

COVID 19 RISK ASSESSMENT FROM SEPTEMBER 2021 RAS66

(Amended August 2021)

(Checked for Conformity August 2021)

On Tuesday, July 6th, the Secretary of State for Education, Gavin Williamson announced a number of changes to the current, COVID-related restrictions, in line with Step 4 of the Governments Coronavirus roadmap.

Although Williamson stated that "Step 4 does not mean the end of the pandemic and some restrictions will be kept in place" he also revealed some significant changes to the restrictions that schools and colleges must currently adhere to.

This template will be revised regularly as the situation and advice changes over coming weeks.

It is vital that you consider all of the local circumstances which affect your school and look at the possible support which is on offer from nearby schools and your Local Authority to put those into the mix. Consequently, this risk assessment template is extremely long and detailed, but will need a lot of input and localisation from you and your colleagues.

ACTIVITIES: (What will you be doing and with whom?)	September 2021 School Reopening		
DATE OF RISK ASSESSMENT:	Date completed:	September 2021	Date to be reviewed: Oct half term or sooner if required
STAFFING: (Staff deployment, responsibilities, expertise, etc.)	All Staff		

PLEASE ENSURE THAT THE CURRENT DfE, PHE, HSE and ACAS GUIDANCE IS ALL CAPABLE OF BEING FOLLOWED WHEN TAKING A DECISION TO CLOSE, REMAIN OPEN OR RE-OPEN YOUR SCHOOL.

General Advice

List of all General Coronavirus Guidance: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>

General GOV.UK Coronavirus Guidance: <https://www.gov.uk/coronavirus>

Test and Trace: [COVID-19 National Testing Programme Schools and Colleges Handbook](#).

DfE Advice

DfE Actions for Schools During the Coronavirus Outbreak: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance/>

DfE Contingency Framework: Education and Childcare Settings: <https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings>

DfE Guidance for Schools: Coronavirus: <https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

DfE Advice for Safe Working in Education Settings, including PPE:: <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

DfE Primary-specific Guidance: <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures#infection-prevention-and-system-of-controls>

DfE Cleaning Advice for Non-Healthcare Settings for COVID-19: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings?utm_source=14399e54-42d4-4c63-b0fe-1d907bfe9c42&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

DfE Advice for After-School Settings: https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak?utm_source=1145a09b-5f2f-4eda-80f4-78a08b0af603&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

Remote Education Good Practice: <https://www.gov.uk/government/publications/remote-education-good-practice/remote-education-good-practice>

Help with remote education: <https://www.gov.uk/guidance/get-help-with-remote-education>

HSE Advice

List of all HSE Coronavirus guidance: <https://www.hse.gov.uk/news/coronavirus.htm>

ACAS Advice

ACAS Mental Health at Work During Coronavirus guidance: <https://www.acas.org.uk/supporting-mental-health-workplace>

Mental Health Advice

Mentally Healthy Schools: https://www.mentallyhealthyschools.org.uk/?utm_medium=email&utm_source=govdelivery

Headspace for Educators: https://www.headspace.com/educators?utm_medium=email&utm_source=govdelivery

Education Support helpline: https://www.educationsupport.org.uk/?utm_medium=email&utm_source=govdelivery

FAILURE TO FOLLOW GUIDANCE OR DELIVER A SUITABLE AND SUFFICIENT RISK ASSESSMENT COULD LEAVE YOU VULNERABLE TO HSE/LEGAL ACTION. PLEASE ERR ON THE SIDE OF CAUTION AT ALL TIMES.

Aspects to Consider (List only actual hazards/issues related to planned activities)	Who is Affected/What Might Happen? (Staff, students, visitors, etc.)	Inherent Likelihood & Severity (See table at end of doc)	Inherent Risk Score (Likelihood X Severity)	Control Measures (How you will reduce the risks and whether they are already in place or not e.g. guards on machines already in place or need to wear PPE eye wear/gloves)	Are Control Measures in Place? If Not, Who Will Implement? (Staff member names or job roles)	Remaining Likelihood & Severity (See table below)	Residual Risk Score (Likelihood X Severity)	When Done & By Whom?
BUBBLES								
Should we keep our students in their bubbles?	Guidance	At Step 4, from July 19 th 2021, bubbles will not need to be used in schools from the autumn term.			N/A			
Outbreak Management Plan	Guidance	Refer to separate Outbreak Management plan document.	Yes	N/A	N/A			
TRACING AND ISOLATION								
What has changed from Step 4?	Guidance	From Step 4, close contacts will be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing. In line with other settings, NHS Test and Trace will work with the positive case to identify close contacts.	Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact.	N/A				
Does this apply to all students?	Guidance	Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply: They are fully vaccinated They are below the age of 18 years and 6 months They have taken part in or are currently part of an approved COVID-19 vaccine trial	18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated,	N/A				

		They are not able to get vaccinated for medical reasons	they will need to self-isolate if identified as a close contact.	
FACE COVERINGS				
Are face coverings still required in school?	Guidance	<p>From Step 4, face coverings will no longer be advised for pupils, staff and visitors either in classrooms or in communal areas and are also no longer recommended to be worn on dedicated transport to school or college or legally required on public transport.</p> <p>If you have an outbreak in your school, a director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt). Refer to the outbreak management plan.</p> <p>You have a duty to make reasonable adjustments for disabled pupils to support them to access education successfully. Where appropriate, you should discuss with pupils and parents the types of reasonable adjustments that are being considered to support an individual.</p> <p>No pupil or student should be denied education on the grounds of whether they are, or are not, wearing a face covering.</p>	<p>Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They may protect the wearer against droplet spread in specific circumstances but are unlikely to be effective in preventing the escape of smaller respiratory particles when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</p>	Guidance

TESTING								
<p>Should schools still offer testing?</p>	<p>Guidance</p>			<p>Secondary schools should 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>As pupils will potentially mix with lots of other people during the summer holidays, all secondary school pupils should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term.</p> <p>Settings may commence testing from 3 working days before the start of term and can stagger return of pupils across the first week to manage this. Pupils should continue to test twice weekly at home until the end of September, when this will be reviewed.</p>	<p>Staff will be trained on how to manage and run the testing site.</p> <p>A coordinator will ensure all students are aware of how to safely undertake testing at home.</p> <p>Schools will ensure all tests are stored safely and sufficient stocks are held to distribute to staff and students.</p> <p>Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing. Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do.</p>	<p>Guidance</p>		
<p>What should we do if a member of staff or student has a positive LFD result?</p>	<p>Staff, Students & Visitors</p>	<p>4:4</p>	<p>16</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</p>		<p>1:4</p>	<p>4</p>	<p>CTA</p>

				<p>they have COVID19.</p> <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> <p>Additional information on PCR test kits for schools and further education providers is available.</p> <p>Under-18s, irrespective of their vaccination status, and double vaccinated adults will not need to self-isolate if they are a close contact of a positive case. They will be strongly advised to take a PCR test and, if positive, will need to isolate. 18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them to get fully vaccinated.</p>	<p>Yes</p> <p>Staff and Students to be sent home for a PCR test following a positive LFD test</p>			
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CONTINGENCY PLANS

What happens if the measures are changed?		4:2	8	An Outbreak Management Plan outlining what we would do if sufficient numbers of students or staff test positive for COVID-19, or how we would operate if advised to take extra	Central government may offer local areas of particular concern an enhanced response	4:1	4	
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	Staff, Students & Visitors			<p>measures to help break chains of transmission.</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>package to help limit increases in transmission. The government will review its approach for enhanced response in local areas before Step 4.</p> <p>A Trust Outbreak Management Plan is in place.</p>			CTA
We have had a number of positive cases – what should our school do?	Staff, Students & Visitors	4:3	12	<p>If you have several confirmed cases within 14 days, you may have an outbreak.</p> <p>You should call the dedicated advice service who will escalate the issue 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. You can reach them by calling the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.</p>	<p>The contingency framework describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.</p>	4:2	8	CTA

<p>How do we decide if our school should close again?</p>	<p>Staff, Students & Visitors</p>	<p>4:4</p>	<p>16</p>	<p>Central government will advise whether schools in affected areas should stay open or close based on scientific advice. If the government were to advise closure, LAs would communicate the message to schools, but schools would not close at that point. LAs, acting on local health information, would inform schools when their area is affected and the advice to close applies.</p>	<p>The school will liaise with the Trust aprior to any decision regarding a school closure. The decision on whether to close at that time remains with the Trust.</p>	<p>2:2</p>	<p>4</p>	<p>CTA</p>
<p>HYGIENE</p>								
<p>Is an enhanced hygiene and cleaning regime still recommended?</p>	<p>Staff, Students & Visitors</p>	<p>4:4</p>	<p>16</p>	<p>Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.</p> <p>You should put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.</p> <p>PHE has published guidance on the cleaning of non-healthcare settings.</p>	<p>The 'catch it, bin it, kill it' approach continues to be very important. Posters will continue to be displayed to encourage good hand and respiratory hygiene.</p>	<p>2:3</p>	<p>6</p>	<p>GWI</p>
<p>PPE</p>	<p>Staff, Students & Visitors</p>	<p>4:4</p>	<p>16</p>	<p>Most staff in schools will not require PPE beyond what they would normally need for their work.</p> <p>The guidance on the use of PPE in education, childcare and children's social care settings provides more</p>	<p>Appropriate PPE will be provided for staff supporting with the on-site testing centre as well as enhanced PPE for first Aiders</p>	<p>2:2</p>	<p>4</p>	<p>GWI</p>

				information on the use of PPE for COVID-19.				
VENTILATION								
Is the school well ventilated?	Staff, Students & Visitors	5:4	20	<p>HSE guidance states all windows should be open circa 6 inches for at least 15 minutes of each one hour period. This could take place at break, allowing less time with the room occupied by people who then become cold.</p> <p>Staff and students informed to wear layers to assist with managing ventilation versus cold.</p> <p>Partially opening windows, can be taken to ensure ventilation is maintained. Natural ventilation can be used with heating systems to maintain a reasonable temperature in the workplace.</p>	Open all windows and use any fresh air ventilation systems currently installed	1:4	4	CTA
Carbon Monoxide Monitors	Guidance			<p>CO2 monitors will be provided to all state-funded education settings from September 2021, so identification of areas where ventilation needs to be improved.</p> <p>Details of the roll out are still being finalised.</p>	The programme will provide schools and other settings with sufficient monitors to take representative readings from across the indoor spaces in their estate.	No further action at this time		
SELF ISOLATION AND MANAGING CONFIRMED CASES OF COVID-19								
What should the school do if a pupil or staff member develops symptoms		4:4	16	Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should	If a pupil is awaiting collection, they should be left in a well-ventilated room	2:4	8	

<p>or tests positive for COVID-19?</p>	<p>Staff, Students & Visitors</p>			<p>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.</p> <p>If anyone in our schools develop COVID-19 symptoms, however mild, we will send them home and they should follow public health advice.</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>Schools and colleges will need to be prepared to implement high-quality blended learning arrangements so that any child who is well enough to learn from home can do so.</p>	<p>on their own if possible and safe to do so.</p> <p>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 guidance. Any rooms they use should be cleaned after they have left.</p> <p>The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p>			<p>GW/CTA</p>
<p>A student is showing symptoms of COVID-19 – should we admit them?</p>	<p>Staff & Students</p>	<p>4:4</p>	<p>16</p>	<p>In most cases, parents and carers will agree that a 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</p>	<p>Students should not attend schools if showing signs of Covid_19</p>	<p>1:4</p>	<p>4</p>	

				infection with COVID-19. Your decision would need to be carefully considered in light of all the circumstances and current public health advice.	Message to be reinforced to staff, students and parents			
A student is self-isolating – how do we mark their absence?		Guidance		<p>School attendance is mandatory for all pupils of compulsory school age and it is priority to ensure that as many children as possible regularly attend school.</p> <p>Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness).</p> <p>For pupils abroad who are unable to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply. Further guidance about the use of codes is provided in the school attendance guidance.</p>	Schools will follow current reporting guidance (including any DfE collection processes)		No further action required	
REMOTE EDUCATION								
Are there any changes to the way remote education is delivered?		1:1	1	Not all people with COVID-19 have symptoms. Where appropriate, you should support those who need to self-isolate because they have tested positive to work or learn from home if they are well enough to do so. Schools subject to the remote education	In the event of an Outbreak, contingency planning for remote learning will be instructed.	1:1	1	

				<p>temporary continuity direction are required to provide remote education to pupils covered by the direction where their attendance would be contrary to government guidance or legislation around COVID-19.</p> <p>You should maintain your capacity to deliver high quality remote education for next academic year, including for pupils who are abroad, and facing challenges to return due to COVID-19 travel restrictions, for the period they are abroad.</p> <p>The remote education provided should be equivalent in length to the core teaching pupils would receive in school.</p> <p>You should work collaboratively with families and put in place reasonable adjustments so that pupils with SEND can successfully access remote education.</p>	<p>Schools should contact the Chief Network Officers if they have insufficient devices to support students with homeworking access.</p> <p>Full expectations for remote education, support and resources can be found on the get help with remote education service.</p> <p>All departments will provide remote learning work on Google Classroom for any students who are self-isolating due to Covid 19.</p>			LRE
STAFF AND PUPIL WELLBEING AND SUPPORT								
What support is available for pupils' mental health?		3:3	6	<p>Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. You can access useful links and sources of support on promoting and supporting mental health and wellbeing in schools.</p>	<p>The school have our own on site counsellor as well as a pastoral support team who are available to help students' mental health.</p>	2:2	4	STA

<p>Are CEV staff members expected to work from September?</p>		<p>2:4</p>	<p>8</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>Management should be encouraging vaccine take up and enabling staff who are eligible for a vaccination to attend booked vaccine appointments where possible even during term time.</p>	<p>Women who are more than 28 weeks pregnant will not be required to attend work from 28 weeks up to the start of their maternity leave, however, these staff will be expected to work from home as required by their school.</p>	<p>2:2</p>	<p>4</p>	<p>CTA</p>
<p>EDUCATIONAL VISITS</p>								
<p>Are we permitted to book domestic or international trips from September?</p>		<p>4:2</p>	<p>8</p>	<p>Given the likely gap in COVID-19 related cancellation insurance, if you are considering booking a new visit, whether domestic or international, you are advised to ensure that any new bookings have adequate financial protection in place.</p>	<p>You should undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and</p>	<p>4:1</p>	<p>4</p>	<p>CTA</p>

				<p>The government continues to recommend you do not go on any international visits before the start of the autumn term. From the start of the new school term you can go on international visits that have previously been deferred or postponed and organise new international visits for the future.</p> <p>You should be aware that the travel list (and broader international travel policy) 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>You should speak to either your visit provider, commercial insurance company, or the Risk Protection Arrangement (RPA) to assess the protection available. Independent advice on insurance cover and options can be sought from the British Insurance Brokers' Association (BIBA) or Association of British Insurers (ABI). Any school holding ATOL or ABTA refund credit notes may use these credit notes to rebook educational or international visits.</p>	<p>ventilation requirements, is included as part of that risk assessment. General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP).</p> <p>The school will not book any overseas trips until guidance on the need to test before departure and return home changes.</p>			
WRAPAROUND PROVISION AND EXTRA-CURRICULAR ACTIVITY								

<p>Can schools run extra-curricular clubs and activities from September?</p>		<p>3:3</p>	<p>9</p>	<p>More information on planning extra-curricular provision can be found in the guidance for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children.</p>	<p>The school will offer a wide and varied extra-curricular programme but will ensure that when mixed year groups or larger numbers, a larger space is used to enable students to spread out more.</p>	<p>2:2</p>	<p>4</p>	<p>CTA</p>
<p>Dealing with a large number of positive cases</p>		<p>4:3</p>	<p>12</p>	<p>For most settings it will make sense to think about taking extra action if the number of positive cases substantially increases. This is because it could indicate transmission is happening in the setting. The thresholds, detailed below, can be used by settings as an indication for when to seek public health advice if they are concerned. For most education and childcare settings, whichever of these thresholds is reached first:</p> <ul style="list-style-type: none"> • 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or • 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period 	<p>At the point of reaching a threshold, settings should review and reinforce the testing, hygiene and ventilation measures already in place. Settings should also consider:</p> <ul style="list-style-type: none"> • whether any classes could take place outdoors, as well as exercise and assemblies • ways to improve ventilation • one-off enhanced cleaning focussing on touch points and any shared equipment. 	<p>2:2</p>	<p>4</p>	<p>CTA</p>

<p>Responsible person name:</p>	<p>Chris Taylor</p>	<p>Signature:</p>	<p><i>C. Taylor</i></p>	<p>Date:</p>	<p>1.9.21</p>
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SMT/SLT name:	Chris Taylor	Signature:	<i>C. Taylor</i>	Date:	1.9.21
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Please rate the **Risk Severity** and the **Risk Likelihood** using the below table both before and after the Control Measures.

Risk Likelihood						
R i s k S e v e r i t y	Total Risk calculation table	1: Near impossible	2: Unlikely	3: Notable chance	4: Likely	5: Almost certain
	1: Insignificant	1	2	3	4	5
	2: Minor impact	2	4	6	8	10
	3: Notable impact	3	6	9	12	15
	4: Major impact	4	8	12	16	20
	5: Catastrophic	5	10	15	20	25

Risk Rating Calculation

Total Risk = Remaining Risk Severity X Remaining Risk Likelihood

A **Total Risk** score of **1-9** should mean you are safe to undertake the activity as long as the required control measures are in place throughout.

A **Total Risk** score of **9-12** should mean you reconsider control measures, method or even necessity of activity before undertaking it.

A **Total Risk** score of **13-25** should mean you do not undertake the activity at all until you have completely reconsidered how to deliver it safely.

Likelihood and severity form a ratio created by taking the number affixed to the relevant level of each in the white box – for example a “near impossible” risk likelihood and “minor injuries” risk severity would form a ratio of 1:2. These figures are then multiplied to form the inherent risk score, in this case 2.
Repeat this process to ascertain your **remaining likelihood and severity** after control measures and then multiply the ratio to find your residual risk score.