		<ul style="list-style-type: none"> - they have received both doses of COVID vaccine; or - are below the age of 18 years and 6 months; or - they have taken part in, or are currently part of an approved COVID-19 vaccine trial; or - they are not able to get vaccinated for medical reasons. 			
Parents unsure of expectations around attendance	3 x 3 HIGH	<ul style="list-style-type: none"> • Clarity around attendance expectations to be provided by school. • Regular reporting and monitoring of attendance to responsible body and follow-up with families factored into workload. 	Yes		2 x 1 VERY LOW
Safeguarding and Mental Health Support	3 x 2 MED	<ul style="list-style-type: none"> • Pupils to have access to a range of health and well-being support through school staff and sign posted as necessary to other services. • Staff to discuss mental health concern with parents/carers as appropriate. • Pupils who are not in school, either for medical reasons or due to self-isolation, must have regular safe and well checks, which are documented. • Free School Meal pupils who are isolating must be offered a meal provision during any period of isolation. 	Yes		3 x 1 LOW
Clinically Extremely Vulnerable (CEV) Pupils	4 x 4 VERY HIGH	<ul style="list-style-type: none"> • Pupils who fall into the CEV category will be identified by medical staff. • Any individual risk assessment by medical staff must be shared with school prior to pupil return. • Pupils who are unable to attend school must be provided with a remote offer and regular safe and well checks undertaken, which are documented. 	Yes		2 x 2 LOW

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Area of concern to be addressed	Risk Rating without measures	Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Risk Rating after measures
5. Plan to scale up measures within the school community					
Need to implement Outbreak Management Plan	4 x 4 VERY HIGH	<ul style="list-style-type: none"> • Outbreak Management Plan in place. • Trust Staff will determine, alongside school leaders whether the outbreak plan needs to be implemented; this will be in discussion with Public Health. • Plan to be shared with staff at earliest opportunity. • Plan to be shared with parents/pupils at earliest opportunity. • Plan must not impact on delivery of education to pupils. 	Yes		2 x 2 LOW