

Coronavirus (COVID-19): risk assessment for schools in the Diocese of St Albans Multi Academy Trust

Trust schools need to ensure the risks from coronavirus (COVID-19) continue to be managed effectively to help protect their staff, pupils, and the rest of their school community. This means that, as always, school employers and leaders are legally required to think about the risks staff and pupils face and do everything reasonably practicable to minimise these risks. Schools must make sure a risk assessment has been undertaken to identify the measures needed to reduce the risks from coronavirus and make the school COVID-secure.

Schools must regularly review and update their risk assessments, treating them as 'living documents'. Staff and their health and safety representatives must be notified of review outcomes. Schools should also communicate any changes in procedures to parents.

School employers have a legal duty to consult their employees on health and safety in good time. It may also be appropriate to involve pupils and parents in these discussions to help them understand the measures that are being put in place.

Schools should share the results of their risk assessment with staff and consider publishing it on their websites to provide transparency for pupils and parents – HSE expects all employers with over 50 members of staff to do this. Once completed, the risk assessment needs to be monitored and reviewed regularly, with feedback from parents and staff taken into account.

Schools should consider the measures outlined in the DfE's '[Schools COVID-19 operational guidance](#)' and the '[Health and safety: responsibilities and duties for schools](#)', and the government's '[COVID-19 Response: Living with COVID-19](#)' guidance to inform decisions on what control measures should be implemented. The template risk assessment below has been created in line with DfE guidance regarding how schools should operate during the coronavirus pandemic.

Churchfield CE Academy

Assessment conducted by: Trust and Lynda Parker	Job title: Acting Headteacher	Covered by this assessment:
Date of assessment: Feb 2022	Review interval: Half termly as guidance changes	Date of next review: April 2022

Related documents	
<u>Coronavirus (COVID-19): Contingency Plan, Infection Control Policy, First Aid Policy, Child Protection and Safeguarding Policy, Staff Wellbeing Policy, Attendance and Absence Policy, Ventilation Policy.</u>	

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	<u>H</u>	- All staff and volunteers are aware of all relevant policies and procedures, including, but not limited to, the following: <u>Health and Safety Policy</u> <u>Infection Control Policy</u> <u>First Aid Policy</u> <u>Coronavirus (COVID-19): Contingency Plan</u> - Pupils are supported to understand and follow the relevant school policies and procedures, including, but not limited to, the following: <u>Health and Safety Policy</u> <u>Infection Control Policy</u> - All staff have regard to all relevant guidance and legislation including, but not limited to, the following: - 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' COVID-19: people with COVID-19 and their contacts - GOV.UK (www.gov.uk) - Staff, volunteers, parents, pupils, visitors and contractors receive any necessary information and training on measures that have been implemented that are relevant to their role, e.g. infection control and pupil wellbeing. - The school keeps up-to-date with advice issued by, but not limited to, the following: - DfE - NHS - United Kingdom Health Security Agency (UKHSA) - Department of Health and Social Care	<u>Yes</u>	<u>Acting Headteacher</u>	<u>February 2022</u>	<u>M</u>

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
		- The school's local health protection team (HPT) - The Trust • The SLT reviews relevant school policies to ensure they account for the latest provisions.				
Understanding of self-isolation advice	<u>H</u>	• Staff, parents, pupils and visitors are informed of the national guidance regarding self-isolation from the UKHSA. COVID-19: people with COVID-19 and their contacts - GOV.UK (www.gov.uk) • [It is no longer a legal requirement to self-isolate following a positive coronavirus test. However, the Trust encourages all staff who have had contact with COVID to test themselves before coming into school. Tests are no longer provided by the school, but are ordered without cost via pharmacies or online until 1st April 2022.] • Staff, parents, pupils and visitors are made aware of any changes to self-isolation guidance. • Staff are informed that they do not legally need to tell the school if they should self-isolate.	<u>Yes</u>	<u>Acting Headteacher</u>	<u>February 2022</u>	<u>M</u>
Close contact with confirmed coronavirus cases	<u>H</u>	• Staff, parents and pupils are made aware that the routine contact tracing conducted by NHS Test and Trace ends from 24 February. • Staff, parents and pupils are informed that from 24 February close contacts of positive cases are not required to take daily tests or self-isolate, but reminded that the school encourages staff with close contacts to test where possible. • Staff, parents and pupils 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	<u>Yes</u>	<u>ALL</u>	<u>February 2022</u>	<u>M</u>

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		take to reduce the risks to themselves and others for 10 days after the person they live or stayed with symptoms started, or the day their test was taken if they did not have symptoms. 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 'Coronavirus: how to stay safe and help prevent the spread' guidance.				
Contact with individuals who develop coronavirus symptoms at school	H	The legal requirement to self-isolate if you have coronavirus ends on 24 February. A letter will be sent to all parents and carers advising them of this, but asking for them to be vigilant and reminding of the need to be absent from school when ill. - If anyone develops coronavirus symptoms while at school, they are sent home and informed of the national guidance on what to do if you have symptoms or test positive for coronavirus. - Pupils being sent home after displaying symptoms who are awaiting collection by a parent are moved to a room where they can be isolated behind a closed door, with an open window for ventilation where possible. If it is not possible to isolate the pupil, they are moved to an area which is at least two metres away from others. If required, a member of staff supervises the pupil. - If the pupil 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. - Emergency assistance is called immediately if the pupil's symptoms worsen, and they require further medical care. - PPE is worn by supervising staff if direct personal care is needed and they cannot maintain a distance of two metres. - In exceptional circumstances, where a pupil's parents cannot arrange to have their child collected, if it is age-appropriate and safe	<u>Yes</u>	<u>ALL</u>	<u>February 2022</u>	<u>M</u>

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		to do so, the child is directed to travel home alone. If this is not possible, the school makes alternative arrangements. • Symptomatic individuals are directed to not use public transport to get home. • 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 with normal household bleach after they have left the premises. • Staff members who have helped someone with symptoms and any pupils who have been in close contact with them are informed that they do not need to self-isolate unless they develop symptoms themselves.				
Managing confirmed cases of coronavirus	M	• Staff, pupils and parents are informed, via email, of how the school responds to confirmed cases of coronavirus. • Where an individual in the school community tests positive for coronavirus, the school follows public health advice and procedures outlined in the Infection Control Policy. • Individuals who test positive for coronavirus follow the UKHSA guidance on precautions to take. • Staff who have coronavirus are supported to work from home where possible. If this is not possible, the staff member and their manager discuss other options. • Individuals with coronavirus are informed that the government advises they stay at home and may take an LFD test from five days after their symptoms started (or the day they tested positive if they did not have symptoms) and on the following day. If they have negative test results on consecutive days, and they do not have a temperature, they are able to return to school. • Where required, relevant parents and staff are informed of the confirmed case; however, the name of the individual is not shared.	<u>Yes</u>	<u>Acting Headteacher</u>	<u>February 2022</u>	<u>L</u>

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
		The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation.				
PPE	M	- PPE is distributed to staff who provide intimate care for pupils, where a pupil 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. Staff and pupils are told not to use recycling bins for the disposing of PPE. - All PPE waste is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag and stored in a suitable and secure place, marked for storage for 72 hours. Following this period, it is put in the communal waste area.	<u>Yes</u>	<u>ALL</u>	<u>February 2022</u>	<u>L</u>
Hand cleaning and respiratory hygiene	H	- 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. - Skin-friendly sanitising wipes are used as an alternative for pupils who are at risk of ingesting hand sanitiser, where appropriate. - Visual aids are displayed throughout the school reminding pupils to wash their hands regularly and follow the 'catch it, bin it, kill it' approach. - Pupils are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any.	<u>Yes</u>	<u>ALL</u>	<u>February 2022</u>	<u>M</u>

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
		- Younger pupils and those with complex needs are supported to ensure they adopt good hand cleaning and respiratory hygiene practices. - Individual risk assessments are conducted for pupils with complex needs who struggle to maintain good respiratory hygiene.				
Cleaning	M	The school maintains an appropriate cleaning schedule implemented by the School Business Manager which includes the regular cleaning of areas and equipment, e.g. twice per day. There is a particular focus on frequently touched surfaces.	<u>Yes</u>	<u>Acting Headteacher/ School Business Manager</u>	<u>February 2022</u>	<u>L</u>
Testing	M	- Staff, parents and pupils are informed that staff and pupils no longer need to take a lateral flow device (LFD) test twice a week at home, but that the Trust recommends testing to staff who are close contacts. This is not a legal requirement, but voluntary guidance intended to protect the school community. - If an individual tests positive for coronavirus via an LFD or PCR test, they are told to follow the UKHSA guidance.	<u>Yes</u>	<u>Acting Headteacher</u>	<u>February 2022</u>	<u>L</u>
Attendance	M	- The school informs parents and pupils that attendance is mandatory for all pupils, unless they are self-isolating. - The attendance register is taken as normal and absences are followed up, in line with the Attendance Procedures. - Where a pupil is unable to attend the site because they are following clinical and/or public health advice, they are offered access to remote education immediately. - Any concerns from staff, parents and pupils about being on the school site are discussed between appropriate individuals. - Pupils who are reluctant or anxious to attend school are identified and relevant staff members develop plans to reengage these pupils. - The school works with the LA to engage with families who are abroad to understand the pupils' circumstances and their plans to	<u>Yes</u>	<u>Attendance Officer/ Acting Headteacher</u>	<u>February 2022</u>	<u>L</u>

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		return. The school will encourage families to return where they are able to, emphasising the benefits of regular school attendance and reminding them that school attendance is mandatory.				
Protecting high risk individuals	M	A separate Risk Assessment is carried out and followed.	<u>Yes</u>	<u>Acting Headteacher</u>	<u>February 2022</u>	<u>L</u>
Unvaccinated members of staff	M	- 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 school enables staff who are eligible for vaccination to attend booked appointments, including during term time where possible. - The Acting Headteacher ensures all line managers are aware of the school's approach to vaccinations and implement it accordingly. - Where a member of staff raises concerns about the vaccine, their line manager or a trusted member of staff discusses the matter with them openly and honestly, listening to any concerns without pressuring the staff member to make a decision. - Copies of any communications produced by the school regarding vaccination are retained, in line with the Data Protection Policy, in case of complaints from a member of staff. - Unvaccinated members of staff are reminded by their line manager to pay particular attention to the school's existing system of controls, e.g. regular handwashing. - The Acting Headteacher considers additional measures to protect unvaccinated staff members on a case-by-case basis. - 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.	<u>Yes</u>	<u>Acting Headteacher</u>	<u>February 2022</u>	<u>L</u>

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Catering	M	- The school's kitchen is fully open and operates within usual legal requirements. - The School Business Manager liaises with catering providers to ensure the kitchens can remain fully open and food is prepared and delivered in line with any relevant sections of the government's 'Working safely during coronavirus (COVID-19)' guidance. - FSM or food parcels are provided for eligible pupils who are not attending school during term time where they: - Are self-isolating. - Have symptoms or a positive test result. - Are not attending as a result of local restrictions advised by the government.	<u>Yes</u>	<u>Acting Headteacher/ School Business Manager</u>	<u>February 2022</u>	<u>L</u>
Remote learning	M	- Remote learning is provided only for pupils who are following clinical or government guidance to stay at home, e.g. where they are self-isolating. All such pupils not physically unwell are given access to remote education as soon as reasonably practicable but will not be expected to complete this when ill. - Remote learning is delivered in line with the expectations of the school.	<u>Yes</u>	<u>ALL</u>	<u>February 2022</u>	<u>L</u>
Educational visits	M	- 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.	<u>Yes</u>	<u>Acting Headteacher</u>	<u>February 2022</u>	<u>L</u>
Extracurricular activities and wraparound provision	M	- The school works to provide all before- and after-school educational activities and wraparound childcare for all pupils. - Parents are advised of the provision available and that they should limit the use of multiple out-of-school settings providers where appropriate.	<u>Yes</u>	<u>Acting Headteacher</u>	<u>February 2022</u>	<u>L</u>

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
		- The Acting Headteacher makes sure external providers of wraparound care who use the school premises have considered the relevant government guidance for their sector and have put in place the appropriate protective measures. - Wraparound provision is run in line with the current government guidance, i.e. is COVID-secure. - Parents are able to access wraparound and extracurricular provision for their children, without any restrictions on the reasons for which they may attend				
Wellbeing	M	- The SLT nominates a lead member of staff to receive training as part of the Wellbeing for Education Return programme, who can then disseminate the learning and practice to staff and pupils within the school. - Staff are vigilant in discerning pupil mental health and report any concerns to the SLT. - Wellbeing support is delivered in line with the SEND Policy.	<u>Yes</u>	<u>ALL</u>	<u>February 2022</u>	<u>L</u>
Safeguarding	M	The school's Child Protection and Safeguarding Policy is reviewed as necessary to reflect the current operations of the school.	<u>Yes</u>	<u>Safeguarding Team</u>	<u>February 2022</u>	<u>L</u>
Communication	L	- The Acting Headteacher contacts the DfE's advice helpline or local health team for specific recommendations for their school. - The Acting Headteacher puts into place any actions or precautions advised by the DfE's helpline or local HPT if necessary. - The Acting Headteacher liaises with the LA where necessary. - The school's website is kept up-to-date with any important information regarding the running of the school during the coronavirus pandemic, e.g. local arrangements. - Parents and pupils are informed via email about the relevant information regarding the running of the school during the coronavirus pandemic, including any pick-up and drop-off arrangements.	<u>Yes</u>	<u>Acting Headteacher</u>	<u>February 2022</u>	<u>L</u>

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
		- Staff and volunteers are informed about the relevant information regarding the running of the school during the coronavirus pandemic. - The Acting Headteacher liaises with the Trust central team and other Trust headteachers about possible arrangements for running the school during the coronavirus pandemic, where necessary. - All staff, pupils, parents, visitors and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and what to do if others display symptoms. - The SLT is actively present around the school to provide additional support, advice and reassurance.				
Ventilation	H	- The school has a clear approach to increasing ventilation and minimising risk of aerosol transmission. - Particular consideration is given to ventilation when hosting events where visitors such as parents are on site, e.g. school productions. - The site manager checks that all ventilation systems, including fume extraction systems, are in working order in accordance with manufacturer's recommendations, and that there are no blockages present in external or internal vents. - All ventilation systems remain energised in normal operating mode. - Where mechanical ventilation is used, recirculatory systems are adjusted to full fresh air where possible. - A ventilation audit is carried out to assess the quality of ventilation in school spaces. - Where possible, the windows of occupied rooms are open. In cold weather, where this causes issues with thermal comfort, the following mitigations are put in place where possible: - Classrooms are rearranged to minimise the discomfort caused by draughts from open windows, e.g. by moving desks and chairs	<u>Yes</u>	<u>Acting Headteacher/ Site Manager</u>	<u>February 2022</u>	<u>M</u>

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
		- High level windows are opened in preference to low level windows, to reduce draughts - Ventilation is increased while the space is unoccupied, e.g. during break- and lunchtimes • 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. • To avoid inaccurate readings, CO₂ monitors are placed: - At head height when seated. - Away from ventilation outlets, such as grilles or windows. - At least 0.5 metres away from occupants of the space being monitored. • The school maintains a consistent CO₂ monitor reading value of 800ppm or under. • Where the CO₂ monitor reading exceeds 800ppm, ventilation is increased in the necessary spaces. • A separate risk assessment is carried out to cover the use of any poorly ventilated spaces. • The school considers making use of the DfE's air cleaning marketplace to purchase air cleaning units directly from suppliers where necessary.				
NHS COVID Pass	L	• The NHS COVID Pass is not used as a condition of entry for education or related activities, e.g. exams and extracurricular activities. • The school does not use the NHS COVID Pass as a requirement for entry where it is holding specific events, e.g. concerts or parties, that meet attendance thresholds.	<u>Yes</u>	<u>Acting Headteacher</u>	<u>February 2022</u>	<u>L</u>
Contingency planning	M	• The school has a Coronavirus (COVID-19): Outbreak Management Plan that can be implemented if restrictions need to be stepped up due to coronavirus, including the reintroduction of face coverings.	<u>Yes</u>	<u>Acting Headteacher</u>	<u>February 2022</u>	<u>L</u>

