



COVID-19: Dynamic operational risk assessment for Oastlers School & Oastlers @ Keighley

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening (special schools and specialist settings) first issued by the Department for Education on 28 August 2020 (and any subsequent guidance issued) as detailed in the 'relevant guidance' section below. This document has been cross referenced with the current NEU/GMB/UNISON/Unite checklist.

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|---------------------------------|---------------|-------------------|-------------|-----------------------------------|---|
| Assessment conducted by: | Lyndsey Brown | Job title: | Headteacher | Covered by this assessment | Staff, learners, parent/carers, contractors, visitors, volunteers |
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|----------------------------|---------------|-------------------------|---------|-----------------------------|---------|
| Date of assessment: | V1 March 2020 | Review interval: | Ongoing | Date of next review: | Ongoing |
|----------------------------|---------------|-------------------------|---------|-----------------------------|---------|

Related documents

Relevant guidance: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1036663/Schools_guidance_update_for_Omicron_-_29_Nov.pdf

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

[Symptomatic children action list SCHOOLS FINAL 22-10.pdf](#)

[GOV.UK Guidance for full opening - special schools and other specialist settings](#)

[Coronavirus \(COVID-19\) Collection: guidance for schools and other educational settings](#)

[Actions for schools during the coronavirus outbreak](#)

[Coronavirus \(COVID-19\): guidance for educational settings](#)

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing>

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

<https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance>

<https://www.scie.org.uk/care-providers/coronavirus-covid-19/learning-disabilities-autism/carers-family>

<https://neu.org.uk/media/10721/view> (Joint unions planning guide for special schools)

[Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)

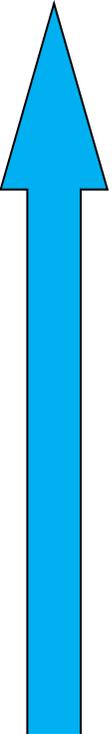
[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/Dec_02_Update.

Risk Matrix.

The following scoring system will be applied to each risk, whereby the risk score represents the product of the impact score and the likelihood score.

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| 5 | CRITICAL Risk level immediately compromises the schools ability to operate | 5A (Risk Score =5) | 5B (Risk Score =10) | 5C (Risk Score =15) | 5D (Risk Score =20) | 5E (Risk Score =25) |  IMPACT SCORE | | | |
| | 4 | SEVERE Approaching risk limit, and the schools ability to operate will be compromised if immediate action is not taken | 4A (Risk Score =4) | 4B (Risk Score =8) | 4C (Risk Score =12) | 4D (Risk Score =16) | | 4E (Risk Score =20) | | |
| | | 3 | MAJOR Significant risk, but able to be managed locally and will not compromise the schools ability to operate | 3A (Risk Score =3) | 3B (Risk Score =6) | 3C (Risk Score =9) | | 3D (Risk Score =12) | 3E (Risk Score =15) | |
| | | | 2 | MODERATE Some elements of risk, but able to be managed locally to prevent escalation | 2A (Risk Score =2) | 2B (Risk Score =4) | | 2C (Risk Score =6) | 2D (Risk Score =8) | 2E (Risk Score =10) |
| | | | | 1 | MINOR Able to be managed locally to minimise risk and de-escalate | 1A (Risk Score =1) | | 1B (Risk Score =2) | 1C (Risk Score =3) | 1D (Risk Score =4) |
| RISK MATRIX | | A | B | C | D | E | | | | |
| | | VERY UNLIKELY | UNLIKELY | POSSIBLE | PROBABLE | IMMINENT | | | | |
| | | <10% chance in a year | 10-30% chance in a year | 31-50% chance in a year | 51-75% chance in a year | >75% chance in a year | | | | |
| LIKELIHOOD SCORE – PROBABILITY OF OCCURRING | | | | | | | | | | |
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Please note that ‘Covid Secure’ or ‘Covid Safe’ cannot be guaranteed, but the use of appropriate and statutory controls outlined in this document minimises the risk as much as is possible in this setting.

| 1. Establishing a systematic process of opening. | | | | |
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| 1.1 Statutory Requirements for prevention of Infection, and for responses to infection | | | | |
| Areas for concern | Risk rating prior to action | Control measures in place | Further action or controls needed | Residual risk rating |
| Key statutory instructions from Government guidance are embedded across all aspects of the school's operation | 5E | <p><u>Statutory System of Control: What the guidance states:</u></p> <p>Prevention You must always:</p> <ol style="list-style-type: none"> 1) ensure good hygiene for everyone 2) maintain appropriate cleaning regimes 3) keep occupied spaces well ventilated 4) follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19 <p><u>In specific circumstances:</u></p> <ol style="list-style-type: none"> 5) From 4th April 2022 there is no longer a requirement to test asymptomatic learners in school 6) Use PPE in very limited circumstances during AGP's (aerosol generating procedures). <p>Response to any infection <u>You must always:</u></p> <ol style="list-style-type: none"> 7) Contact tracing has now ended. 8) To allow efficient monitoring and track cases in schools, schools must continue to report confirmed cases via the webform until Easter 2022 at least. | <p>Statutory System of Control to be shared with all staff within the Covid-19 risk assessment.</p> <p>Staff to sign to confirm that they have read the risk assessment, and understand their responsibilities to uphold all control measures.</p> <p>Signage around the school re 'catch it, bin it, kill it' including visuals. Sufficient tissues and lidded bins available in all areas. Sufficient soap and hand sanitisers available in all areas.</p> <p>All learners, staff and additional adults within the Oastlers community are to follow the latest UKHSA and government guidance in relation to specific local or national arrangements to mitigate the transmission of COVID-19 Variants of Concern (COVID-19 VOC), including the Variant B.1.617 (Indian Variant) Omicron.</p> <p>Oastlers school will be offered surge testing using PCR tests if they are in an area identified as having cases of a COVID-19 VOC. This operational response will be initiated by the Local Authority Director of Public Health.</p> | 2C |

When someone develops COVID-19 symptoms or has a positive test:

From 4th April 2022 guidance around Covid 19 changed for both learners and adults.

Guidance for staff and other adults can now be found in **APPENDIX 1**

Guidance learners under the age of 18 can now be found in **APPENDIX 2**

| 1.2 Updating staff and learner details | | | | |
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| Areas for concern | Risk rating prior to action | Control measures in place | Further action or controls needed | Residual risk rating |
| Personal and Emergency information may have changed during the pandemic. | 4d | <ul style="list-style-type: none"> Updated medical, allergy and emergency contact details for learners and staff are in place prior to coming back on site (wherever possible). The risk assessments for staff and learner details will be updated regularly to ensure changes are noted at the earliest opportunity. Learner and Staff Risk Assessments have identified changes in medical needs (where these are significant to Covid-19 transmission) The need for PEEPs (Personal Emergency Evacuation Plans) has been evaluated, and these have been created or altered to reflect the altered nature of the school during this time. Ensure staff are made aware of any / reminded of medical conditions / needs of the learners they are caring for e.g. allergies, asthma etc. and devices such as EpiPen and inhalers should be available wherever the learner is. Ensure staff are trained in their use. All staff have read the Covid-19 risk assessment, and acknowledge their understanding of this. The risk assessment is displayed on the school's website and in the staff room. Governors will receive any updated copies of the risk assessment. | <p>All staff to be reminded of the school's First Aid Policy and Protocols, including for the administering of medicines.</p> <p>Ensure that personal and emergency information is updated in relation to students who may now be CEV is updated, following additions to the government shielding list in February 2021. Where appropriate the headteacher will request a copy of the shielding letter for the relevant learners.</p> | 2c |

| 1.3 Policy review | | | | |
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| Areas for concern | Risk rating prior to action | Control measures in place | Further action or controls needed | Residual risk rating |
| Existing policies (e.g. safeguarding, health and safety, fire evacuation, medical etc) are not fit for purpose in the current climate | 2c | <ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on social distancing and COVID-19, and its implications for the school, including adding an annex where appropriate to outline operational policy during Covid-19 Staff, learners, parents/carers and governors have been briefed accordingly. The schools Safeguarding and Code of Conduct Policy is updated to reflect Covid-19 and the updated Keeping Children Safe in Education, September 2021. | Safeguarding policy updates reflect the Working Together to Safeguard Children updates and include awareness of proposed changes to KCSIE. | 1b |

| 1.4 Communication strategy | | | | |
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| Areas for concern | Risk rating prior to action | Control measures in place | Further action or controls needed | Residual risk rating |
| Key stakeholders need to be fully informed about changes to policies and procedures due to COVID-19, and any ongoing risks to health | 2c | <ul style="list-style-type: none"> Communications strategies for the following groups are in place: <ul style="list-style-type: none"> Staff Learners Parents/carers Governors Local authority Involved/associated agencies Other partners All staff will have set guidelines and procedures for Covid-19, and will be briefed via a daily briefing Updated policies are available on the school shared drive and school website to be accessed and viewed by staff. Staff will be required to self-certify that they have read and understood their responsibilities and duties in the light of COVID-19 procedural and operational changes Parents/carers will receive relevant guidelines via the school website, letter and Schoolcomms. Governors and all other stakeholders are briefed/communicated with by SLT through regular online meetings | | 1b |
| 1.5 Staff induction and CPD | | | | |
| Areas for concern | Risk rating prior to action | Control measures in place | Further action or controls needed | Residual risk rating |
| Staff are not trained in new procedures, leading to risks to health | 4d | <ul style="list-style-type: none"> Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> Infection control Fire safety and evacuation procedures Behaviour management Safeguarding Risk management Policy and practice updates Staff are informed through the 'daily briefing' about any changes to guidelines or requirements for Covid-19 working Staff new to school are inducted with guidelines and expectations by an appropriate member of the senior team. A TEST of the Covid-19 fire evacuation procedure is run within the first week of the phased return, and repeated again during the term (with the full cohort) to ensure that all learners are compliant with rules and expectations for emergency evacuation | <p>Consider adding Covid-19 procedural guidelines as an annex to the main Safeguarding Policy.</p> <p>Fire evacuation to remain complicit.</p> | 2c |

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| | | <ul style="list-style-type: none"> The DSL communicates all relevant safeguarding information daily through CPOMS and where appropriate through a telephone conversation/conference call/teams call with relevant staff | | |
| New staff are not aware of policies and procedures prior to starting at the school when it fully reopens | 4d | <ul style="list-style-type: none"> Induction programmes are in place for all new staff – either online or in-school – prior to them starting. The revised staff handbook is issued to all new staff prior to them starting. Induction of new staff is led and managed by a member of the senior team Trainee teachers are classed as Critical Workers and are therefore able to undertake placements in schools, and to travel to and from those placements. | | 2c |

| 1.6 Risk assessments/Fire Risk Assessment | | | | |
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| Areas for concern | Risk rating prior to action | Control measures in place | Further action or controls needed | Residual risk rating |
| Fire risks must be comprehensively assessed in every area of the school in light of COVID-19, to avoid breaches of 'Systems of Control' statutory guidance. | 4d | <ul style="list-style-type: none"> Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> Different areas of the school When learners enter and leave school During movement around school During break and lunch times Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used Consideration if the fire evacuation routes need to be altered to consider the changed use of the site. Consideration if muster points / practices need to be altered to accommodate social distancing guidance. Consideration if fire-marshall roles need to be reallocated, or more fire-marshals are required Ensure that staff know how to use fire extinguishers, and where call points are etc Practice new procedures as soon as possible after opening. | Regular fire evacuation protocols as required. | 2c |

2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19

2.1 Cleaning/General Controls

| Areas for concern | Risk rating prior to action | Control measures in place | Further action or controls needed | Residual risk rating |
|--|-----------------------------|---|--|----------------------|
| <p>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required</p> | <p>4d</p> | <ul style="list-style-type: none"> • An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. • Regular discussion with and management of cleaners is taking place and working hours for cleaning staff are increased as appropriate. • Daily deep cleaning of any rooms used is in place and appropriate signage is in place to identify these rooms. • Cleaning is carried out using standard cleaning chemicals/disinfectant and / or antiviral wipes and sprays. • Cleaners have provided appropriate cleaning products and have trained cleaners in the use of these • Cleaning should be prioritised to cover regularly touched surfaces e.g. door handles, tables, chairs, toilets, wash basins etc. and should be done with hot soapy water and disinfectant. • Clean surfaces that children and young people are touching, such as books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal. • Shared materials and surfaces should be cleaned and disinfected more frequently. • Staff undertaking wider cleaning should wear disposable gloves and aprons and change these after cleaning each separate area. • Ongoing cleaning of all areas is taking place by staff at all times. Sufficient products and instruction on use are in place in all areas being used. | <p>Every classroom has a dedicated provision of cleaning products in each classroom / work area, containing hand sanitisers, antiviral wipes / sprays, paper towels, soap, tissues e.g. in a container like a storage box, workbox etc so it is easy to pick up and move around the space as required. These should be stored out of reach of learners.</p> <p>Only (pedal) bins with lids being used Consider steam cleaning furnishings then taking these out of use if appropriate.</p> | <p>2c</p> |
| <p>Use of lifts, electronic signing in / out systems and control panels / buttons or shared IT increase risk of infection transmission</p> | <p>4c</p> | <ul style="list-style-type: none"> • Electronic signing in / out systems should not be used at this current time unless they can be cleaned between users either by the use of hand sanitisers or antiviral wipes • If it is not possible to clean surfaces between each user, then the sign in system should be replaced with an alternative non-contact system where possible e.g. at staff entry points. • Sanitisers should be used before touching signing in screen if they cannot be cleaned between users. • The use of lifts and control panels should be limited to essential users only and should be cleaned between users e.g. using hand sanitisers or ant-viral wipes. • IT equipment should be cleaned between users if it cannot be kept for the sole use of a discrete group of staff or learners. • Cleaners daily clean of computer screens, key boards and l pads in place. • Ongoing cleaning done by staff members during the school day. | <p>Consider individual work stations being assigned to staff who need to use them and these remain for their sole use.</p> | <p>2b</p> |

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| <p>Lack of adequate ventilation increase risk of infection transmission</p> | <p>4d</p> | <ul style="list-style-type: none"> • Windows opened in the morning to encourage air circulation in all rooms, and closed then at night. Member of staff in the room at that point takes responsibility for this, and for wiping handles (including door handles) at the start and end of the day. This applies to all classrooms, offices, shared spaces. • Where possible, to aid ventilation and avoid the contamination of door handles that need to be opened / closed regularly, doors should be kept open or only opened / closed by the member of staff responsible for that area and regularly cleaned / sanitised. • If rooms have shared air conditioning systems that do not filter the extracted air before it flows into another room these rooms should not be used. • To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures will be used as appropriate: • 12 CO2 monitors will be delivered to school w/c 20th September to be shared and distributed between the two sites • Opening high level windows in preference to low level to reduce draughts • Increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) • Providing flexibility to allow additional, suitable indoor clothing. • Rearranging furniture where possible to avoid direct drafts • Using heating systems as necessary to ensure comfort levels are maintained particularly in occupied spaces. | | <p>3c</p> |
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| 2.2 Hygiene and handwashing | | | | |
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| Areas for concern | Risk rating prior to action | Control measures in place | Further action or controls needed | Residual risk rating |
| Inadequate supplies of soap and hand sanitiser mean that learners and staff do not wash their hands with sufficient frequency | 4d | <ul style="list-style-type: none"> An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. Learners and staff should wash their hands with soap and water for at least 20 seconds on entering their allocated area 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. Paper towels should be available for drying hands. If sinks are not available close to or in classrooms / work areas then hand sanitiser will be provided, and restocked as required. All persons should wash their hands-on arrival, and use hand sanitisers before leaving the premises and signage is in place to remind people of this. Staff and learners reminded daily to keep levels of hand washing high and signage in place around school. Tissues should be available in all group areas and should be single use only and binned after use (Lidded bins) Any waste products used by staff or learners that start to show symptoms whilst in school should be double bagged and kept (securely) for 72 hours before being disposed of via the usual waste route. NB the virus cannot survive on a surface for more than 72 hours according to current guidance. Staff are to wash hands on entry to staff rooms, before and after preparing food and drinks, and before leaving. | <p>Ensure that all bins in use have foot pedals and lids and signage is in place regarding disposal of any bodily fluids.</p> <p>Ensure that an isolation room(s) is/are identified, sealed for 72 hours after use, then deep cleaned before room can be used again. The school's isolation room is the Hair & Beauty Room.</p> <p>Consider making clothes washing facilities available for those staff or learners who need to change and wash clothes before leaving the building.</p> <p>Consider issuing staff with personal hand gel /sanitiser bottles, which can be refilled</p> <p>Ensure sufficient handwashing signage in place</p> | 2c |
| Learners forget to wash their hands regularly and frequently | 4d | <ul style="list-style-type: none"> Staff training includes the need to remind learners of the need to wash their hands regularly and frequently. Posters and TV signage reinforce the need to wash hands regularly and frequently. Senior leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. | <p>TV signage to act as a reminder throughout the day.</p> | 2b |

| 2.3 Clothing and fabrics | | | | |
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| Areas for concern | Risk rating prior to action | Control measures in place | Further action or controls needed | Residual risk rating |
| Not wearing clean clothes each day may increase the risk of the virus spreading | 4d | <ul style="list-style-type: none"> Uniform to be worn by learners, and business dress by staff to minimise risks arising from wearing other styles and types of clothing Expectations and guidance are communicated to parents/carers re dress code and frequent washing of uniform items to reduce infection risk. Uniform washing facilities available in school, to be used where the learners uniform is a cause for concern. Clean and pre-bagged items to be provided to the learner to wear whilst their own uniform is undergoing cleaning | <p>Consider having additional stocks of uniform tops and trousers, socks, underwear, indoor pumps to service any uniform needs.</p> <p>Have supplies of face coverings for learners and visor face shields available for staff available.</p> | 3c |
| 2.4 Testing and managing symptoms | | | | |
| Areas for concern | Risk rating prior to action | Control measures in place | Further action or controls needed | Residual risk rating |
| Testing is not used effectively to help manage staffing levels and support staff wellbeing | 4d | <ul style="list-style-type: none"> All staff are provided with information about how to access a test (when symptoms are present, and ideally within 1-3 days of those symptoms emerging) https://www.gov.uk/apply-coronavirus-test-essential-workers All staff are aware of their duty under the 'Statutory System of Controls' to engage with the NHS test and trace process Post-testing support is available for staff through the school's health and wellbeing lead. Staff and learners over 16 are encouraged to use the NHS COVID-19 app and contact tracing. Parents/carers will need to decide whether or not their use of the app is appropriate. | <p>Following school procedures and government regulations on 'track and trace', staff, learners and parents/carers are advised to call 111, take a test and self-isolate for 10 days.</p> <p>School will operate an isolation procedure that conforms with the latest Government Covid-19 Safety Guidelines. See the appendix document 'What to do if a learner is displaying signs of coronavirus'</p> | 2b |
| Infection transmission within school due to staff/learners (or | 4d | <ul style="list-style-type: none"> Robust collection and monitoring of absence data, including tracking return to school dates, is in place. Procedures are in place to deal with any learner or staff displaying symptoms at school. This includes the use of | Ensure that the school has a written plan / sequence of response that complies with the most up to date government guidance, for any confirmed case of Covid-19 in their | 2b |

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| members of their household) displaying symptoms | | <p>testing for both staff and learners and appropriate action, in line with government guidance, should the tests prove positive or negative. Parents/carers will be informed and asked to call 111 and to follow govt guidance to testing procedures https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <ul style="list-style-type: none"> • A record of any COVID-19 symptoms in staff or learners is reported to the local authority. • Learners, parents/carers and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. • Staff, learners and parents/carers must notify school if symptoms are identified with a requirement that those who are ill should stay at home. • Procedures are in place to deal with any learner or member of staff who is confirmed to be infected with the virus • The school will follow steps 8 and 9 in the Statutory System of control, i.e. they will <ul style="list-style-type: none"> ○ Manage confirmed cases of coronavirus (Covid-19) amongst the settings community ○ Contain any outbreak by following local health protection team advice. | <p>community, and that all staff are conversant with this. Consider allocating the 'safest' and most socially distanced roles in school to those who are CEV, CV, or otherwise at increased risk (BAME), particularly where the individual raises a justifiable concern about their safety.</p> <p>Ensure that colleagues from BAME backgrounds have an opportunity to discuss any concerns with a member of the leadership team (where such concerns have been raised)</p> <p>For operational requirements for single, multiple and outbreaks please see flowchart APPENDIX 3</p> | <p>2c</p> |
| Staff, learners and parents/carers are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19 | <p>4d</p> | <ul style="list-style-type: none"> • Staff, learners and parents/carers have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. • This guidance has been explained to staff and learners as part of the induction process. • Information, including this policy, is on the schools website. | <p>All guidance is updated and emailed to all staff members, who are updated when required to be. Guidance document is updated regularly by the senior leadership team and clearly available on the website.</p> | <p>2c</p> |
| Staff, learners and parents/carers are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school | <p>4d</p> | <ul style="list-style-type: none"> • Staff, learners and parents/carers have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. • This guidance has been explained to staff and learners as part of the induction process. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. | <p>If school has 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where COVID-19 is suspected, they will work with the Health Protection Team for advice if additional action is required.</p> | <p>2c</p> |

| 2.5 First Aid/Designated Safeguarding Leads | | | | |
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| Areas for concern | Risk rating prior to action | Control measures in place | Further action or controls needed | Residual risk rating |
| The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk | 5c | <ul style="list-style-type: none"> School first aid procedures have been updated in line with COVID-19 requirements. Risk Assessments have been passed through the School Nursing Team to ensure that all necessary support is in place to meet learners' needs Ensure adequate first aid provision for the numbers of staff and learners on site, this is likely to include staff with full FAW (First Aid at Work) qualifications. All staff know how to contact the Designated Safeguarding Lead (DSL) and the deputies (DDSL) for advice Staff continue to raise safeguarding concerns via the schools 'cause for concern' document and pass immediately to a Designated Safeguarding Lead. Increase capacity of DSL and deputies to be able to respond to the potential increase in safeguarding concerns or reports All concerns to be recorded onto CPOMS to ensure issues fully circulated and shared. | <p>Consider collaborative arrangements for sharing first aid staff with other schools in the locality if numbers become low and the school is compromised as a result.</p> <p>Consider extending expiring first aid certificates for three months, or until renewal training can be accessed.</p> <p>Consider limiting or ceasing activities more likely to result in injuries e.g. gymnastics, trampoline, D&T, science.</p> | 4c |

| 2.6 Medical rooms | | | | |
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| Areas for concern | Risk rating prior to action | Control measures in place | Further action or controls needed | Residual risk rating |
| The medical/isolation Room is not adequately equipped or configured to maintain infection control | 4d | <ul style="list-style-type: none"> Additional rooms are designated for learners with suspected COVID-19 whilst collection is arranged. Procedures are in place for the medical/isolation room to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. Rooms used for isolating learners or staff who display symptoms of Coronavirus should be left for 72 hours if possible and then normal cleaning resumed or a deep clean of that room should be undertaken. | The school has identified the Hair & Beauty Room to act as a medical/Isolation space for those waiting for collection with suspected Covid19 symptoms. | 3d |

| 2.7 Communication with parents/carers | | | | |
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| Areas for concern | Risk rating prior to action | Control measures in place | Further action or controls needed | Residual risk rating |
| Parents/carers may not be fully informed of the health and safety requirements for the reopening of the school | 4d | <ul style="list-style-type: none"> As part of the overall communications strategy referenced in 1.12, parents/carers are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. Consult with and involve staff in the setting up of individual school plans and systems as far as possible and discuss / share this risk assessment. A COVID-19 section on the school website is created and updated regularly. Parents/carers all have weekly calls and contact as a minimum Parents/carers are signposted to the Covid-19 information panel on the school's website during weekly calls. | <p>Use of translation service where required</p> <p>Home school agreement being developed and to be distributed.</p> <p>Collaboration with partner agencies for additional support where necessary.</p> | 2c |
| Parents/carers may not fully understand their responsibilities should a child show symptoms of COVID-19 | 4d | <ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a weekly basis via email, and the school's website. | <p>Consider making an initial phone call to each family before the child attends for the first time, with translation services called upon where needed</p> <p>Consider developing the home school agreement to repeat the key messages, with senior team responsibility to update this as guidelines change</p> <p>Consider a Monday morning text/email, to remind parents/carers of the symptoms on a weekly basis (ensuring that this reflects the most up to date government information)</p> | 2c |

| 2.8 Personal Protective Equipment (PPE) | | | | |
|---|-----------------------------|---|--|----------------------|
| Areas for concern | Risk rating prior to action | Control measures in place | Further action or controls needed | Residual risk rating |
| Staff wish to use PPE which is not in line with government guidelines | 4d | <ul style="list-style-type: none"> Government guidance on wearing PPE is understood and communicated to all staff Where PPE is required – <u>which applies in specific circumstances only as</u> follows: <ul style="list-style-type: none"> intimate care situations when caring for a child who has developed symptoms of COVID-19, who is waiting to be collected, and is unable to maintain strict social distancing Where an individual is suspected to be infected by COVID-19 <p>Those staff affected have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. (PPE in these named circumstances includes a face covering, a visor or face shield, gloves and a plastic apron)</p> | <p>Any waste PPE products used by staff whilst in school should be double bagged and kept (securely) for 72 hours before being disposed of via the usual waste route. NB the virus cannot survive on a surface for more than 72 hours according to current guidance.</p> <p>Identified staff who will deal with managing those with suspected Covid-19 symptoms will be: Lyndsey Brown, Jeanine Fairbairn, Adam Jones and Robert Fairbairn</p> | 2c |

3. Continuing enhanced protection for children and staff with underlying health conditions

3.1 Learners with underlying health issues

| Areas for concern | Risk rating prior to action | Control measures in place | Further action or controls needed | Residual risk rating |
|---|-----------------------------|--|---|----------------------|
| Learners with underlying health issues or those who are shielding/paused from shielding are not identified and so measures have not been put in place to protect them | 4d | <ul style="list-style-type: none"> Risk assessments have been completed with all families to identify learners who are clinically vulnerable and clinically extremely vulnerable or may be at increased risk from Covid-19 (BAME etc.) Parents/carers have been asked to make the school aware of learners' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. The school, and parents/carers are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable, who as a minimum should follow the same guidance as everybody else. School has a regularly updated register of learners with underlying health conditions. | Information will be sought at regular interval to update the dynamic risk assessment register | 2c |

4. Enhancing mental health support for learners and staff

4.1 Mental health concerns – learners

| Areas for concern | Risk rating prior to action | Control measures in place | Further action or controls needed | Residual risk rating |
|---|-----------------------------|---|-----------------------------------|----------------------|
| Learners' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general | 4c | <ul style="list-style-type: none"> Staff are encouraged to recognise if learners are having difficulty with their mental health. Wellbeing/mental health support can be made available for learners through our PSHE and the pastoral teams, including counselling, to support learners to help talk about feelings Parents/carers are asked to share or update information with the school about any mental health/wellbeing risks that may impact on their safe return to school | | 2b |

| 4.2 Mental health concerns – staff | | | | |
|--|-----------------------------|--|--|----------------------|
| Areas for concern | Risk rating prior to action | Control measures in place | Further action or controls needed | Residual risk rating |
| The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general | 4c | <ul style="list-style-type: none"> Staff are encouraged to focus on their own wellbeing. The school has a wellbeing policy which outlines support and signposts to additional wellbeing services Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training have included content on wellbeing. Staff have been signposted to useful websites and resources, and have been reminded about how to contact the school's health and wellbeing service | Where necessary, HR referrals for OH (Occupational Health) can be agreed. | 2b |
| 4.3 Bereavement support | | | | |
| Areas for concern | Risk rating prior to action | Control measures in place | Further action or controls needed | Residual risk rating |
| Learners and staff are grieving because of loss of friends or family | 4c | <ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary. The Schools link Psychologist is on hand to support with additional or specific support needs. | <p>Consider accessing support from Child Bereavement UK</p> <p>Consider the use of social stories through our recovery curriculum to support those learners identified with obvious and increased anxieties.</p> | 2b |

5. Operational issues

5.1 Review of fire procedures

| Areas for concern | Risk rating prior to action | Control measures in place | Further action or controls needed | Residual risk rating |
|--|-----------------------------|---|--|----------------------|
| Fire procedures are not appropriate to cover new arrangements | 4e | <ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> Reduced numbers of learners/staff Possible absence of fire marshals Social distancing rules during evacuation and at muster points Possible need for additional muster point(s) to enable social distancing where possible Staff and learners have been briefed on any new evacuation procedures. Incident controller and fire marshals have been trained and briefed appropriately. Practice new procedures as soon as possible after opening. | | 3c |
| Fire evacuation drills – unable to apply social distancing effectively | 4e | <ul style="list-style-type: none"> Plans for fire evacuation drills are in place which are in line with social distancing measures. | | 3c |
| Fire marshals absent due to self-isolation | 4e | <ul style="list-style-type: none"> An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. | Consider using daily email briefing to remind fire marshals who are on duty and identify they are present. | 3c |

5.2 Managing premises on reopening after lengthy closure

| Areas for concern | Risk rating prior to action | Control measures in place | Further action or controls needed | Residual risk rating |
|--|-----------------------------|---|---|----------------------|
| All systems may not be operational | 4e | <ul style="list-style-type: none"> Government guidance is being implemented where appropriate. All systems have been recommissioned. | | 3c |
| Statutory compliance has not been completed due to the availability of contractors during lockdown | 4e | <ul style="list-style-type: none"> All statutory compliance is up to date. Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. | Legionella checks in place and regular flushing of the water system being managed by the site manager and recorded in line with compliance. | 3c |

6. Finance

6.1 Costs of the school's response to COVID-19

| Areas for concern | Risk rating prior to action | Control measures in place | Further action or controls needed | Residual risk rating |
|--|-----------------------------|---|-----------------------------------|----------------------|
| The costs of additional measures and enhanced services to address COVID-19 when reopening places, the school in financial difficulties | 3d | <ul style="list-style-type: none"> Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. Governors have been consulted to identify potential savings in order to work towards a balanced budget. Additional COVID-19 related costs are being monitored and options for reducing costs over time and as guidance changes are under review. The school's projected financial position has been shared with governors and LA | | 2b |

7. Governance

7.1 Oversight of the governing body

| Areas for concern | Risk rating prior to action | Control measures in place | Further action or controls needed | Residual risk rating |
|---|-----------------------------|--|-----------------------------------|----------------------|
| Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements. | 3d | <ul style="list-style-type: none"> The governing body is to resume face to face meetings starting Autumn term 2021 The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and hold leaders to account for areas of statutory responsibility. | | 2b |

8. Additional site-specific issues and risks

8.1 Add any emerging site-specific issues/arrangements here and ensure mitigation strategies are in place to address them

| Areas for concern | Risk rating prior to action | Control measures in place | Further action or controls needed | Residual risk rating |
|-------------------|-----------------------------|---------------------------|-----------------------------------|----------------------|
|-------------------|-----------------------------|---------------------------|-----------------------------------|----------------------|

| | | | | |
|---|------|--|--|----|
| Learners deliberately spitting, coughing or malicious attempts to spread fear, alarm or distress by mimicking COVID-19 symptoms and the threat of spreading of the virus. | 4c | <ul style="list-style-type: none"> • Signage around school to raise awareness of good hygiene and respect for others. • Staff to maintain a calm, reassuring, confident manner in school. • Incident will be treated as a common assault if proven to be a deliberate act. • Behaviour policy to be applied • Restorative justice to be applied. | | 2c |
| In the event of an outbreak in school. | 4/5c | <ul style="list-style-type: none"> • The degree of restriction, in the event of an outbreak, will be directed either nationally or from local Public health services. • The government or Public Health will determine which 'tier' of intervention will be applied, as per guidance. • Under the Coronavirus Act 2020, any decision to close a school is one for central government. | | 2c |

| Employee name | Employee Role within the Testing Programme | Date of training |
|--------------------------------------|--|------------------|
| Jeanine Fairbairn | COVID-19 LFT Quality Lead/Team Leader | 07/01/2021 |
| Lyndsey Brown | Test Assistant | 11/01/2021 |
| Suzanne Simpson (Cath Wilkinson) | Processor | 07/01/2021 |
| Sarah Story (Beth Pearson) | Registration Assistant | 07/01/2021 |
| Catherine Williams/Jeanine Fairbairn | Results Recorder | 07/01/2021 |

What to do if you have symptoms of a respiratory infection, including COVID-19, and have not taken a COVID-19 test

Try to stay at home and avoid contact with other people

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.

It is particularly important to avoid close contact with anyone who you know is at higher risk of becoming seriously unwell if they are infected with COVID-19 and other respiratory infections, especially those whose [immune system means that they are at higher risk of serious illness, despite vaccination](#).

Try to work from home if you can. If you are unable to work from home, talk to your employer about options available to you.

If you have been asked to attend a medical or dental appointment in person, contact your healthcare provider and let them know about your symptoms.

You may wish to ask friends, family or neighbours to get food and other essentials for you.

If you leave your home

If you leave your home while you have symptoms of a respiratory infection, and you have a high temperature or feel unwell, avoid close contact with anyone who you know is at higher risk of becoming seriously unwell,

especially [those whose immune system means that they are at higher risk of serious illness, despite vaccination](#).

The following actions will reduce the chance of passing on your infection to others:

- wearing a well-fitting face covering made with multiple layers or a surgical face mask
- avoiding crowded places such as public transport, large social gatherings, or anywhere that is enclosed or poorly ventilated
- taking any exercise outdoors in places where you will not have close contact with other people
- covering your mouth and nose when you cough or sneeze; wash your hands frequently with soap and water for 20 seconds or use hand sanitiser after coughing, sneezing and blowing your nose and before you eat or handle food; avoid touching your face

Reduce the spread of infection in your household

While you are unwell there is a high risk of passing your infection to others in your household. These are [simple things you can do to help prevent the spread](#):

- try to keep your distance from people you live with
- in shared areas wear a well-fitting face covering made with multiple layers or a surgical face mask, especially if you live with people whose [immune system means that they are at higher risk of serious illness, despite vaccination](#)
- ventilate rooms you have been in by opening windows and leaving them open for at least 10 minutes after you have left the room
- wash your hands regularly and cover your mouth and nose when coughing or sneezing
- regularly clean frequently touched surfaces, such as door handles and remote controls, and shared areas such as kitchens and bathrooms

- advise anyone that does need to come into your home that you have symptoms, so they can take precautions to protect themselves such as wearing a well-fitting face covering or a surgical face mask, keeping their distance if they can, and washing their hands regularly

[GermDefence](#) is a website that can help you identify simple ways to protect yourself and others in your household from COVID-19 and other viruses. People who use GermDefence are less likely to catch flu and other infections and are less likely to spread them at home.

There is further guidance on protecting yourself and others in living safely with respiratory infections, including COVID-19.

Children and young people (aged 18 years and under) who have symptoms of a respiratory infection, including COVID-19

Respiratory infections are common in children and young people, particularly during the winter months. Symptoms can be caused by several respiratory infections including the common cold, COVID-19 and RSV.

For most children and young people, these illnesses will not be serious, and they will soon recover following rest and plenty of fluids.

Very few children and young people with respiratory infections become seriously unwell. This is also true for children and young people with long-term conditions. Some children under 2, especially those born prematurely or with a heart condition, can be more seriously unwell from [RSV](#).

Attending education is hugely important for children and young people's health and their future.

When children and young people with symptoms should stay at home and when they can return to education

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.

All children and young people with respiratory symptoms should be encouraged to cover their mouth and nose with a disposable tissue when coughing and/or sneezing and to wash their hands after using or disposing of tissues.

It can be difficult to know when to seek help if your child is unwell. If you are worried about your child, especially if they are aged under 2 years old, then you should seek medical help.

Children and young people aged 18 years and under who have a positive test result

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. After 3 days, if they feel well and do not have a high temperature, the risk of passing the infection on to others is much lower. This is because children and young people tend to be infectious to other people for less time than adults.

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.