



Coronavirus (COVID-19): Amendments to School Risk Assessments from 8th March 2021

- Schools must ensure that this and all their risk assessment reflects the local setting and context of the school.
- Staff and unions must be consulted with regard to this risk assessment and any changes to existing COVID 19 risk assessments.
- The document advises of amendments that need to added/considered to existing school risk assessments, it is not exhaustive and some of the controls will be dynamic. This is issued to schools as a template to assist in the production of a full comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/ amended/ added-to to reflect the school.**
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- 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 Head Teacher: Lee Ferriday Date 04/03/2021 Chair of Governors: Paul Dyson Date 04/03/2021
Completion Date:	The date by which required plans for controls will be in place. 8th March

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
Clinically Extremely vulnerable (CEV) individuals	High	<p>Individual risk assessment to be completed/reviewed for staff in CEV category exposure to Coronavirus.</p> <p>Staff – Advice for those identified as clinically extremely vulnerable through the defined 3 ways published on 25th February 2021 HR guidance provides advice on what additional measures individuals in this group can take tailored to each local restriction tier.</p> <p>Staff who are defined as clinically extremely vulnerable are advised to work from home and where this is not possible, they should not go into work until at least the 31st March.</p> <p>CEV staff will have received a letter from the NHS or GP advising the above also.</p> <p>Others living in a household with someone who is clinically extremely vulnerable are not advised to follow this guidance. They should instead follow the general advice and regulations set out in the National Lockdown Guidance.</p> <p>See amended guidance and individual risk assessment for staff that are CEV</p> <p>Children - Individual risk assessment to be completed/reviewed for children in CEV category exposure to Coronavirus.</p> <p>Staff who work with children in the CEV category to have the vaccine which is organised by the Headteacher through the local authority.</p>	Low	Low	LF	8 th March	All individual RA to be reviewed

Testing of staff and pupils	High	<p>Telford and Wrekin Council households with primary school aged children, including childcare and support bubbles, are advised to test themselves twice every week at home, as schools return from Monday 8 March. Further information on this and where you can obtain a test can be found at:</p> <p>http://newsroom.telford.gov.uk/News/Details/15676?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term=</p> <p>https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff</p> <p>The asymptomatic testing programme in education currently covers all staff at school and pupils – see further details in LFT testing in secondary/primary or special schools.</p>	Low	Low	LF	Ongoing	Regularly review stock of tests in school
System of Controls - Prevention	High	<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.</p> <p>Regular communication between the staff on who is self-isolating is made throughout the day. If in any doubt, the office should be contacted.</p> <p>2) Ensure face coverings are used in recommended circumstances.</p> <p>Face coverings are to be worn by staff in all communal areas. A face covering is to be worn by staff when at the door in the mornings and afternoons when children are being dropped off and collected. Parents have been asked to wear a face covering at these times also unless they are exempt. The office team will wear their masks whenever communicating with staff or contractors on site. Staff are welcome to wear their face covering all of the time if they prefer.</p> <p>3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.</p> <p>Handwashing facilities throughout the building as well as hand gel points.</p> <p>4) Ensure good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach.</p>	Medium	Medium	LF	Ongoing	Regular stock checks made.

	<p>Posters displayed and children taught the importance of this.</p> <p>5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</p> <p>Additional cleaners on site in the day to clean touch points. Louise and Jagjit</p> <p>Our classes will all have a cleaning kit and tables and touch points will be cleaned frequently. Tissues, bins and hand sanitiser will be available in each class for frequent use. Additional cleaning of toilets and other equipment will be carried out throughout the day.</p> <p>6) Consider how to minimise contact across the site and maintain social distancing wherever possible.</p> <p>Staggered lunchtimes in place. Hall upper separated from Hall lower</p> <p>7) Keep occupied spaces well ventilated.</p> <p>Windows and doors opened to allow for ventilation. Fire doors kept open using a doorguard</p> <p>In specific circumstances:</p> <p>8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.</p> <p>Kept in 1st Aid room- Staff have their own PPE boxes with access to aprons, gloves, masks and face shields. Staff will be asked to wear all PPE when dealing with a child who has had an accident, is poorly or is showing any symptoms of COVID19. Beyond this staff can wear any PPE they feel safe and comfortable in.</p> <p>Further stock can be obtained from the office staff when needed.</p> <p>9) Promote and engage in asymptomatic testing, where available</p> <p>Tests available from the office for all staff members including those not directly employed by the school such as the cleaning, catering and caretaking teams. Staff are</p>					
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System of Control - Responsive	High	<p>Response to any infection</p> <p>10) Promote and engage with the NHS Test and Trace process. Manager to advise Health Protection hub via email of positive cases. Complete online form to assist with contact tracing https://www.telford.gov.uk/testandtrace</p> <p>11) Manage confirmed cases of coronavirus (COVID-19) amongst the school community. Manager to advise Health Protection hub via email of positive staff. Complete online form to assist with contact tracing https://www.telford.gov.uk/testandtrace</p> <p>12) Contain any outbreak by following local health protection team advice.</p> <p>Numbers 9 to 11 must be followed in every case where they are relevant.</p>	Med	Medium	Office Team And LF	Ongoing	
Poor hygiene practice – specific - spread of potential infection at the start of the school day.	High	<p>Follow Master Risk Assessment for Return to school in phase one & two and review all controls you previously applied to ensure they are still effective.</p> <p>Review your staggered start of day times to keep groups apart as they arrive. This should not reduce the teaching time. Communicate to parents/carers;</p> <ul style="list-style-type: none"> • Drop off and collection process • Not to gather at gates • Not to come on site without an appointment 	Med	Medium	LF & MS	Daily	Review controls regularly

Do Jo messages sent to all parents on week beginning 1st March outlining return to school protocols including the above.

- **Reception and Nursery pupils are to arrive at school between 8.30 and 8.40** parents will wait on the bottom playground for a teacher to collect their child. Parents must not enter the classroom. **Pupils are to be collected from school at 2.50 pm. again parents will** wait on the bottom playground for a teacher to bring out their child. Social distancing measures to be adhered to at all times.
- **Pupils in Willow class (Mrs Melville's)** to arrive at school between 8.30 and 8.40 and are to wait on the bottom playground. Each child will be collected and escorted into class. Parents must not enter the classroom. **Pupils are to be collected from school at 2.55 pm. again parents will** wait on the bottom playground for a teacher to bring out their child. Parents must not enter the classroom. Social distancing measures to be ensured at all times.
- **Children in Key Stage 2 classes (Oak and Maple)** should arrive at 8.45 am and will finish school at 3.00pm. Pupils will wait on the top playground to be collected by a member of staff, a teacher will be supervising the dismissal of the pupils. Parents must drop their child off at the school gate. Parents must avoid congregating at the school gates and should attempt to keep social distancing. No parents must enter the school premises. At the end of the school day the departure of the pupils will be supervised by the teachers. The pupils will wait on the top playground, from where they will be allowed to leave the school premises. Parents who collect their child from school should wait on the pavements near to the school gates. Pupils who are normally collected will not be allowed to leave the school premises unless the teachers can see they have joined the waiting adult.
- **Parents must wear a mask on the school premises.**

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Poor hygiene practice – specific - end of the school day.	High	<p>Follow Master Risk Assessment for Return to school in phase one & two and review all controls you previously applied to ensure they are still effective.</p> <p>Review your staggered end of day times to keep groups apart as they leave.</p> <p>Children collected from different play grounds at staggered times</p> <p>We must ask parents to be prompt on timings to ensure that we avoid congestion where possible. We aim to be prompt with dismissal.</p> <p>Upper KS2 parents not on site. We urge parents not to congregate around the perimeter of the school after collection to ensure the safety of everyone.</p> <p>Parents asked to wear face coverings at collection unless medically exempt and requested to keep two meters apart for social distancing. Staff will also follow the same guidelines.</p> <p>Regular reminders are sent to parents in the newsletter, on social media or by email with regards to the importance of not gathering at the end of the day collection and the use of face coverings and social distancing.</p>	Med	Medium	LF	Daily	Review controls regularly

<p>NEW Use of equipment</p>	<p>High</p>	<p>Classroom based resources, such as books and games, can be used and shared within the bubble. These should be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between classes or bubbles, such as sports, arts, and science equipment should be cleaned frequently. When sharing equipment between different bubbles, you should either:</p> <ul style="list-style-type: none"> • Clean it before it is moved between bubbles • Allow them to be left unused for a period of 48 hours (72 hours for plastics) <p>Review the ability to clean equipment used in the delivery of therapies, for example, sensory equipment. Determine whether this equipment can withstand cleaning and disinfecting between each use before it is put back into general use. Where cleaning or disinfecting is not possible or practical, resources will have to be either:</p> <ul style="list-style-type: none"> • Restricted to one user • Left unused for a period of 48 hours (72 hours for plastics) between use by different individuals <p>Outdoor playground equipment should be more frequently cleaned than normal. This also applies to resources used inside and outside by wraparound care and out of school settings providers.</p> <p>Each bubble is responsible for wiping down the equipment before and after use.</p> <p>Pupils should limit the amount of equipment they bring into school each day, including essentials such as:</p> <ul style="list-style-type: none"> • Lunch boxes • Hats and coats • Books • Stationery • Mobile phones <p>All pupils have been given their own stationary that is kept in school. Parents have been given a list of items that children can bring in each day and reminded that the office team</p>	<p>Low</p>	<p>Low</p>	<p>LF</p>	<p>Ongoing</p>	<p>Review control measures</p>
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Face coverings	High	<p>Ensure where there is a need for face coverings in the school the control is implemented</p> <p>Face coverings are to be worn by all parents unless medically exempt at drop off and collection. Staff should not be approached without a face covering and a distance of two metres should be kept at all times.</p> <p>Face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas).</p> <p>Safe wearing of face coverings requires the;</p> <ul style="list-style-type: none"> • Cleaning of hands before and after touching, this includes removal and putting on • Safe storage of them in individual, sealable plastic bags <p>Children in primary school do not need to wear a face covering.</p> <p>This is an additional precautionary measure for a limited time during this period of high coronavirus (COVID-19) prevalence in the community. These measures will be in place until Easter. As with all measures, we will keep it under review and update guidance at that point.</p> <p>When a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully</p> <p>There are sufficient waste bins located around the school for disposal of face masks and face covers</p> <p>See further advice in the Face Coverings guidance</p>	Med	Medium	LF	Ongoing	Review control measures regularly

		<p>Exemptions -Some individuals are exempt from wearing face coverings.</p> <p>The office have a small contingency supply of face coverings available for people who:</p> <ul style="list-style-type: none"> • are struggling to access a face covering • are unable to use their face covering as it has become damp, soiled or unsafe • have forgotten their face covering 					
A pupil is tested and has a confirmed case of coronavirus.	High	<p>In line with government advice:</p> <ul style="list-style-type: none"> • Follow guidance from the Test and Trace team in the Health Protection Hub • Sample letters always ready to be adapted should a pupil test positive 	Med	Medium	LF	Ongoing	Office Team to have contact details for Test and Trace Team easily accessible at all times
Pupil movement between lessons, at break time and lunchtime increases the risk of infection.	High	<p>Follow Master Risk Assessment for Return to school in phase one & two and review all controls you previously applied to ensure they are still effective.</p> <p>Movement around the school kept to a minimum. Brief passing in corridors or playground is low risk.</p> <p>Avoid creating busy corridors, entrances and exits by;</p> <ul style="list-style-type: none"> • Staggered start and finish times including different entrances and exits for classes • Staggered break and lunch times and pupils to learn and eat in their own classrooms <p>If children are moving around the school social distancing measures between bubbles will be established and staff will all wear a mask.</p>	Low	Low	LF	Ongoing	Review control measures regularly
Ventilation	High	<p>Keeping occupied spaces well ventilated</p>	Low	Low	MS	Ongoing	Review control measures

		<p>Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.</p> <p>This is achieved by:</p> <p>Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened fully during breaks to purge the air space. Opening internal doors can also assist with creating a throughput of air. Any fire doors that are kept open are done by using a dorguard that would automatically close in the case of a fire.</p> <p>Review ventilation within the school</p> <p>The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus out break https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</p> <p>And</p> <p>CIBSE - CIBSE - Coronavirus COVID 19</p> <p>Provide more information</p> <p>See further information in T&W Ventilation guidance</p>					regularly
Breakfast club/After school provisions	High	<p>From 8 March, the school will resume its breakfast club, where this provision is necessary to support parents to work, attend education and access medical care, and is as part of pupil's wider education and training.</p> <p>We will amend the Health Protection (Coronavirus, Restrictions) (All Tiers) (England) Regulations 2020 to allow for this. Vulnerable children can attend these settings regardless of circumstance.</p> <p>Review any extra curriculum activities - can they take place safely?</p>	Med	Medium	LF & LW	Ongoing	Review control measures regularly

		<p>To ensure, where possible, the mixing of children is kept to a minimum, children will be kept in small, consistent groups. Only pupils from the same bubble should attend an after school club</p> <p>Entrance and exits to clubs will be via the main school office. All children must be dropped off and collected by an adult. Breakfast Club will start at 7.45am with the latest admittance being 8.25am.</p>					
Cleaning is not sufficiently comprehensive.	High	<p>Follow Master Risk Assessment for Return to school in phase one & two and review all controls you previously applied to ensure they are still effective.</p> <p>Employment of morning and afternoon enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach.</p> <p>Points to consider and implement:</p> <ul style="list-style-type: none"> • putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes: • more frequent cleaning of rooms / shared areas that are used by different groups • Allow time for cleaning surfaces in dining hall between groups • frequently touched surfaces being cleaned more often than normal • different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet <ul style="list-style-type: none"> • encourage pupils to wash hands thoroughly after using the toilet <p>See further guidance for cleaning in educational settings for advise on general cleaning required in addition to the current advice on COVID-19: cleaning of non-healthcare settings guidance.</p> <p>Review what cleaning products you use, know the contact time of the products and ensure the products are appropriate for the task.</p> <p>Review any equipment that is frequently used and how it is cleaned after use.</p> <p>Our classes will all have a cleaning kit and tables and touch points will be cleaned frequently. Tissues, bins and hand sanitiser will be available in each class for frequent use. Additional cleaning of toilets and other equipment will be carried out throughout the day.</p>	Med	Medium	Lee	Ongoing	Regularly review control measures

