



Coronavirus (COVID-19): Risk Assessments from 1st September 2021

Assessment conducted by: Nick Andrews	Job Title: Principal	Covered by this assessment: Dawley C of E Primary Academy
Date of Assessment: 31.08.21	Date of next review: 05.09.22 or earlier if guidance changes	<p>This document was written on 31.08.21</p> <p>Reviewed: 31.10.21</p> <p>Reviewed: 08.11.21</p> <p>Reviewed: 29.11.21 (following Omicron variant discovery in UK)</p> <p>Reviewed: 09.02.22</p> <p>Reviewed: 01.03.22</p> <p>Reviewed: 03.05.22</p>

- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- Summer 21, the current advice is contained in
 - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>
 - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf
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- When implemented in line with a revised risk assessment, these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.
- Implementing the system of controls, creates a safer environment for pupils and staff where the risk of transmission of infection is substantially reduced. The way to control this virus is the same, even with the current new variants.
- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf

Key:							
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken						
Risk Description:	Outlines the area of concern. This list is not exhaustive, and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs.						
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context.						
Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.						
Likelihood:	Could be L/M/H or numeric, depending on what is used in the school setting. NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.						
Responsible person:	The identified staff member(s) responsible for implementing the risk controls Principal Sign: N.Andrews Date 01.09.2021						
Completion Date:	The date by which required plans for controls will be in place. 01.09.2021						
Risk Description/Area of Concern	Level of risk prior to control ↔	Risk Controls	Level of risk is now ↔	Likelihood ↔	Responsible person	Planned completion Date	Comments / Actions needed
The school lapses in following national guidelines and advice, putting everyone at risk	H	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care, PHE, Telford & Wrekin Council advice and review its risk assessment accordingly Information on the school website is updated. Pupils updated via adults working with them and messages sent via ParentPay to parents. Any change in information to be shared with the Chair of Governors, consulted with employees directly, or through a safety representative that is either elected by the workforce or appointed by trade union and passed on to parents and staff by email 	L	M	NA	ongoing	

		<ul style="list-style-type: none"> As a result, the school has the most recent information from the government, and this is distributed throughout the school community. 					
Poor communication with parents and other stakeholders	H	<ul style="list-style-type: none"> All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems Updates to risk assessments are shared with staff via internal email. Parents notified of risk assessment plan and shared with parents via website along with other key documents such as Remote Education Plan and Coronavirus Outbreak Management Plan As a result, all pupils and all staff working with pupils are adhering to current advice. 	L	M	NA	01.09.21	
Lack of awareness of policies and procedures	H	<ul style="list-style-type: none"> School leaders will ensure that all policies impacted on by coronavirus controls are updated All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy Infection Control Policy First Aid Policy Intimate care policy Behaviour Policy Business Continuity/Resilience All staff have regard to all relevant guidance and legislation including, but not limited to: <ul style="list-style-type: none"> The reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 The Health Protection (Notification) Regulations 2010 Public Health England (PHE) (2017) 'Health Protection in schools and other childcare facilities' DfE and PHE (2020) 'COVID-19: guidance for educational settings' The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. The resources from Sharepoint HS team for this are shared with staff. 	L	L	NA	Ongoing	

		<ul style="list-style-type: none"> ○ A comprehensive and current list of key staff members available each day ○ Staff are made aware of the school's infection control procedures in relation to coronavirus via email ○ Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/ poster at entrance to school ● Pupils are made aware of the school's infection control procedures in relation to coronavirus ● As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school. 					
Extremely clinically vulnerable (high risk) individuals	H	<ul style="list-style-type: none"> ○ Shielding has now ended. If CEV staff are advised to start shielding again individual plans and arrangements will be put in place. 	L	M	NA	01.09.21	
Clinically Vulnerable staff and pupils	H	<ul style="list-style-type: none"> ○ CV staff and pupils follow the same infection control measures as others. However, the option remains to reintroduce individual risk assessments on the advice of Public Health or government. 	L	M	NA	01.09.21	
Pregnant employees	H	<ul style="list-style-type: none"> ○ No staff at present – however current government guidelines will be followed 	L	M	NA	03.05.21	
Those who are not double vaccinated	L	<ul style="list-style-type: none"> ○ Staff are alerted to cases of covid 19 in school and therefore the appropriate action can be put in place, based on national guidance at the time, for anyone who is not double vaccinated. 	L	L	NA	08.11.21	
Poor hygiene practice in school - General		<ul style="list-style-type: none"> ● Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. sanitise / washing hands before entering and leaving school) ● Hand sanitiser is available at each of the entrances being used to enable children and visitors to sanitise before entering the building. ● Pupils to wash their hands with soap after break times and lunchtimes for no less than 20 seconds and before eating. 	M	M	NA	01.09.21	

		<p>Snack is eaten after break to reduce number of handwashes needed</p> <ul style="list-style-type: none"> • Soap dispensers are fixed at every sink. • School to use the E-Bug material • Teachers to reiterate key messages around good hygiene and infection control on an ongoing basis: <ul style="list-style-type: none"> ○ Cover coughs and sneezes with a tissue, ○ To throw all tissues in a bin ○ To avoid touching eyes, nose and mouth with unwashed hands. • Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in toilets and kitchen areas • Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas • All utensils are thoroughly cleaned before and after use • Follow T&W cleaning in school guidance • School staff are aware that cleaning materials are kept in the cleaning cupboard with paper towels. • 2 stage cleaner is marked held in the cleaning cupboard. EN14476 compliant. • Stocks of roll, hand sanitiser, soap, antibacterial wipes are all held in the cleaning cupboard and in the Science cupboard. • 2 stage cleaner (EN14476 compliant) and disposable blue roll kept in each classroom + gloves, tissues. • School has regular delivery of cleaning consumables. • Staff do not need to share computers. Each room has a screen to teach from and all teachers, tas, administrators are provided with a personal device – laptop or surface • Increased wipe down signage at each photocopier and equipment 					
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		<ul style="list-style-type: none"> • Soft furnishings of staff room to be sprayed down weekly with suitable spray (done by cleaning staff) • As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission. • Parental events and visits will be reintroduced for the summer term. 					
Face Coverings		<p>Neither staff, pupils or visitors are required to wear a mask. Should guidance change, this will be reviewed.</p> <p>Any staff, pupil or visitor wishing to wear a ask will be allowed to do so.</p>					
Poor hygiene – specific – school entrance		<ul style="list-style-type: none"> • Glass screen to be used by office staff when dealing • With parents/visitors/contractors - shutters to be kept closed. • Areas touched to be wiped down • Reduce the amount of people accessing reception area at any one time only I family in the reception at once. • School will follow LA cleaning guidance and the update due from PHE. • Hand sanitiser positioned on table at front of reception. 	L	L	NA	01.09.21	
Poor hygiene practice – specific - spread of potential infection at the start of the school day.	M	<p>Staggered starts and end times to continue. Letters sent to parents and all guidance communicated.</p> <p>Communicate to parents/carers;</p> <ul style="list-style-type: none"> • Drop off and collection process • Not to gather at gates • Not to come onto school site if they display symptoms • Issue information to parents about arrival and departures, including safe drop-off and pick up routines 	L	L	NA	01.09.22	

		<table border="1"> <thead> <tr> <th data-bbox="495 132 669 204">Year Group</th> <th data-bbox="669 132 842 204">Start Time</th> <th data-bbox="842 132 1050 204">Finish Time</th> <th data-bbox="1050 132 1299 204">Entry/Exit Point</th> </tr> </thead> <tbody> <tr> <td data-bbox="495 204 669 339">Nursery (15 hrs)</td> <td data-bbox="669 204 842 339">8:50am</td> <td data-bbox="842 204 1050 339">11:50am (15 hrs)</td> <td data-bbox="1050 204 1299 339">Entry: Reception Gate Exit: Doors by Hall</td> </tr> <tr> <td data-bbox="495 339 669 411">Nursery (30 hrs)</td> <td data-bbox="669 339 842 411">8:50am</td> <td data-bbox="842 339 1050 411">3:10pm (30 hrs)</td> <td data-bbox="1050 339 1299 411">Reception Gate</td> </tr> <tr> <td data-bbox="495 411 669 443">Reception</td> <td data-bbox="669 411 842 443">8:50am</td> <td data-bbox="842 411 1050 443">3:10pm</td> <td data-bbox="1050 411 1299 443">Reception Gate</td> </tr> <tr> <td data-bbox="495 443 669 475">1</td> <td data-bbox="669 443 842 475">9:00am</td> <td data-bbox="842 443 1050 475">3:20pm</td> <td data-bbox="1050 443 1299 475">Door by Hall</td> </tr> <tr> <td data-bbox="495 475 669 507">2</td> <td data-bbox="669 475 842 507">9:00am</td> <td data-bbox="842 475 1050 507">3:20pm</td> <td data-bbox="1050 475 1299 507">Top Gate</td> </tr> <tr> <td data-bbox="495 507 669 539">3</td> <td data-bbox="669 507 842 539">8:50am</td> <td data-bbox="842 507 1050 539">3:10pm</td> <td data-bbox="1050 507 1299 539">Main gates</td> </tr> <tr> <td data-bbox="495 539 669 571">4</td> <td data-bbox="669 539 842 571">8:50am</td> <td data-bbox="842 539 1050 571">3:10pm</td> <td data-bbox="1050 539 1299 571">Double Gates</td> </tr> <tr> <td data-bbox="495 571 669 603">5</td> <td data-bbox="669 571 842 603">8:40am</td> <td data-bbox="842 571 1050 603">3:00pm</td> <td data-bbox="1050 571 1299 603">Main Gate</td> </tr> <tr> <td data-bbox="495 603 669 635">6</td> <td data-bbox="669 603 842 635">8:40am</td> <td data-bbox="842 603 1050 635">3:00pm</td> <td data-bbox="1050 603 1299 635">Main Gate</td> </tr> </tbody> </table>	Year Group	Start Time	Finish Time	Entry/Exit Point	Nursery (15 hrs)	8:50am	11:50am (15 hrs)	Entry: Reception Gate Exit: Doors by Hall	Nursery (30 hrs)	8:50am	3:10pm (30 hrs)	Reception Gate	Reception	8:50am	3:10pm	Reception Gate	1	9:00am	3:20pm	Door by Hall	2	9:00am	3:20pm	Top Gate	3	8:50am	3:10pm	Main gates	4	8:50am	3:10pm	Double Gates	5	8:40am	3:00pm	Main Gate	6	8:40am	3:00pm	Main Gate					
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Poor hygiene practice – specific - end of the school day.	L	See previous section	L	L	NA	Ongoing																																									
Poor hygiene practice – specific – toilet/changing facilities	H	<p>Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron (see PPE guidance for schools)</p> <p>All changing surfaces to be cleaned before and after each use</p> <p>Nappies/soiled items to be disposed of in yellow bags</p> <p>Staff to follow specific intimate care procedures 2 members of staff using PPE. No children in school require ongoing intimate care.</p> <p>Any soiled clothes are put into a plastic bag (double bagged) and sent home.</p> <p>Restrict numbers of children using the toilets at any one time as part of general pupil management.</p> <p>All areas have towel dispensers.</p> <p>Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority</p>	L	L	NA	01.09.22																																									

		As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.					
System of Controls - Prevention	H	<p>Prevention You must always:</p> <p>1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school (staff and pupils).</p> <p>3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.</p> <p>4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.</p> <p>5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</p> <p>6) Consider how to minimise contact across the site and maintain social distancing wherever possible.</p> <p>7) Keep occupied spaces well ventilated.</p>	L	L	NA	01.09.22	
System of Control - Responsive	L	<p>Response to any infection</p> <p>Follow advice from Health Protection Hub in response to positive cases in school or any outbreak</p>	L	L	NA	01.09.21	
Ill health in school	H	<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, a high temperature – this means they feel hot to touch on their chest or back (they do not need to measure their temperature) <ul style="list-style-type: none"> ○ A new continuous dry cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual) ○ Loss of taste or smell • Any pupil who displays signs of being unwell is referred to Hazel Griffiths. Pupils demonstrating coronavirus will be asked (by 					

		<p>parents) to test. If the test is positive national guidance will be followed.</p> <ul style="list-style-type: none"> • Where the named person is unavailable, staff ensure that any unwell pupils are moved to an empty room whilst they wait for their parent to collect them. School admin team to contact parents. Parents advised to follow the COVID-19 living with covid guidance. • If a pupil needs to use the bathroom, they should use a separate bathroom the single toilet opposite the hall which will be cleaned after use. • Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil • As a result, safeguarding remains of the highest priority and practice 					
Management of pupils	H	Currently no specific requirements needed	L	M	NA	01.09.21	
A pupil or staff member is tested and has a confirmed case of coronavirus	H	<p>In line with government advice:</p> <ul style="list-style-type: none"> • The pupil / staff member will isolate as per national advice / requirements 	L	L	NA	01.09.21	
Insufficient staff to run face-to-face sessions for pupils	H	<ul style="list-style-type: none"> • In the event of teacher absence, supply teachers will be used or the teacher will teach over teams with teaching assistant report. Or, teaching assistants will cover the class. <p>If none of those options are available and an alternative cannot be put in place, the class will be closed and revert to remote education.</p>	L	L	NA	01.09.21	

Poor pupil behaviour increases the risk of the spread of the infection	H	The school Positive Behaviour Policy is followed. As a result, pupils and staff understand the Positive Behaviour Policy/Individual plans in context	L	L	NA	01.09.21	
Pupils with complex needs are not adequately prepared for a return to school or safely supported	H	No additional actions beyond individual plans are necessary	L	L	NA	01.09.21	
Vulnerable groups and SEND to not receive appropriate support	M	Appropriate planning is in place to support the mental health of pupils	L	L	KAH	01.09.21	
Increased number of safeguarding concerns	H	Follow up any referrals made by staff swiftly, while maintaining social distancing. School has a high number of DSLs to give capacity. As a result, safeguarding remains of the highest priority and practice.	L	L	NA	01.09.21	
Emergency evacuation due to fire etc.	M	Practice fire drill as per ongoing requirements Leaders to communicate procedures to staff	L	L	NA	01.09.21	
Cleaning is not sufficiently comprehensive	M	Regular reviews and audits by the cleaning service	L	L	NA	01.09.21	
Contractors, deliveries and visitors increase the risk of infection	M	<ul style="list-style-type: none"> All contractors/visitors to sanitise hands either prior to or on entry to the school site Contractors and visitors are directed to specific/designated handwashing facilities Staff who receive deliveries to the school to wash hands in line with government guidance after handling <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p>	L	L	NA	01.09.21	

Parental visits to school	M	<ul style="list-style-type: none"> It is sometimes necessary and appropriate to talk to parents face to face in school. These should happen as needed. Parental events in school and gathering of the school community together is expected to take place in the summer term, Professional visitors are directed to specific/designated handwashing facilities All areas in which Professional visitor work are cleaned in line with government guidance 	L	L	NA	01.09.21	
Breakfast club and after school club	H	<p>Clubs operate as normal. Children kept in smaller groups, rather than one large group</p>	L	L	NA	01.09.21	
Testing of staff and pupils and families	L	There is no recommendation for asymptomatic testing. In the event of an outbreak where this is a recommendation, staff and families will be altered	L	L	NA	03.03.21	
Staff room and offices	L	Capacity limits are no longer in place. However, these spaces must be well ventilated and staff may wish to mask in crowded spaces.					