

Risk Assessment: COVID-19

School:	Biddick Academy Completed by Andrew Carr	Staff	117	Pupils on Roll	1,126
Date of Assessment:	January 2022	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>Current guidance on isolation can be found here</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>	2	5	10		1	3	3
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		<p>If anyone in your school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home to arrange a test as soon as possible - follow current isolation guidelines along with other members of their household.</p> <p>Children taking a routine vaccination may suffer a mild fever. Teething can cause some known side effects such as flushed cheeks and sore gums, NHS guidelines state that fever is not a symptom of teething - and if they are concerned about their child's health, they should seek advice from their GP or NHS 111.</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</p>							

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		<p>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. A window should be opened for fresh air ventilation if possible. 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 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 for a very young child or a child with complex needs)</p>				<p>Separate toilet is to be accessed if in isolation.</p> <p>Following access to the toilet area/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>Staff must follow 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> <p>Washing hands before and after eating.</p> <p>Provide lidded bins and empty contents at regular intervals</p> <p>Pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Your decision would need to be carefully considered in light of all the</p>				<p>Signage around the site to promote good hand hygiene and thorough handwashing.</p> <p>Hand sanitiser stations have been located in identified areas around the school site.</p>			

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		<p>circumstances and current public health advice</p> <p>Sufficient handwashing facilities available. Where there are no facilities nearby, hand sanitisers to be provided.</p> <p>Active engagement with NHS Test & Trace.</p>							
<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 their education setting 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>Staff in schools who are CEV should currently attend their place</p>	1	5	5	<p>Ensure that the school maintains a stock of disposable gloves and face masks for use where appropriate by staff members</p>			

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		<p>of work if they cannot work from home.</p> <p>Identify all clinically extremely vulnerable and extremely vulnerable workers and carry out a specific Vulnerable Person Risk Assessment to ensure suitable & safe working arrangements.</p> <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>Refer to current government guidance to your Occupational Health Team for additional advice</p>							
Infections or Positive testing within school	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Education settings will no longer be 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 will no longer be required to self-isolate if they are contacted by NHS Test</p>	1	5	5				

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		<p>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. Educational Settings encourage all individuals to take a PCR test if advised to do so.</p> <p>Schools may be contacted to assist with NHS Test and Trace in exceptional cases to help identifying close contacts, as currently happens in managing other infectious diseases.</p> <p>Contact Public Health for advice & support where there is a positive case within the school</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>							

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		<p>Asymptomatic testing</p> <p>Testing remains important in reducing the risk of transmission of infection within schools.</p> <p>That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances.</p> <p>Staff and Secondary pupils should continue to test regularly if they are attending settings that remain open, such as out of school activities based in school settings. Schools will provide tests for twice weekly asymptomatic testing for pupils and staff</p> <p>However, testing will still be widely available with kits able to be collected either from your local pharmacy or ordered online.</p> <p>Secondary schools should also retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to</p>				<p>With School testing, 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> <p>Children, and staff, will be asked to self-isolate where positive cases have been confirmed</p>			

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		<p>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 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> <p>Whilst awaiting the PCR result, the individual should continue to isolate.</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>							
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 21-22. Additional cleaning staff will be on rotation throughout the day to maintain increased levels of cleanliness			

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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 maintaining a comfortable temperature</p> <p>Mechanical ventilation – adjust to increase the ventilation rate where possible and be checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated.</p> <p>If possible, 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</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)</p> <p>Internal classrooms may keep doors open where appropriate learning conditions permit</p>			

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		<p>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>							
Contact between any persons on the premises	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>UPDATE November 21: Face coverings will be required by both staff and students in communal areas until further notice. This will include entering and leaving the site, moving between lessons and when in the café / Forum.</p> <p>UPDATE January 22: Masks will be required in the classroom by students until 26th January when</p>	1	5	5				

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		<p>guidance will be updated by the Government</p> <p>Face coverings will be required on public / school transport until the guidance review on 26th January</p> <p>After 26th January: If you have an outbreak in your school, a 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). To be included in the "Outbreak Management Plans"</p> <p>School Leaders should consider whether social distancing is appropriate where possible, i.e. maintain social distancing of 2m or 1m plus with additional suitable controls from pupils, other members of staff, visitors.</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</i></p>							

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		<i>the specific situation and should always be cleaned appropriately.</i>							
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>Schools must have a “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>Staff must wipe their workspace and equipment using disinfectant wipes before leaving the classroom to ensure cleanliness of the area for the incoming teacher.</p>	1	5	5				

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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>School Leaders should consider whether social distancing is appropriate where possible, i.e. maintain social distancing of 2m or 1m plus with additional suitable controls from pupils, other members of staff, visitors.</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>Consider, maintaining where possible arrangements to timetables so that transit around schools minimises contact.</p>	1	5	5	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			

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		Avoid creating busy corridors, entrances/exits.							
Activities encouraging Spread of Covid	Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus	Step 4, there will be no limits on the number of people who can sing indoors or outdoors. Refer to the Music HUB for mitigations and guidance including specific risk assessment for singing 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, 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 Extracurricular provision e.g. Wraparound care; breakfast & after school clubs to provide a separate risk assessment including type of activities carried out, enhanced	1	5	5				

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		<p>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>							
Educational Visits	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Educational day visits and domestic residential education visits are to take place.</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</p>	1	5	5				

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		<p>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>							
Expired First Aid certification	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>inadequate care for injuries occurring on site</p>	<p>Adequate First Aid provision to be in place</p> <p>If asked to do so, providers should be able to explain why the first aider has not been able to re-qualify and demonstrate what steps have taken to access the training.</p> <p>Employers or certificate holders must do their best to arrange requalification training at the earliest opportunity.</p> <p>Consider eLearning or Virtual refresher training in the interim period</p> <p>https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</p>	1	5	5				

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Contact due to personal / intimate care	Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus	Staff must wear the normal personal protective equipment they need for giving intimate/personal care 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	1	5	5				
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. This includes wraparound care. 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.	1	5	5	Sanitiser will be available in all classrooms for staff / children to maintain usage			

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		<p>Schools to consider their local policy on limiting the amount of equipment pupils they bring into school each day, essentials only such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.</p> <p>Water bottles must not be shared – each child to have their own personal bottle.</p> <p>Teacher to maintain good personal hygiene practices when marking</p>							
Transport to educational or childcare settings	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Face coverings are no longer legally required on public transport.</p> <p>Face coverings may be worn within transport - personal choice should be promoted</p> <p>All to clean their hands before boarding transport and again on disembarking</p> <p>Cleaning regime of vehicles is in place</p>	1	5	5				

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		Where possible, natural ventilation to be maximised, particularly through opening windows and ceiling vents							
Poor mental wellbeing of staff and Pupils	Staff, Pupils, Parent & family members Stress, anxiety, panic, depression	Promote attendance at school for both staff and pupils Identify individuals who are reluctant or anxious or at risk of disengagement. Support mechanisms are in place for all levels of employees, pupils/families and supporting governance roles Communicate clear information on risks and controls measures in place – safe procedures, arrangements etc. Review workloads and timetables to ensure a good work life balance in possible Communicate clear expectations for all staff, pupils and parents. Work with external agencies and Social Workers where relevant	1	5	5				
Outbreaks and lack of	Employees, children/learners,	Outbreak Management Plan in place outlining operations should	1	5	5				

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Emergency Planning	contractors, visitors, members of the public, family members Contracting Coronavirus	<p>there be an outbreak in school or local area.</p> <p>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, kept to the minimum number of schools or groups 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 your local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan.</p> <p>Aware of action to take in response to a positive case Understanding of NHS Test & Trace process</p> <p>Train all staff in emergency procedures</p>							

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		First Aid provision to meet the requirements of the setting							

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: