

**Risk assessment**  
**Edmonton County School Secondary and Primary**

Assessment conducted by: S Tranter	Job title: Executive Headteacher	Covered by this assessment: <b><u>pupils, staff and other relevant individuals.</u></b>
Date of assessment: 020321 for March 2021	Review interval: <b><u>in line with government updates/Monthly</u></b>	Date of next review: 020421

<b>Related documents</b>
<b><u>Infection Control Policy, Health &amp; Safety/First Aid Policy, Business Continuity/Emergency Plan, Behaviour Policy, Staff Code of Conduct.</u></b>

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
<b>Likely impact</b>	<b>Major</b> Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	<b>Severe</b> Causes physical injury or illness requiring first aid.	H	M	Low (L)
	<b>Minor</b> Causes physical or emotional discomfort.	M	L	L

For the purpose of this risk assessment, we have used the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19). Schools need to ensure this risk assessment reflects local arrangements and should only close if they do not have enough participating pupils or staff to warrant the school remaining open.

Please note the term “parent” refers to any parent who is a key worker or is a parent or carer to a vulnerable child.

The intention is that from 4 March 2021, this risk assessment applies to all staff and pupils at the school.

Under Government guidance [\\*Schools coronavirus \(COVID-19\) operational guidance \(publishing.service.gov.uk\)](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools) the plan is that:

- Primary pupils return on 8 March 2021
- All secondary pupils return w/c 8 March 2021

The school is required to set up a mass testing procedure where all secondary aged pupils are tested before returning to school, all staff are tested on return and children and staff all are provided with home testing kits for use thereafter.

### Principles

In line with Government guidance <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> we have planned for the following

- All staff will return to the workplace on Thursday 4 March 2021.
- The school will follow the timetable used from September 2020.
- All primary pupils return on 8 March 2021 and secondary will return to lessons week commencing 8 March 2021.
- Children will be in a year group campus bubble (i.e. year 8 Cambridge bubble) and attend lessons in a specified zone of the school. Teachers will travel between classrooms.
- As in the Autumn Term, the secondary school will continue to operate a staggered start and finish with breaks staggered thorough the day.

The guiding principles of this model are:

- Maintain close to 5 hours teaching time
- Include staggered start and finish times and plan for staggered lunch times for each year group
- Ensure that the current 2020-21 timetable can be followed

	AM tutorial 08:30-08:50	Lesson 1 08:50-09:50	Lesson 2 + Break* 09:50-10:55	Lesson 3 10:55-12:00	Lesson 4 12:00-13:20	Lesson 5 13:20-14:40	PM tutorial 14:40-15:00	Period 6 15:00-16:00	
Year 7	Line-up 08:20-08:30	20 mins	60 mins	09:50-10:10 45 mins	30 mins Lunch 11:25-12:00	80 mins			
Year 8	08:30-08:40	20 mins	60 mins	09:50-10:10 45 mins	65 mins	Lunch 12:00-12:35 45 mins	80 mins		
Year 9	Line-up 08:30-08:40	08:40-08:50 60 mins	60 mins	45 mins	10:35-10:55 65 mins	45 mins	Lunch 12:45-13:20	80 mins 20 mins (10 mins Fri)	
Year 10	08:40-08:50	08:40-08:50 60 mins	60 mins	45 mins	10:35-10:55 65 mins	80 mins	Lunch 13:20-13:55 45 mins	20 mins (10 mins Fri)	
Year 11	Line-up	60 mins	65 mins	10:55-11:15 45 mins	80 mins	45 mins	Lunch 14:05-14:40	20 mins (30 mins Thu)	60 mins Mon-Wed, Fri
Year 12		60 mins	45 mins	10:35-10:55 65 mins	45 mins	Lunch off-site 12:45-13:20	80 mins	20 mins	
Year 13		60 mins	45 mins	10:35-10:55 65 mins	45 mins	Lunch off-site 12:45-13:20	80 mins		

\* 20-minute AM break in zoned outdoor spaces, supervised by some period 2/3 teachers

The staggered return from 8 March 2021 is as follows:

Date	Returning to school (the day after 1 <sup>st</sup> lateral flow test)	Lateral flow tests (timings to be confirmed)
Fri 5 <sup>th</sup> March		1 <sup>st</sup> test: Yr 11 (am) and 6 <sup>th</sup> Form (pm)
Mon 8 <sup>th</sup> March	Yr 11, 6 <sup>th</sup> Form and Primary return	1 <sup>st</sup> test: Yr 10 (am) and Yr 7 (pm)
Tue 9 <sup>th</sup> March	Yr 10 and Yr 7 return	1 <sup>st</sup> test: Yr 8 (am) and Yr 9 (pm)
Wed 10 <sup>th</sup> March	Yr 8 and Yr 9 return	2 <sup>nd</sup> test: Yr 11 and 6 <sup>th</sup> Form
Thu 11 <sup>th</sup> March		2 <sup>nd</sup> test: Yr 10 and Yr 7
Fri 12 <sup>th</sup> March		2 <sup>nd</sup> test: Yr 8 and Yr 9
Mon 15 <sup>th</sup> March		3 <sup>rd</sup> test: Yr 11 and 6 <sup>th</sup> Form
Tue 16 <sup>th</sup> March		3 <sup>rd</sup> test: Yr 10 and Yr 7
Wed 17 <sup>th</sup> March		3 <sup>rd</sup> test: Yr 8 and Yr 9

**Key risks:**

- Staff, pupils, parents and stakeholders may not be fully aware of the policies and procedures to manage the school during the pandemic
- Staff need to be fit to attend given their individual health issues and those of persons with whom they live
- Poor hygiene practice
- Staff are exposed to potential health risks through visitors to school
- Transmission of the virus from books and equipment
- Ill health
- Spread of infection
- Poor management of infectious diseases
- Lack of communication
- Pupils fail to make progress and their progress is limited from the period of lockdown
- Emergencies
- Partial school opening leading to full school opening

London was placed into Tier 4 on 20 December 2020 and subsequently schools were closed from 4 January 2021; this risk assessment is intended to reflect the current status. The Government has directed schools to reopen to all pupils from 8 March 2021

Updates from 4 January 2021 are added in **Blue**; Updates from 8 March 2021 are added in **Green**;

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	H	<ul style="list-style-type: none"> <li>• All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- <b><u>Health and Safety Policy/First Aid Policy</u></b></li> <li>- <b><u>Infection Control Policy</u></b></li> </ul> </li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>- DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul> </li> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>• The school keeps up-to-date with advice issued by, but not limited to, the following:               <ul style="list-style-type: none"> <li>- DfE</li> <li>- NHS</li> </ul> </li> </ul>	Y	Chief Operations Officer, Head of School	In place & ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>- Department of Health and Social Care</li> <li>- PHE</li> <li>- The school's local health protection team (HPT)</li> <li>• Staff are made aware of the school's infection control procedures in relation to coronavirus via <b>email</b> and phone calls</li> <li>• Parents are made aware of the school's infection control procedures in relation to coronavirus via <b>letter</b> and <b>social media</b> – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.</li> <li>• Pupils are made aware of the school's infection control procedures in relation to coronavirus via their class teacher and are informed that they must tell a member of staff if they begin to feel unwell.</li> <li>• In the event of a fire alarm, evacuation should follow the procedures already in place (following the green over-head signage to the agreed muster points). Pupils should be directed to maintain the 2m distance guidance when in line at the muster points.</li> <li>• <b>Staff to raise any concerns with the Leadership Team as soon as possible.</b></li> </ul>				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Staff are fit to attend given their individual health issues and those of persons with whom they live	H	<p>Specific groups will not be able to attend school following reopening, the advice from DfE is as follows:</p> <ol style="list-style-type: none"> <li><b>Vulnerable children and young people</b> (0 to 18 years of age) who have been <a href="#">classified as clinically extremely vulnerable due to pre-existing medical conditions</a> have been advised to shield. These children should not attend school or childcare, and they should continue to be supported at home as much as possible.</li> <li><b>Vulnerable adults</b> Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the <a href="#">Staying at home and away from others (social distancing) guidance</a> should work from home where possible. Clinically vulnerable individuals who cannot work from home, should be offered the safest available on-site roles (staying 2 meters away from others when possible).</li> <li><b>Living with clinically vulnerable person.</b> If a child or a member of staff lives with someone who is clinically vulnerable including those who are pregnant, they can attend school or childcare setting.</li> <li><b>Living with a shielded person,</b> as set out in the <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance</a>, it is advised they only attend an education or childcare setting if strict social distancing can be adhered to. If social distancing cannot be adhered to, due to the nature of the children, those individuals should not attend the setting and be supported to learn or work from home.</li> <li>All staff to complete the Individual Risk Assessment (Appendix 2) and return to CHS/PNM (Bury/Cambridge). Any issues escalated to MLP</li> </ol>	N	Chief Operating Officer & Head of School	In place & ongoing	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>6. Update 040121. All staff are asked to test for covid-19 at the school's mass testing facility and the test data is recorded. Staff can ask for a copy of any data held on them for this purpose. Any member of staff who tests positive will be required to present themselves for a PCR test at an approved test centre, self-isolating until the result is obtained, and informing the school of the result.</p> <p>7. Update 020321. All staff have been provided with lateral flow test home-testing kits and will test themselves on 4 March, 7 March and then twice weekly. Staff are required to upload their results to <a href="#">Report a COVID-19 rapid lateral flow test result - GOV.UK (www.gov.uk)</a> within 24 hours of taking a test. Staff are requested to get into a routine of taking a test twice weekly. Tests should ideally be taken 3 days apart, so mid-week and Sat/Sun is advisable. Any member of staff who has a positive test lateral flow test result must:</p> <ul style="list-style-type: none"> <li>• report this to the Leadership Team</li> <li>• inform their team leader and Roger Mahon for cover purposes</li> <li>• arrange for a PCR test via the NHS website</li> <li>• self-isolate until the PCR result is received and for 10 days if this result is also positive</li> </ul>				
Poor hygiene practice	H	<ul style="list-style-type: none"> <li>• Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school.</li> <li>• Tutorials take place in the school hall. Staff desks have a Perspex screen and chairs are sited so there is no physical contact possible</li> <li>• Chairs are sited in the school hall at distance 2m from any other chair.</li> </ul>	Yes, where relevant		Complete, to be reviewed	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>• Appointments are made so there is reasonable gap between appointments to avoid meeting.</li> <li>• Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to.</li> <li>• Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE’s <a href="#">guidance</a>.</li> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas.</li> <li>• Bar soap is not used, in line with the <b>Infection Control Policy</b> – liquid soap dispensers are installed and used instead.</li> <li>• Pupils do not share cutlery, cups or food.</li> <li>• Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with COSHH regulations and the <b>Health and Safety Policy</b>.</li> <li>• The COO arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local HTP.</li> <li>• (Added 8<sup>th</sup> June) We will follow Government guidance for staff toilet facilities, which is that the steps that will usually be needed are: <ul style="list-style-type: none"> <li>○ Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid</li> </ul> </li> </ul>		Chief Operations Officer, Head of School	and extended as school usage increases	



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		<p>touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available: <i>in place</i></p> <ul style="list-style-type: none"> <li>○ Providing regular reminders and signage to maintain personal hygiene standards: <i>placed in each toilet cubical or nearby</i></li> <li>○ Providing hand sanitiser in multiple locations in addition to washrooms: <i>these will be placed in various locations around the school, including in reception areas</i></li> <li>○ Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible - <i>signage will remind staff to keep toilets clean (as they would expect to find them); anti-bac sprays (or equivalent) will be provided for additional reassurance; toilets will be cleaned throughout the day on rotation by designated members of the cleaning staff – this will be recorded on tick sheets and monitored</i></li> <li>○ Enhancing cleaning for busy areas: <i>in place</i></li> <li>○ Providing more waste facilities and more frequent rubbish collection: <i>in place</i></li> <li>○ Providing hand drying facilities – either paper towels or electrical dryers: <i>in place</i></li> </ul> <ul style="list-style-type: none"> <li>● <b>(Added 7 July 2020) We will follow Government guidance on reopening the school to all pupils by:</b> <ul style="list-style-type: none"> <li>○ Every pupil in the secondary school will be in a year group campus bubble. Once on school premises, children will be kept separate from other bubbles.</li> </ul> </li> </ul>				

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		<ul style="list-style-type: none"> <li>○ If two or more children are tested and confirmed to have the coronavirus, we will take advice on what measures we should take. This might include suspending school-based education for a period of two weeks for all children in the relevant year-based bubble.</li> <li>○ Teachers will move from classroom to classroom to teach.</li> <li>● Added 040121. The school will deploy trained staff to administer the mass testing procedure, using equipment and procedures supplied by NHS.</li> <li>● Update 020321. The school has employed an agency to conduct pupil testing in the period up to 170321 to undertake the mass testing of pupils three times. Subsequently, pupils will be issued with home testing kits and will be requested to test themselves twice-weekly.</li> <li>● <b>Staff to raise any concerns with the Leadership Team as soon as possible.</b></li> </ul>				
Staff are exposed to potential health risks through visitors to school	H	<ul style="list-style-type: none"> <li>● Staff and Pupil Individual Risk Assessments should be reviewed in consultation with the member of staff, or parents in the case of the pupil, in light of the information and circumstances regarding COVID-19.</li> <li>● (Added 22<sup>nd</sup> June) School staff to regularly remind parents (via letter, school website and text) of the need for 2m social distancing on or near school premises.</li> <li>● Enhanced cleaning of school.</li> <li>● Frequently cleaning and disinfecting objects and surfaces, play equipment that are touched regularly particularly in areas of high use</li> </ul>	N	Chief Operating Officer & Head of School	In place & ongoing	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>such as door handles, light switches, etc. using appropriate cleaning products and methods.</p> <ul style="list-style-type: none"> <li>• Premises Staff should carry out their usual health and safety checks (i.e., fire safety checks, regular flushing regime) to ensure the building remains safe.</li> <li>• One-way flows should be in place for circulation around the school where necessary. Separate entry and exits with one way in and out, where necessary. Mark out queuing arrangements, where necessary.</li> <li>• Taking steps to review work schedules including start &amp; finish times/rotas, working from home etc. to reduce number of workers on site to the minimum at any one time.</li> <li>• Fixed/standalone sanitiser stations or containers of hand sanitiser will be set up at various locations including entry and exit points.</li> <li>• Staff are to regularly wash hands or use hand gel frequently i.e. on arriving at work, after handling parcels/post/books, moving from room to room, before eating.</li> <li>• Avoid touching people, surfaces and objects where possible and regular handwashing.</li> <li>• Cough and sneeze into a tissue and dispose of immediately into the bin (or the crook of their elbow if no tissue to hand) and wash hands afterwards.</li> <li>• If possible open windows to ventilate rooms/corridors.</li> <li>• Toilets - operate on a one-in-one-out basis if the space is not allowing 2 metre separation. Maintain hot water and soap at wash hand basins.</li> </ul>				

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		<ul style="list-style-type: none"> <li>• Staff to refrain from using hot air dryers and use paper towels instead if possible.</li> <li>• Meeting rooms – will have signage with maximum number of occupants to maintain 2 metre distance. Avoid inviting external visitors at present.</li> <li>• Reduce face to face meetings where possible and use other digital/remote means.</li> <li>• Staff Kitchen areas/ Staff rooms - operate on a one-in-one-out basis if the space is not allowing 2 metre separation.</li> <li>• Staggered break and lunch breaks for pupils and staff.</li> <li>• Ensuring sufficient rest breaks for staff.</li> <li>• Printers and photocopiers - Cleaning wipes available at printers for touch points.</li> <li>• Using back-to-back or side-to-side working (rather than face-to-face) where possible.</li> <li>• Creating additional space for staff (e.g. for staff rooms) by using other parts of the building that are vacant or have been freed up by remote working.</li> <li>• Hand washing on entering all class rooms to have soap and sanitiser</li> <li>• Classrooms to be re-arranged to ensure social distancing. This would also include other learning environments such as workshops, science labs etc., maintaining space between seats and desks where possible.</li> <li>• Class sizes – maximum of 15 initially with desks spaced out</li> <li>• If there are any shortages of teachers, then teachings assistants can be allocated to lead a group, working under the direction of a teacher.</li> </ul>				

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		<ul style="list-style-type: none"> <li>• No unnecessary equipment to be brought into school. Pupils encouraged to bring their own pencil cases from home.</li> <li>• Pupils to be reminded on a daily basis of the importance of social distancing both in the School and outside.</li> <li>• Reduce One-to-One sessions with pupils. Where unavoidable this to be done outdoors or in well ventilated area maintaining adequate distance. Try to use any digital devices to ensure minimum contact.</li> <li>• Regular cleaning regime of classrooms.</li> <li>• Regular/frequent cleaning of toilets for pupil use.</li> <li>• Wipes and hand sanitisers available in class and pupils reminded to clean/wash their hands frequently.</li> <li>• <b>Added 040121: The school will administer the mass testing procedure that will serve to identify staff and children who may have the virus.</b></li> <li>• <b>Added 020321 All staff and pupils must wear face masks at all times when indoors. Staff and pupils exempt from wearing a face mask will be issued with a special lanyard to indicate that they have been exempted. Sanctions will be in place for pupils who refuse to wear a mask. Visors are no longer considered to be suitable face coverings.</b></li> <li>• <b>Staff to raise any concerns with the Leadership Team as soon as possible.</b></li> </ul>				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Transmission of the virus from books and equipment	M	<ul style="list-style-type: none"> <li>• Libraries to be closed for time being.</li> <li>• (Added 8<sup>th</sup> June) Whenever possible, staff will be provided with electronic versions of documents, to reduce the transmission of coronavirus via paper surfaces.</li> <li>• Staff to make use of any digital resources for pupils.</li> <li>• Once operational only limited number of pupils can attend the library at any one time.</li> <li>• Pupils encouraged to drop the returning items in a collection box/trolley.</li> <li>• Returned items to be quarantined for 72 hours.</li> <li>• Measures will be in place to reduce the risk of transmission from phones. Phones will be allocated for sole use each day, with cleaning contractor cleaning the phone before it is reallocated to another user. <u>Staff should use the loudspeaker facility on the phone when possible.</u></li> <li>• <b>(Added 7 July 2020) We will follow Government guidance on reopening the school to all pupils by:</b> <ul style="list-style-type: none"> <li>○ Every pupil in the secondary school will be in a year group campus bubble. Once on school premises, children will be kept separate from other bubbles.</li> </ul> </li> </ul>	N	Chief Operating Officer & Head of School	In place & ongoing	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>○ Teachers will be briefed to ‘teach from the front’ and maintain a distance of 2m from pupils. There will be a tape indicating the line between staff and pupils. If this interferes with teaching practice, teachers and other staff should spend the shortest time possible at a lesser distance and move away as quickly as possible. Face-to-face close interaction must be avoided at all times. If there is physical contact with a child or a child’s equipment or clothing, hand sanitiser should be used without delay.</li> <li>○ Doors will be wedged open to avoid touching the handles etc.</li> <li>○ Pupils should take their books home and homework or other work taken in for marking should be left for 48 hours before marking. Staff might choose to wear a mask and gloves whilst marking.</li> <li>○ Teaching staff should use on-line resources as much as possible but it is important that teachers assess pupils work regularly and in accordance with the Marking and Feedback policy.</li> <li>○ The Library will only be open to pupils in Year 7, and when booked by a teacher in advance</li> <li>○ Unless timetabled, practical rooms, including PE facilities, D&amp;T workshops, IT suites, Art, Food and Textiles rooms may only be used when booked by a teacher in advance.</li> <li>○ All practical rooms must be cleaned before a class from a <i>different</i> bubble uses the facility.</li> <li>○ To avoid the use of changing room facilities, students come in wearing PE kit on the days when they have PE</li> </ul>				

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		<ul style="list-style-type: none"> <li>○ PE Faculty to allocate sets of equipment for each bubble; there will be a focus on non-equipment activities in PE lessons where possible</li> <li>○ Staff will be asked to wipe down any computer they have used to make it safe for the next user</li> <li>○ Staff should continue to bring their own food and drink</li> <li>○ Social distancing to be maintained in the staffroom</li> <li>● <b>Staff to raise any concerns with the Leadership Team as soon as possible.</b></li> </ul>				
Ill health	H	<ul style="list-style-type: none"> <li>● Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <li>● (Added 22<sup>nd</sup> June) Primary children to have their temperatures taken by a member of staff using a contactless thermometer on arrival at school each day. Parents are asked to take their child home if the temperature is above the expected range and to follow the Government's latest coronavirus advice.</li> <li>● Where Welfare is unavailable, staff act in line with the <b><u>Infection Control Policy</u></b> (see Appendix 3) and ensure that any unwell pupils are moved to an empty room whilst they wait for their parent to collect them.</li> <li>● 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 is safe.</li> </ul>	Y	Chief Operations Officer, Head of School	In place & ongoing	L



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		<ul style="list-style-type: none"> <li>• The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen.</li> <li>• The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff.</li> <li>• Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the <b>Infection Control Policy</b>.</li> <li>• Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others.</li> <li>• Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated. The area must not be used until 'cleared' by the COO.</li> <li>• If unwell pupils are waiting to go home, they are instructed to use the visitor toilet to the rest of the school to minimise the spread of infection.</li> <li>• Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.</li> <li>• <b>Staff to raise any concerns with the Leadership Team as soon as possible.</b></li> </ul>				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Spread of infection	H	<ul style="list-style-type: none"> <li>○ Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the <b><u>Infection Control Policy (see Appendix 3)</u></b>, using PPE at all times.</li> <li>○ Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units.</li> <li>○ Pupils clean their hands after they have coughed or sneezed.</li> <li>○ Parents are informed via <b>letter</b> not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus.</li> <li>○ Children who have displayed symptoms of coronavirus must self-isolate for 14 days before returning to school. Pupils queue 2 metres apart at entrances and exits to avoid risks of transmission.</li> <li>○ Staff, parents and students will be asked to follow the Government and TfL advice on travelling to school and, where possible, avoiding the use of public transport</li> <li>○ <b>(Added 7 July 2020) We will follow Government guidance on reopening the school to all pupils by:</b></li> <li>○ Every pupil in the secondary school will be in a year group campus bubble. Once on school premises, children will be kept separate from other bubbles.</li> <li>○ If two or more children are tested and confirmed to have the coronavirus, we will take advice on what measures we should take. This might include suspending school-based education for a period of two weeks for all children in the relevant year-based bubble.</li> </ul>	Y	Chief Operations Officer, Head of School	In place & ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>○ If staff are tested and confirmed to have the coronavirus, we will take advice on what measures we should take. This may include suspending school-based education and defaulting to partial school opening measures.</li> <li>○ Update 020321. The school has employed an agency to conduct pupil testing in the period up to 170321 to undertake the mass testing of pupils three times. Subsequently, pupils will be issued with home testing kits and will be requested to test themselves twice-weekly. All staff have been provided with lateral flow test home-testing kits and will test themselves on 4 March, 7 March and then twice weekly. Staff are required to upload their results to <a href="https://www.gov.uk/guidance/report-a-covid-19-rapid-lateral-flow-test-result">Report a COVID-19 rapid lateral flow test result - GOV.UK (www.gov.uk)</a> within 24 hours of taking a test. Staff are requested to get into a routine of taking a test twice weekly. Tests should ideally be taken 3 days apart, so mid-week and Sat/Sun is advisable.</li> <li>○ Update 040321. Parents will be advised that additional are available for parents/carers with children at school, and can be accessed online on this link - <a href="https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff">https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff</a></li> <li>○ <b>Staff to raise any concerns with the Leadership Team as soon as possible.</b></li> </ul>				
Poor management of infectious diseases	<b>H</b>	<ul style="list-style-type: none"> <li>● Staff are vigilant and report concerns about a pupil’s symptoms to Welfare. The Head of School must be informed.</li> <li>● The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</li> </ul>	<b>Yes</b>	<b>Chief Operations Officer</b>	<b>In place &amp; ongoing</b>	<b>L</b>

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>• Social distancing measures are implemented as much as possible and PPE is worn where possible.</li> <li>• The COO monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. <a href="#">Added 040121. The school will administer the mass testing procedure. The school will maintain a data base of testing of pupils and adults. If staff and students refuse to take a test then the management of the school reserves the right to require a member of staff or a student to submit to a PCR test at an approved centre and present the result before the individual can attend the school.</a></li> <li>• <a href="#">Update 020321. The school has employed an agency to conduct pupil testing in the period up to 170321 to undertake the mass testing of pupils three times. Subsequently, pupils will be issued with home testing kits and will be requested to test themselves twice-weekly. All staff have been provided with lateral flow test home-testing kits and will test themselves on 4 March, 7 March and then twice weekly. Staff are required to upload their results to <a href="#">Report a COVID-19 rapid lateral flow test result - GOV.UK (www.gov.uk)</a> within 24 hours of taking a test. Staff are requested to get into a routine of taking a test twice weekly. Tests should ideally be taken 3 days apart, so mid-week and Sat/Sun is advisable.</a></li> <li>• <b>Staff to raise any concerns with the Leadership Team as soon as possible.</b></li> </ul>				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Lack of communication	M	<ul style="list-style-type: none"> <li>Welfare reports immediately to Head of School about any cases of suspected coronavirus, even if they are unsure.</li> <li>Schools keep pupils and parents adequately updated about any changes to infection control procedures as necessary.</li> <li>Added 040121. The school will communicate to both staff and students the importance of testing, secure consent of staff and pupils for testing and administer the testing according to the advice given by NHS and DfE. If staff and students refuse to take a test then the management of the school reserves the right to require a member of staff or a student to submit to a PCR test at an approved centre and present the result before the individual can attend the school.</li> <li>Staff to raise any concerns with the Leadership Team as soon as possible.</li> </ul>	Yes	Chief Operations Officer	In place & ongoing	L
Pupils fail to make progress and their progress is limited from the period of lockdown	H	<ul style="list-style-type: none"> <li><b>(Added 7 July 2020) We will follow Government guidance on reopening the school to all pupils by:</b></li> <li>Every pupil in the secondary school will be in a year group campus bubble. Once on school premises, children will be kept separate from other bubbles.</li> <li>Pupils will be taught for the full 25 hours of timetabled teaching time.</li> <li>Students in year 11 will have an additional hour of teaching daily (period 6) and students in year 13 will have an additional hour of teaching per subject studied</li> </ul>	Yes	Head of School	In place & ongoing	H

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>• We have cancelled all INSET, trips and visits during the Autumn term to protect classroom time. Update 040321: this will be extended to at least May 2021.</li> <li>• The Deputy Head responsible for KS3 will conduct an audit of progress at the end of September and October to assess and determine further measures</li> <li>• The Deputy Head responsible for KS4 will conduct an audit of progress at the end of September and October to assess and determine further measures</li> <li>• The Director of Sixth Forms responsible for KS5 will conduct an audit of progress at the end of September and October to assess and determine further measures</li> <li>• Audit outcomes reported to Governors and Trustees</li> <li>• Any resource implications will be referred to the CEO</li> <li>• Added 040121. The school will communicate to staff the standards expected for on-line and remote learning. This is to ensure that children are, as far as possible, able to continue to learn.</li> <li>• Added 020321. The school will use the INSET days on 4 &amp; 5 March to prepare staff for the re-opening of the school. This preparation will include how the school will ensure that it is safe to open for staff and students as well as a focus on: managing pupil behaviour, teaching strategies, safeguarding and promoting good mental health for both staff and pupils</li> </ul>				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Partial school opening leading to full school opening	M	<ul style="list-style-type: none"> <li>○ The school communicates with parents via letter, with follow up phone calls regarding any updates to school procedures which are affected by the coronavirus pandemic.</li> <li>○ Pupils continuing education at school are informed of social distancing rules and how to maintain good levels of personal hygiene.</li> <li>○ Pupils continuing education at school are seated at least two chairs away from their peers where possible.</li> <li>○ Pupils working from home are assigned work to complete to a timeframe set by their teacher.</li> <li>○ The Head of School maintains their plan for pupils’ continued education during partial school closure to ensure there is minimal disruption to pupils’ learning – this includes their plan to monitor pupils’ learning while not in school.</li> </ul> <p><b>Before re-opening:</b></p> <ul style="list-style-type: none"> <li>○ Deep cleaning of all classrooms and offices has been carried out over the last few weeks and this is to continue.</li> <li>○ Installation of sanitiser, soap, paper towels, tissues, two bins in each location (one for general waste, one for tissues etc.) etc.</li> <li>○ H&amp;S Walkabout by MLP/PNM/ GRG with rapid response</li> <li>○ Briefing and preparation by staff as detailed above</li> <li>○ Communication with parents about the plan for re-opening. Risk assessment and plan posted on website</li> <li>○ Check to ensure that we have emergency contact details for all children</li> </ul>				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p><b>Partial Opening (if reinstated following a rise in infections):</b></p> <ul style="list-style-type: none"> <li>○ Secondary Phase parents not to accompany pupils to school unless prior permission has been sought</li> <li>○ Parents and students will be asked to follow the Government and TfL advice on travelling to school and, where possible, avoiding the use of public transport</li> <li>○ Children will be taught in small groups- no more than 15 children per classroom</li> <li>○ Each child will be allocated a desk/table and this is the child's work place for all activities</li> <li>○ Activities will be scheduled to be outside where possible and desirable</li> <li>○ Pupils will have a staggered arrival (and exit) from the building.</li> <li>○ 2m markings will be placed along the pathway from the gate to ensure social distancing</li> <li>○ Where possible, office queries will be dealt with on the phone and email to avoid large groups of families in the office</li> <li>○ Only one visitor at a time will be allowed in the school reception areas</li> <li>○ Any pupils arriving after the gate has closed will enter the building via the school main reception.</li> <li>○ Hand sanitiser will be used by all on entry to the classrooms</li> <li>○ NO unnecessary bags or equipment should be brought to school.</li> <li>○ Handwashing will be carried out throughout the school day and any toilet visits will be supervised in small groups.</li> </ul>				



Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>○ Any movement around the school will be in single file and using the “on the left” school rule. This will be fully supervised.</li> <li>○ First aid to be administered by only allocated members of staff using PPE.</li> <li>○ <b>(Added 7 July 2020) We will follow Government guidance on reopening the school to all pupils by:</b></li> <li>○ Every pupil in the secondary school will be in a year group campus bubble. Once on school premises, children will be kept separate from other bubbles.</li> <li>○ Teachers will be briefed to ‘teach from the front’ and maintain a distance of 2m from pupils. If this interferes with teaching practice, teachers and other staff should spend the shortest time possible at a lesser distance and move away as quickly as possible. Face-to-face close interaction must be avoided at all times. If there is physical contact with a child or a child’s equipment or clothing, hand sanitiser should be used without delay.</li> <li>○ Detention will be in year-based bubbles taking place daily</li> <li>○ Seclusion will be in year-based bubbles as directed by the Deputy Heads on each campus. Where necessary, seclusion will be served at home.</li> <li>○ Assemblies will be year-based bubbles following the normal timetable will chairs spaced out in line with social distancing. The person leading assembly should maintain a distance of 2m from the pupils.</li> <li>○ Water fountains will be switched off</li> </ul>				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>○ Pupils can purchase 'grab bags 'for lunch or bring food and drink from home.</li> <li>○ Teaching staff should use on-line resources as much as possible but it is important that teachers assess pupils work regularly and in accordance with the Marking and Feedback policy.</li> <li>○ The Library will be closed to pupils and only used when booked by a teacher in advance</li> <li>○ IT rooms may on be used when booked by a teacher in advance.</li> <li>○ The IT facilities must be cleaned before another class uses the facility.</li> <li>○ The Library will only be open to pupils in Year 7, and when booked by a teacher in advance</li> <li>○ Unless timetabled, practical rooms, including PE facilities, D&amp;T workshops, IT suites, Art, Food and Textiles rooms may only be used when booked by a teacher in advance.</li> <li>○ All practical rooms must be cleaned before a class from a <i>different</i> bubble uses the facility.</li> <li>○ To avoid the use of changing room facilities, students come in wearing PE kit on the days when they have PE</li> <li>○ PE Faculty to allocate sets of equipment for each bubble; there will be a focus on non-equipment activities in PE lessons where possible</li> <li>○ <b>Staff to raise any concerns with the Leadership Team as soon as possible.</b></li> </ul>				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
The school is insufficiently staffed to be able to operate safely and effectively	H	<ul style="list-style-type: none"> <li>• Added 040121. The EHT, HoS and COO draft plans to accommodate the school in the event of significant staff absence. These plans include:               <ul style="list-style-type: none"> <li>○ Purchase of agency staff</li> <li>○ Determining that certain year groups should learn remotely in order to ensure that exam groups can continue to be taught in school</li> <li>○ Redeployment of staff freed up by year groups self-isolating or learning remotely</li> <li>○ Risk assessment of the number of staff that are required to ensure the school can operate safely</li> <li>○ Convening an emergency Trustees meeting or via Chair’s Action for the school to close and move to remote and on-line learning.</li> </ul> </li> <li>• Six unions with members in schools - GMB, NAHT, NASUWT, NEU, UNISON and Unite - have published a joint statement which calls for a pause in the reopening of schools. In the event of action being taken by members of these unions, the Trust will need to consider what steps to take.</li> </ul>	Y	EHT	complete	H

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Emergencies	M	<ul style="list-style-type: none"> <li>• All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>• Pupils' parents are contacted as soon as practicable in the event of an emergency.</li> <li>• Pupils' alternative contacts are called where their primary emergency contact cannot be contacted.</li> <li>• The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.</li> </ul> <p>Emergency evacuation</p> <ul style="list-style-type: none"> <li>• Pupils to assemble in form groups in areas with markings (2m)</li> <li>• In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe.</li> <li>• People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Staff to raise any concerns with the Leadership Team as soon as possible.</b></li> </ul>	Y	Chief Operations Officer	Complete	L



## Appendix 2: INDIVIDUAL STAFF RISK ASSESSMENT IN RESPONSE TO COVID 19

Employee Details			
Employee Name		Date	
School		Faculty/Team	
Job Role			

Dear Colleague

This individual Risk Assessment and process has been developed to help ensure the safety of all our staff. We want to look at your individual risk factors so that we can plan for the different working arrangements that will be required as we move forward, this will support some of that work.

The risk assessment looks to holistically assess your risks and to safeguard those of you at most risk of adverse or serious reactions to Covid-19, based on the emerging data and evidence available to date.

The outcome of the risk assessment process will determine next steps and may result in no change to your current working arrangements, a move away from higher risk areas or working from home arrangements if possible. If there is any doubt about the most appropriate next steps, we will seek advice from our Occupational Health provider immediately.

The risk assessment is very straightforward and should be completed by you individually and sent to your line manager for discussion about any underlying health conditions or other risk factors identified. It should be a meaningful conversation and exploration of any risk factors, including your individual perception of the risks to you.

Where there is agreement, and it is clear there are increased risks to you because of the Covid-19 situation which are not mitigated by the control measures in the team Covid-19 risk assessment, your line manager will provide support and make necessary adjustments to mitigate those risks, which may include Occupation Health referral / advice.

Once you have completed this individual risk assessment, please return it to your line manager for discussion.

All risk assessments will be collated by the deputy heads and the Headteacher/Head of School will be the escalation for any RA.

**\*\*\* PLEASE READ AND UNDERSTAND PRIOR TO UNDERTAKING THE RISK ASSESSMENT \*\*\***

### **INTRODUCING THE DEMOGRAPHIC RESPONSIVE RISK ASSESSMENT**

The emerging evidence suggests that alongside a previous list of health-related physical conditions (see page 3) there are four key demographic factors that can affect people's vulnerability, or 'risk factor' in relation to COVID-19 health outcomes:

- Age
- Gender
- Ethnicity
- Religion or Beliefs

This risk assessment looks to holistically assess individual staff risk to safeguard Council staff at most risk of adverse or serious reactions to Covid-19, based on the emerging data and evidence available.

Put simply, older people, men, and people from Black and Asian and Minority Ethnic (BAME) communities seem to be at greater risk from Covid-19.

The causes of these increased risk factors are not yet fully understood, and further research is taking place right now. Even if we don't know the causes, it is important for us to respond quickly to what the evidence is telling us.

We are asking line managers and colleagues falling into the categories described above to carry out an individual risk assessment; this should take into consideration colleagues' age, gender, and ethnicity risk factors – especially where there is a combination of factors. We also ask you to look again, very closely, at the health vulnerabilities described by the government, in combination with the other risk factors described above.

The risk assessment should be a meaningful conversation and exploration for the risk factors and perception of the colleague. Where there is agreement that the risk factors can be mitigated to everyone's satisfaction no change is needed. Where however it is clear there are increased risk for a colleague the line manager must provide support and make necessary adjustments to mitigate those risks.

Where necessary, a case may be referred to the Trust's legal advisors and the Trust's occupational health provider.

## IMPORTANT INFORMATION ABOUT THE DEMOGRAPHIC AND PHYSICAL HEALTH RISKS ASSOCIATED WITH COVID 19

### Are you aware of the health conditions associated with an elevated COVID-19 Risk?

The Government are advising those who are at increased risk of severe illness from coronavirus (COVID-19) to be particularly stringent in following social distancing measures. This group includes those who are shielding and those:

With an underlying health condition listed below (i.e. anyone instructed to get a flu jab as an adult each year on medical grounds):

- chronic (long-term) respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
- chronic heart disease, such as heart failure
- chronic kidney disease
- chronic liver disease, such as hepatitis
- chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), a learning disability or cerebral palsy
- diabetes
- problems with your spleen – for example, sickle cell disease or if you have had your spleen removed
- a weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets or chemotherapy
- being seriously overweight (a body mass index (BMI) of 40 or above)
- those who are pregnant

### Are you aware of the Demographic factors associated with an elevated Covid-19 Risk?

The emerging evidence suggests there are three key things that can affect people's vulnerability, or 'risk factor': Age, Gender, and Ethnicity. Put simply, older people, men, and people from Black, Asian and Minority Ethnic (BAME) communities seem to be at greater risk from Covid-19. The causes of these increased risk factors are not yet fully understood, and further research is taking place right now. Even if we don't know the causes, it is important for us to respond quickly to what the evidence is telling us.

#### Age:

The evidence shows that age is a clear risk factor. This is why the government measures are in place for the over-70s in terms of self-isolation. Compared to people in their 40s, people in their 60s could be up to eight-times more at risk, and people in their 70s could be 25-times or more at risk. So in our teams we need to make sure we are acting to reduce older colleagues' exposure to the Coronavirus.

#### Gender:

The risk for men of becoming seriously ill from COVID-19 appears likely to be between 1.5 to 2.5 times greater than for women. This seems to increase with age from 40 up to 85. We need to consider people's gender when assessing their risk from COVID-19, especially amongst older colleagues.

#### Ethnicity:

Emerging data and research suggest that BAME people are at greater risk from COVID-19, compared to their white counterparts. A recent UK study by the Intensive Care National Audit and Research Centre found that 35% of 2,000 COVID-19 patients were non-white, which is nearly triple the 13% proportion in the wider UK population. From this, Asian patients were two-times more likely to be most seriously ill, and black patients 3.4-times more likely, compared to white patients. Similar findings have emerged from studies in the US, as well. In some sectors, BAME colleagues are disproportionately represented in the workforce. We are taking these findings very seriously and on this basis, we must take colleagues' ethnicity into account when assessing their risk from COVID-19

#### Religion or Beliefs:

The current situation will coincide with religious events, most notably Ramadan, which will require staff to fast. This may have an impact on the ability of individual members of staff to perform their role fully, especially if wearing the highest levels of PPE. Line managers should have a thorough and comprehensive conversation with individual staff about how they will cope in these circumstances and consider what adjustments could be made. Advice and guidance is available on supporting staff during Ramadan.

For each factor (age, gender & ethnicity and condition status) please allocate a score of 1,2,3, or 4.

So, for example, a 52-year-old black male with moderate underlying health conditions would allocate scores as follows:

Age (band 50-59) – score 2

Gender & ethnicity (Male Black) – score 3

Condition status (moderate or chronic) – score 3

Total Score = 8 (category B)

RISK	SCORE 1	x	SCORE 2	x	SCORE 3	x	SCORE 4	x
<b>AGE</b>	Below the age of 49		50-59		60-69		70+	
<b>GENDER AND ETHNICITY</b>	Female White		Female Asian		Male Asian		N.B For other non-white ethnic groups besides Asian and Black kindly score alongside the Asian profile.	
			Male White		Female Black			
					Male Black			
<b>STATUS OF YOUR CONDITION</b>	None Known		Mild		Moderate or Chronic		Pregnant	
	<i>No underlying health condition as described on previous page.</i>		<i>Evidence of underlying health condition described on previous page. Condition is mild or well managed.</i>		<i>Evidence of underlying moderate or chronic health condition described on previous page, OH COVID-19 Risk Assessment needed.</i>		<i>Prior to 28 weeks gestation: can continue working, subject to modification of the working environment and deployment to suitable alternative duties.  After 28 weeks gestation: For pregnant women from 28 weeks' gestation, or with underlying health conditions such as heart or lung disease at any gestation, should be recommended to stay at home and considering flexibility in working from home in a different capacity.</i>	

TOTAL RISK SCORE AND SUGGESTED ACTION			
Total Score 1-6	Total Score 7-8	Total Score 9	Any Individual Score of 4
<b>Category A</b>	<b>Category B</b>	<b>Category C</b>	<b>Category D</b>
Continue working in current environment following all safety precautions	Redeploy away from high risk Covid environments. Avoid direct contact with children and staff where possible.	Home Working. If OH assessment needed, home work whilst awaiting confirmation of moderate or chronic condition.	Home Working. Only exception is that the pregnant individual still wishes to stay in work.

**Discussion Notes & Agreed Outcomes & Adjustments**




1. Confirm mutual understanding of why the risk assessment was needed and check understanding of risks, refer to the detail on page two
2. Talk about risk factors and scores from page 3-4 above, explore what that now means with your manager
3. Talk about and explore any concerns or issues concerning the suggested action within the category scored on page 4. Where Category C or D is scored (excluding pregnant workers) & the staff member still insists on working despite Council advice please fully document, stating clearly the reason why the staff member insists on staying in work and kindly escalate to your HR Business Partner
4. Agree next steps
5. If there is any doubt in relation to a declared or known health condition/s, obtain Occupational Health advice

***Please note that as risk data about the physical & demographic data gets further refined the scores & action taken will need to be reappraised***

#### **Declaration of Understanding**

I can confirm that any information contained in this risk assessment is reflective of the conversation held and agreement reached:

Line Manager's Name (Print Name)	
Signed	
Date	
Staff Name (Print Name)	
Signed	
Date	

 <p>Standard Operating Procedure</p>	Appendix 3: Infections Control Policy
Owner	CEO
Effective Date	1 January 2021

**Aim:** the aim of this standard operating procedure is to ensure that there is clarity for staff on pay arrangements during the current coronavirus outbreak. This policy makes reference to a number of policies and guidance documents from Public Health England, and the DfE.

The objective is to ensure that there is clarity about actions to be taken to manage the school setting during the current covid-19 pandemic

Pupil and staff welfare is of the highest priority. Staff are expected to act in their own interests but also to safeguard the interests of the community, the school and the Trust.

If staff declare themselves unfit for work and suspect that they may have coronavirus or have been exposed to coronavirus, they should inform the Headteacher/Head of School, without delay.

**Rationale:** There is an increase in cases of coronavirus worldwide and in the UK. Government advice changes daily. There are restrictions on travel to specific countries and general advice on what individuals should do if they experience the specific symptoms of coronavirus.

At time of writing if a person has the symptoms of coronavirus they are advised to self-isolate for a period of 10 days.

Implementation:

1. In general, the principle is that to stay healthy, the school leadership should:
  - i. Ask sick children and staff to stay home (and to seek medical attention when necessary).
  - ii. Keep a supply of alcohol-based hand sanitizer and sanitizing wipes.

- iii. Teach good hand washing practices.
  - iv. Clean and disinfect classroom materials and surfaces
  - v. As a result of covid-19 we have introduced further measures to control the infection in the school (see Risk Assessment for Covid-19)
  - vi. Administer the mass testing procedure from January 2021
2. Public Health England publishes a wide range of documents relating to infection control (<https://www.england.nhs.uk/south/info-professional/public-health/infection-winter/schools-nurseries/>). These documents make explicit reference to:
- i. [Cover letter to educational establishments](#)
  - ii. [Schools/nurseries preparedness checklist for seasonal influenza \(flu\) and Norovirus](#)
  - iii. [The Spotty Book: Guide to infections and outbreaks in schools and nurseries](#): This has been produced by the Public Health England SW Health Protection Team and should serve as a very useful practical guide to recognizing and managing common infectious disease in schools and other childcare settings, including basic infection prevention and control measures. It links to the national guidance for more detail where appropriate
  - iv. [Integrated Care Pathway \(Checklist\) for Outbreaks of Acute Respiratory Infection in schools/nurseries](#)
  - v. [Integrated Care Pathway \(Checklist\) for Outbreaks of Diarrhoea and Vomiting in schools/nurseries](#)
  - vi. [Health protection in schools and other childcare facilities](#): This is the national Public Health England Guidance on managing common infectious diseases in schools and other childcare settings.
  - vii. [Exclusion table](#): this replaces the old school exclusion poster and advises on the time period that a child needs to be excluded from school if they have an infectious condition.
  - viii. [E-bug](#): gives lesson plans for primary and secondary schools on infection prevention & control and antibiotic resistance
  - ix. [Flu vaccination in schools guidance](#)
3. If a child presents at school unwell

- i. The child should be sent to Welfare for assessment. The child should be placed in an isolated place in Reception and allowed to use the visitor toilet only.
  - ii. Welfare should don the appropriate PPE in order to make an assessment
  - iii. Welfare should conduct an assessment but the default is that the parent is to be contacted and arrangements made for the child to go home. The Head of Primary or senior member of staff should speak with the parent to inform them that the child must be kept at home until well.
- 4. If a child is taken unwell during the school day
  - i. The child should be sent to Welfare with a note from the teacher. The child should be placed in an isolated place in Reception and allowed to use the visitor toilet only.
  - ii. Welfare should don the appropriate PPE before making an assessment
  - iii. Any bodily fluids should not be touched without PPE. Tissues should go into a separate bin and only handled when PPE is worn.
  - iv. Parents should be contacted and arrangements made for the child to go home. The Head of Primary or senior member of staff should speak with the parent to inform them that the child must be kept at home until well.
  - v. The Head of Primary should inform staff that a child has been sent home unwell.
  - vi. Site services should arrange for the area where the child was working to be cleansed thoroughly. If the toilet was used, it should be cleansed before anyone else uses it.
- 5. The school has made arrangements to administer the mass testing procedure, the Covid-19 coordinator is Mrs I Alibhai, Assistant Head. Under the mass testing procedure:
  - i. All children in the secondary phase will be tested twice before returning to school
  - ii. All staff will be tested weekly
  - iii. All staff and children who are close contacts with a confirmed positive case of covid-19 will be tested daily for a period of 7 days.
  - iv. The management of the school reserve the right to require a member of staff or child to produce a test result from an approved test centre if they a) refuse to take the Lateral Flow test at school or b) if they display covid-19 symptoms or c) test positive from a Lateral Flow Test administered at school or elsewhere. If a member of staff refuses to produce a test result then the member of staff will be required to self-isolate but in these circumstances will not normally be paid for this leave of

absence unless certified as unwell by a medical practitioner. A child who fails to produce a test result will be required to self-isolate until declared fit for school by a medical practitioner.

**Evaluation:**

This SOP will be evaluated throughout the period of the outbreak and when the outbreak is judged to have concluded.

