

Risk Assessment: COVID-19

School:	Biddick Academy Person Responsible: Andrew Carr and Sarah Dickson (SEND specific)	Staff	117	Pupils on Roll	1,111
Date of Assessment:	August 2021	Date to be Reviewed:	Ongoing		

Likelihood	Severity
1 – Very Unlikely	1 – Insignificant
2 – Unlikely	2 – Minor
3 – Fairly Likely	3 – Moderate
4 – Likely	4 – Major
5 – Very Likely	5 – Catastrophic

LIKELIHOOD

5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5

SEVERITY

1 - 2	No Action
3 - 6	Monitor
8 - 12	Action
15 - 16	Urgent Action
20 - 25	Stop

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Schools COVID-19 Operational Risk Assessment after STEP 4 (based on government guidance issued July 2021)

[Schools COVID-19 operational guidance \(publishing.service.gov.uk\)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999798/Actions_for_early_years_and_childcare_providers_during_the_COVID-19_pandemic.pdf)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999798/Actions for early years and childcare providers during the COVID-19 pandemic.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999798/Actions_for_early_years_and_childcare_providers_during_the_COVID-19_pandemic.pdf)

Spread of COVID-19	Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus	<p>Minimise Contact – avoid contact with anyone with symptoms or signs of infection.</p> <p>When an individual develops COVID-19 symptoms or has a positive test: Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>If anyone in school develops a new and continuous cough or a high temperature, or has a loss of, or</p>	2	5	10		1	3	3
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		<p>change in, their normal sense of taste or smell (anosmia), they must be sent home to begin isolation - the isolation period includes this day. They are advised to arrange a test as soon as possible - follow current isolation guidelines along with other members of their household.</p> <p>For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p> <p>Where collection is not possible, if age appropriate the pupil may walk or cycle home following a positive test in school or alternative arrangements are to be made by the school.</p> <p>If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so.</p> <p>Depending on age & needs suitable adult supervision may be required. Appropriate PPE should also be used if close contact is necessary, further information on this can be</p>				<p>Separate toilet is to be accessed if in isolation.</p> <p>Following access to the toilet or isolation room / area, the area is cleaned and disinfected by use of the fogging machine before being used by anyone else.</p>			

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		<p>found in the use of PPE in education, childcare and children's social care settings</p> <p>When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, should be worn.</p> <p>Personal protective equipment (PPE) must be worn by staff caring for the pupil while they await collection if a distance of 2 m cannot be maintained (such as a child with complex needs).</p> <p>Staff must follow current government guidance on close contacts should the isolated pupil test positive or Staff members are contacted by Test & Trace.</p> <p>Promote frequent hand cleaning and good hygiene practices including respiratory hygiene "catch it, bin it, kill it", not touching faces, nose, mouth, bins.</p>				Signage around the site to promote good hand hygiene and thorough handwashing.			

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		<p>Washing hands / sanitise hands before and after eating.</p> <p>Lidded bins provided and emptied at regular intervals</p> <p>Pupils with symptoms should not attend school, given the potential risk to others. If a parent or carer insists on a pupil attending school, the SLT may take the decision to refuse the pupil if, in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. This decision would be taken in light of all the circumstances and current public health advice.</p> <p>Sufficient handwashing facilities available. Where there are no facilities nearby, hand sanitisers are provided.</p> <p>Active engagement with NHS Test & Trace.</p>				Hand sanitiser stations have been located in identified areas around the school site.			

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<p>Vulnerable workers</p> <p>Underlying health issues, Pregnancy, unvaccinated persons</p>	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>All CEV children and young people should attend school unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their GP or clinician not to attend.</p> <p>Clinically extremely vulnerable (CEV) people are no longer advised to shield but may wish to take extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus.</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Clinically extremely vulnerable and extremely vulnerable workers are identified and a specific Vulnerable Person Risk Assessment carried out to ensure suitable & safe working arrangements.</p>	1	5	5	School will maintain a stock of disposable gloves and face masks for use where appropriate by staff members.	1	3	3

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		<p>Pregnant workers must have the usual risk in place plus a vulnerable worker risk assessment to assess any additional health issues which may increase their risk from Covid</p> <p>Reference will be made to current government guidance or the Occupational Health Team for additional advice if required.</p>				Academy staff will continue to emphasise and promote respiratory hygiene “catch it, bin it, kill it” campaign, as well as not touching faces, nose, mouth, bins. Continued emphasis on washing hands thoroughly before and after eating will be maintained			
Infections or Positive testing within school	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Academy is no longer expected to undertake contact tracing. Close contacts will be identified via NHS Test and Trace.</p> <p>From 16 August 2021, children under the age of 18 years old are no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.</p> <p>Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. The Academy will</p>	3	4	12		1	3	3

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		<p>encourage all individuals to take a PCR test if advised to do so.</p> <p>The Academy will assist with NHS Test and Trace in exceptional cases to help identifying close contacts, as currently happens in managing other infectious diseases.</p> <p>Advice & support will be sought from Public Health where there are a number of positive cases within the Academy.</p> <p>If there is an outbreak in a setting, a Director of Public Health might advise a setting to temporarily reintroduce some control measures.</p> <p>Asymptomatic testing</p> <p>Testing remains important in reducing the risk of transmission of infection within schools.</p> <p>The Academy is prepared to step measures up or down in future depending on local circumstances.</p>				<p>If required our Outbreak Management Plan will be actioned. This may include, but is not limited to;</p> <ul style="list-style-type: none"> • Liaise with Public Health and DfE to take advice 			

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		<p>Pupils will be encouraged to take part in two on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term.</p> <p>Pupils should then continue to test twice weekly at home until the end of September, when this will be reviewed.</p> <p>Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.</p> <p>The Academy will retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home.</p> <p>Confirmatory PCR tests</p> <p>Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance. They will also need to get a free PCR test to check if they have COVID-19.</p>				<ul style="list-style-type: none"> Reintroduction of mask wearing, class bubbles, use of year group zones, students confined to classrooms, cancellation of school assemblies, engagement in lateral flow testing <p>Remote education may also be instigated but only as a last course of action.</p> <p>All ATS test results are input into the NHS</p> <p>Positive tests will be communicated to parents as well as input into the NHS recording system. This will be followed up by NHS Test and Trace in these cases.</p>			

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		<p>Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms</p>				Children, and staff, will be asked to self-isolate where positive cases have been confirmed			
Lack of adequate cleaning regime	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Enhanced cleaning programme to remain in place with site cleaning teams and cleaning contractors.</p> <p>Documented and shared with relevant persons. Regular and increased cleaning – cleaning of frequently touched surfaces with soapy water/ appropriate detergent.</p>	1	5	5	Enhanced cleaning programme introduced in 2020-21 academic year will continue in 2021-22. Additional cleaning staff will be on rotation throughout the day to maintain increased levels of cleanliness to maximise infection control.	1	3	3
Inadequate Ventilation	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Good ventilation is extremely important to reduce transmission of the virus. When the school building is occupied it is important to ensure it is well ventilated along with providing a comfortable teaching environment - balancing the need for increased ventilation while</p>	1	5	5	<p>Classrooms with external windows can be opened for additional ventilation</p> <p>Air conditioning will remain off with the air handling system in used for increased air circulation (external air only). The Academy will instead use a full fresh air system</p>	1	4	4

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		<p>maintaining a comfortable temperature</p> <p>Mechanical systems should be adjusted to full fresh air or, if not, then systems should be operated as normal if they are within a single room and supplemented by an outdoor air supply</p> <p>Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space).</p> <p>Opening internal doors can also assist with creating a throughput of air NOTE: fire doors must be used as designed to prevent spread of smoke and fire - or where necessary automatic closing device(s) may be fitted</p> <p>If necessary external opening doors may also be used (where safe to do so).</p>				<p>Internal classrooms may keep doors open where appropriate learning conditions permit.</p> <p>Consideration will be given to ventilation for any Academy events.</p>			

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Contact between any persons on the premises	Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus	<p>Face coverings will no longer be legally required for pupils, staff and visitors either in classrooms or in communal areas.</p> <p>Face coverings are no longer legally required on public transport.</p> <p>In the event of an outbreak, the director of public health may advise that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt).</p> <p>PPE is to be worn where intimate care is provided, or the child is displaying symptoms of covid-19 until collected.</p> <p><i>They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</i></p>	1	5	5	Visors may be worn in the classroom setting by staff if desired.	1	4	4

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Contact within and between groups	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>It is no longer legally necessary to keep children in consistent groups or bubbles to avoid mixing.</p> <p>Assemblies and lunchtime arrangements can resume – avoidance of mixing is no longer required.</p> <p>The Academy has an Outbreak Management Plan which may be necessary in the event of local areas having to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</p> <p>Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.</p> <p>Each classroom will have appropriate cleaning supplies to allow intermittent and regular clean down of the teaching area.</p>	1	5	5	Revised lunch time arrangements from September 2021 will promote social distancing through the staggering of year groups time slots across two catering facilities. The Academy is maintaining year group social zones to reduce mixing across year groups.	1	4	4

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Contact due to layout or available space	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Considerations to be given to, where possible, maintaining layouts or adaptations to classrooms to support reasonable distancing where possible including seating pupils side by side, facing forwards, remove unnecessary furniture to make more space.</p> <p>In addition to hygiene and enhanced cleaning measures as above, the risk of transmission will be reduced by planned changes to layout and positioning in work and recreational areas (Public Health England)</p> <p>Avoid creating busy corridors, entrances/exits.</p>	1	5	5	<p>The one-way system will remain in place for September 2021 and will be re-evaluated on an ongoing basis</p> <p>Staggered canteen access at lunch times will be used to maintain a more manageable flow of children through the facilities and support distancing whilst eating</p>	1	3	3
Activities encouraging Spread of Covid	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>There will be no limits on the number of people who can sing indoors or outdoors.</p> <p>Some activities, however, can increase the risk of catching or passing on COVID-19. This happens where people are doing activities which generate more droplets as they breathe heavily,</p>	1	5	5	<p>Teaching as normal will be in place, however there will remain a hold on performances at this time, including any invites to parents for productions.</p> <p>Parents evenings will remain online in most cases to reduce contact with staff.</p>	1	3	3

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		<p>such as singing, dancing, exercising or raising their voices. The risk is greatest where these factors overlap, for example in crowded indoor spaces where people are raising their voices</p> <p>Extracurricular provision e.g breakfast & after school clubs to provide a separate risk assessment including type of activities carried out, enhanced cleaning of areas and equipment, hygiene practice, supervision, etc.</p> <p>External coaches, clubs and organisations for curricular and extracurricular activities to provide a separate risk assessment and safe working procedures including type of activities carried out, enhanced cleaning of areas and equipment, hygiene practice, supervision, etc.</p> <p>Outdoor play equipment to be managed and included in planned maintenance and cleaning regime</p>				<p>Staff / student / parent briefings will be given additional time slots to reduce numbers at each session.</p> <p>The Watson Hall be utilised to maximise space per person and social distancing, with access ways open to increase ventilation</p> <p>Any lettings bookings will not have internal access with communications via telephone / email</p>			

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Educational Visits	Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus	<p>Educational day visits and domestic residential education visits are to take place.</p> <p>From the start of the autumn school term international visits are permitted.</p> <p>Consider and monitor travel list and impacts this may have on pupils and staff. The travel list is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and you must comply with international travel legislation and should have contingency plans in place to account for these changes.</p> <p>Planning of all visits and trips to be in line with usual guidance and with the advice and support from Derwent Hill & Evolve system.</p>	1	5	5		1	4	4
Contact due to personal / intimate care	Employees, children/learners, contractors, visitors, members of the	Staff must wear the normal personal protective equipment they need for giving intimate/personal care	2	5	10		1	5	5

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	public, family members Contracting Coronavirus	If a child/learner becomes unwell with symptoms of coronavirus while in the setting and needs personal care until they can return home, staff member must wear suitable PPE i.e. surgical mask, apron and gloves. Following doffing and donning and disposal guidance							
Cross-contamination of resources, toys and equipment	Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus	Classroom based resources, such as books and games, can be used and shared; these should be cleaned regularly, along with all frequently touched surfaces. Pupils and teachers can take books and other shared resources home. Avoid unnecessary sharing, especially where this does not contribute to pupil education and development. Rules on hand cleaning, cleaning of the resources and rotation are applied to these resources. Water bottles must not be shared – each child to have their own personal bottle.	1	5	5	Sanitiser will be available in all classrooms for staff / children to maintain usage. Water fountains will be and will form a part of the additional cleaning regime	1	3	3

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		Teachers to maintain good hand hygiene practices when marking.							
Transport to educational or childcare settings	Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus	Face coverings are no longer legally required on public transport. Face coverings may be worn within transport - personal choice should be promoted. Cleaning regime of vehicles is in place Where possible, natural ventilation to be maximised, particularly through opening windows and ceiling vents.	2	5	10		1	4	4
Outbreaks and lack of Emergency Planning	Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus	Outbreak Management Plan in place outlining operations should there be an outbreak in school or local area. Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort,	1	5	5	Outbreak Management Plan will be actioned. This may include, but is not limited to; Liaise with Public Health and DfE to take advice Reintroduction of mask wearing, class bubbles, use of year group zones, students confined to classrooms,	1	3	3

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		<p>kept to the minimum number possible, and for the shortest amount of time possible</p> <p>Gather and record key information relating to the case immediately.</p> <p>Escalate outbreaks to our local health protection team where necessary and advise if any additional action is required, such as implementing elements of the outbreak management plan.</p> <p>Aware of action to take in response to a positive case - understanding of NHS Test & Trace process.</p> <p>Staff trained in emergency procedures.</p> <p>First Aid provision meets the requirements of the setting</p>				<p>cancellation of school assemblies, engagement in lateral flow testing</p> <p>Remote education may also be instigated but only as a last course of action.</p>			

To be completed by the Senior Manager:

I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.

Name:

Job Title:

Signature:

Date: