



COVID-19: OPERATIONAL RISK ASSESSMENT

Hazard Identified: Contraction of Coronavirus Disease (COVID-19)	How might people be harmed?
<p>Coronavirus disease 2019 (COVID-19) is an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). It has spread globally, resulting in an ongoing pandemic. Common symptoms include fever, cough and loss of smell and taste. While the majority of cases result in mild symptoms, some progress to acute respiratory distress syndrome (ARDS), multi-organ failure, septic shock and blood clots. The time from exposure to onset of symptoms is typically around five days but may range from two to fourteen days.</p> <p>The virus is primarily spread between people during close contact most often via small droplets produced by coughing, sneezing and talking.</p> <p>The droplets usually fall to the ground or onto surfaces rather than travelling through air over long distances. Less commonly, people may become infected by touching a contaminated surface and then touching their face.</p> <p>It is most contagious during the first three days after the onset of symptoms, although spread may be possible before symptoms appear, or from people who do not show symptoms.</p>	<p>Inhalation of coronavirus in small droplets expelled from the nose or mouth of persons coughing, sneezing, breathing who are shedding the COVID-19 virus and contact with surfaces contaminated with the COVID-19 virus and transfer to the body through touching eyes, nose and mouth.</p> <p>Transmission could result in possible infection, mild, moderate or serious illness and potential death through respiratory failure and /or associated complications.</p> <p>Mental health issues may present, e.g. stress and anxiety as a result of the COVID-19 pandemic, personal health and that of friends and family.</p>

Assessment conducted by:	H Malbon & A Maddison	Job title:	Headteacher & SBM	Covered by this assessment:	Staff, Pupils, Governors, Community, Contractors, Visitors
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Date of assessment:	20 th July 2021	Review interval:	Monthly	Date of next review:	1 st January 2022
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Related documents

Government guidance:
[Schools COVID-19 Operational Guidance](#)
[Actions for early years and childcare providers during the COVID-19 pandemic](#)
[Contingency Framework: Education and Childcare Settings](#)
[COVID-19: Actions for out-of-school Settings](#)

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1. ENSURE GOOD HYGIENE FOR EVERYONE						
1.1 Hand Hygiene						
Pupils forget to wash their hands regularly and frequently	Staff Pupils Visitors		<ul style="list-style-type: none"> Children wash hands on arrival in class daily Staff implement and supervise handwashing regime throughout the day Each class to use the designated sink in their area Hand sanitiser is available on arrival in dining hall 	Y	<ul style="list-style-type: none"> Staff to note children who are allergic to sanitiser and ensure access to sink September staff briefing 	
Insufficient access to handwashing facilities for adults	Staff Visitors Governors Contractors		<ul style="list-style-type: none"> Hand sanitiser at office reception window; replenished regularly Visitors offered handwashing facilities on arrival in staff toilets Sanitiser in each class for staff to use regularly throughout the day Sink area in each class for staff to use regularly throughout the day 	Y	<ul style="list-style-type: none"> September staff briefing 	
1.2 Respiratory Hygiene						
People do not observe good respiratory hygiene and infectious droplets are spread	Pupils Staff Visitors Governors Contractors		<ul style="list-style-type: none"> The 'catch it, bin it, kill it' approach will continue to be promoted The e-Bug COVID-19 website including materials to encourage good hand and respiratory hygiene will be shared with pupils Classes will be stocked with tissues Lidded bins provided for each classroom 	Y	<ul style="list-style-type: none"> September staff briefing / ebug reminder 	
2. USE OF PPE						
Provision of PPE for staff where required is not in line with government guidelines	Staff Pupils		<p>Most staff in schools will not require PPE beyond what they would normally need for their work. The guidance on the use of PPE in education, childcare and children's social care settings provides more information on the use of PPE for COVID-19.</p> <ul style="list-style-type: none"> Government guidance on the use of PPE is communicated, understood, and sufficient PPE has been procured. PPE (masks, aprons, gloves) provided for staff dealing with all suspected positive cases. Staff instructed to don PPE for any intimate care of pupils and any incidence of sickness. All PPE to be disposed of in black bin bag provided. 	Y	<ul style="list-style-type: none"> September staff briefing 	

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3. MAINTAIN APPROPRIATE CLEANING REGIMES, USING STANDARD PRODUCTS SUCH AS DETERGENTS						
Ongoing cleaning regime is not undertaken to the standards required to minimise spread	Pupils Staff Visitors Governors Contractors		<p>PHE has published guidance on the cleaning of non-healthcare settings</p> <ul style="list-style-type: none"> Classroom staff follow regime of cleaning at the end of morning session: contact surfaces & touch surfaces (tables & door handles) Stockton Borough Council cleaning contract staff have responsibility for full site cleaning daily Member of staff cleans office/admin/shared areas in both buildings daily 10:30 – 11:30am 	Y	<ul style="list-style-type: none"> September staff briefing 	
4. KEEP OCCUPIED SPACES WELL VENTILATED						
Spaces are not well ventilated and there is minimal fresh air flow leading to increased risk of transmission	Pupils Staff Visitors Governors Contractors		<ul style="list-style-type: none"> Staff reminded about good ventilation – windows to be opened in all teaching spaces, communal spaces and office areas Classroom doors to remain open; hall doors to be opened where appropriate and safe to do so (staff training, worship, singing) Fire doors to be closed appropriately 	Y	<ul style="list-style-type: none"> September briefing – priority Classroom huts to keep external doors open on hot days to improve fresh air flow CO2 monitors installed in classrooms 	
5. TESTING, SELF ISOLATION & MANAGING CONFIRMED CASES						
5.1 Managing symptoms						
Virus transmission within school due to staff/pupils (or members of their household) displaying symptoms	Pupils Staff Community Visitors Governors Contractors		<p>Follow PHE health advice on when to self-isolate</p> <ul style="list-style-type: none"> No-one should attend school if they have symptoms Staff will be sent home immediately and advised to take PCR Child will be moved to an isolation room (KS2 Printing Room) pending collection. Member of staff will wait with child and should don PPE Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned after they have left to reduce the risk of passing the infection on to other people. Families will be advised to follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. 	Y	<ul style="list-style-type: none"> Regularly communicated with staff and parents via newsletters and email comms Staff and parents will be advised to avoid using public transport whilst displaying symptoms Parents will be advised to take child for PCR test and update school 	

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5.2 Asymptomatic Testing						
Virus may be transmitted by staff who are not experiencing any symptoms	Pupils Staff Visitors Community Governors Contractors		<ul style="list-style-type: none"> Staff to commence voluntary testing 3 working days before the start of term Staff encouraged to undertake twice weekly home tests from start of term until the end of September - Sunday and Wednesday Staff encouraged to report results to NHS Staff must inform school of positive LFD test result and subsequently follow PHE guidance 	Y	<ul style="list-style-type: none"> Recommence Sunday 29th August Staff should continue to test twice weekly at home, with lateral flow device (LFD) test kits, 3 to 4 days apart. Testing remains voluntary but is strongly encouraged 27.9.21) Further advice issued to staff 15.11.21 following DCD and DPH recommendations 	
5.3 Confirmatory PCR Tests						
Virus may be transmitted by infected people	Pupils Staff Visitors Community Governors Contractors		<ul style="list-style-type: none"> Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance. They should book a PCR test to check if they have COVID19. Whilst awaiting the PCR result, the individual should continue to self-isolate. 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 or staff member can return to school, as long as the individual doesn't have COVID-19 symptoms. 	Y	<ul style="list-style-type: none"> September staff briefing 	
5.4 Test and Trace						
Close contacts are not identified and virus transmission potentially increases	Pupils Staff Community Visitors Governors Contractors		<ul style="list-style-type: none"> From Step 4, close contacts will be identified via NHS Test and Trace. School may be contacted in exceptional cases to identify close contacts, as currently happens in managing other infectious diseases. School will continue to have a role in working with health protection teams in the case of a local outbreak 	Y	<ul style="list-style-type: none"> September staff briefing 	
6. OTHER CONSIDERATIONS						
6.1 CEV Staff and Pupils						

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Specific staff and pupils are more vulnerable to the virus	Pupils Staff		<ul style="list-style-type: none"> From 19 July, social distancing measures have ended in the workplace and it is no longer necessary for the government to instruct people to work from home. Staff in schools who are CEV should currently attend their place of work if they cannot work from home. The UK Clinical Review Panel has recommended that all children and young people under the age of 18 should no longer be considered CEV and should be removed from the Shielded Patient List, the national database of people considered clinically extremely vulnerable. All children and young people should continue to follow the same guidance as everyone else, which can be found at https://www.gov.uk/coronavirus. For a very few individual children specific clinical advice may be given and this should continue to be followed. 	Y	<ul style="list-style-type: none"> Individual care plan in place for CEV pupil 	
6.2 Admitting children into school						
Increased risk of transmission	Pupils Staff Community Visitors Governors Contractors		<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.</p> <ul style="list-style-type: none"> If a parent or carer insists on a pupil attending school, the headteacher can take the decision to refuse the pupil if, in their reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. The decision will be carefully considered in light of all the circumstances and current public health advice. 	Y		
6.3 Attendance						
Education is further disrupted by poor attendance at school	Pupils		<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> <ul style="list-style-type: none"> Expectations clearly communicated with parents and carers prior to the start of autumn term and regularly thereafter Daily absence monitoring will identify where additional attendance support is required EWO will support parents and carers as required; referral to LA will be made as necessary 	Y	<ul style="list-style-type: none"> Newsletter 1 	
6.4 Travel and Quarantine						

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Education is further disrupted by poor attendance at school	Pupils	H	<p>Parents travelling abroad should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return.</p> <ul style="list-style-type: none"> Information shared with parents and carers at start of term Requests for leave of absence will be dealt with in line with school Attendance Policy 	Y	<ul style="list-style-type: none"> Newsletter 1 	M
6.5 Remote Education						
Education is further disrupted by self isolation / restricted attendance	Pupils	H	<p>Schools subject to the remote education 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>The remote education provided should be equivalent in length to the core teaching pupils would receive in school.</p> <ul style="list-style-type: none"> Teachers will prepare and deliver remote learning via SeeSaw as during partial closures/lockdowns 2020-21 SEND, Safeguarding and RL Engagement checks will be carried out as required during any periods of self isolation for pupils; senior leaders will follow up where concerns are raised and involve professionals and agencies working with families where necessary 	Y	<ul style="list-style-type: none"> Refresh log in details with pupils and parents Register new pupils September staff briefing 	M
6.6 Pupil Well Being & Support						
Pupils experience a variety of emotions in response to the COVID-19 pandemic and these may impact negatively on academic and social development	Pupils	H	<ul style="list-style-type: none"> Staff briefed to be vigilant and to report any concerns to SENDCo and Team Leader All staff have completed Mental Health training which will support early identification of children who may be experiencing difficulties Children can be referred to specialist services procured by school: ABC & Alliance 	Y		M
6.7 School Meals						
Pupils in receipt of FSM are isolating	Pupils	H	<ul style="list-style-type: none"> School admin staff will alert school cook when a child in receipt of FSM is self-isolating so that food hamper can be prepared Families will be invited to collect the hamper; where this is difficult, a member of staff will deliver the hamper 	Y	<ul style="list-style-type: none"> Brief admin staff and cook on return to school (1.9.21) 	M
6.8 Educational Visits						

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Venues do not have adequate measures in place to support good hygiene or ventilation	Pupils Staff		<p>School should undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment.</p> <ul style="list-style-type: none"> Staff briefed on expectations for any planned trips and visits Venue and Provider risk assessments will be required 	Y	<ul style="list-style-type: none"> September staff Briefing 	
6.9 Wraparound Provision						
Working parents cannot access necessary child care	Pupils		<ul style="list-style-type: none"> Breakfast Club will continue to be offered to pupils in Nursery to Year 6 Children no longer need to sit in separate class bubbles; an electronic register of attendance will be kept 	Y		
7. SCHOOL SPECIFIC MANAGEMENT OF SCHOOL DAY						
Increased risk of transmission through large numbers of people gathering	Pupils Staff Community		<p>Arrival and Dismissal</p> <ul style="list-style-type: none"> 'Soft' opening to ease congestion: gates will open at 8:30am and all children should be in school by 8:40am KS2 children will come up the path unaccompanied Additional staff available in the first few days to ensure new Year 3s are familiar with route to classroom/supported to separate from carer Reception and KS1 children will use path around the EYs/KS1 building; only one adult to bring children to school. One-way system around school will continue Staff will continue to wear face coverings at arrival and dismissal times; parents encouraged to do the same No staggered ending – return to 3pm finish for all pupils 	Y	<ul style="list-style-type: none"> Information to parents 16.7.21 Reminder 1.9.21 From 1.11.21 face coverings optional for staff at arrival and dismissal times 	
Increased risk of transmission through contact with multiple persons	Pupils Staff Community		<p>Minimising Contacts</p> <ul style="list-style-type: none"> Staff will continue to practice social distancing as much as possible when welcoming and dismissing children Parents and carers requested to be mindful of observing personal space / social distance when approaching a member of staff on the yard Parents and carers requested to email or ring the school office with queries Autumn term consultations will be virtual via SchoolComms. 	Y	<ul style="list-style-type: none"> Information to parents 16.7.21 Reminder 1.9.21 	

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Increased risk of transmission through contact with multiple persons	Pupils		<p>Mixing in School - Pupils Graduated return to full groups to support children mixing in larger numbers</p> <ul style="list-style-type: none"> Morning breaks will be staggered in phases: Y1/Y2, Y3/Y4, Y5/Y6. This provides children with greater space to play. Children can mix freely outside in these groups and do not need to remain in designated areas. Reception and KS1 classes will eat in the dining hall in year groups (timetabled) at lunchtime and then mix freely on the KS1 yard. KS2 children will eat hot dinners in the hall and sit in their class groups. Packed lunches will eat in their classroom. Outside break will be staggered Y3/4 and Y5/6 and children can mix freely between classes and year groups. Collective worship will take place in the halls in year groups initially, building up to phases, key stages and then Rec – Y6. This will support staff and children in revisiting appropriate behaviours and routines for gathering. Consistent groups will mix for some elements of the curriculum e.g. singing, drama and chess. In Reception and KS1, children will mix across classes for phonics lessons. These groups will be consistent and staff will have records of who has worked where in the event of any need to contact trace. 	Y	<ul style="list-style-type: none"> September staff briefing From 20.9.21 all KS2 children will eat in hall and may mix classes. No longer applicable due to change of phonics scheme 20.9.21. 	
<p>Increased risk of transmission through contact with multiple persons</p> <p>Different levels of confidence in returning to increase in contacts during working day</p>	Staff		<p>Mixing in School - Staff will move across classes/areas to meet the operational needs of the school. Whilst there is no longer a requirement for staff to socially distance at school, it is acknowledged that not all staff will feel confident returning to pre-pandemic practices in all things. Therefore, where possible, a graduated or alternative approach is offered:</p> <ul style="list-style-type: none"> Quieter spaces for lunch available: Library & PPA room Training and meetings will take place in large and well ventilated spaces and where possible/appropriate will be virtual e.g. Safeguarding training 1.9.21 Staff advised to continue to observe social distance as much as possible and to be aware of colleagues preferences for/against face to face contact Staff to continue to wear face coverings when in contact with large groups of parents at the beginning and end of day 	Y	<ul style="list-style-type: none"> September staff briefing 13.9.21 Outbreak in Y6; additional measures in place as per PHE guidance; staff bubbles resumed 4.10.21- outbreak officially ended. Measures to remain in place 1.11.21- staff may resume mixing in communal areas for lunch and break 15.11.21 additional measures in place following DCD and DPH recommendations; staff resume bubbles and restriction on large gatherings in school. Christmas activities amended; no internal audiences. 	



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Staff experience a variety of emotions in response to the COVID-19 pandemic	Staff		Staff Wellbeing <ul style="list-style-type: none"> Free face to face counselling service available to all staff fortnightly All staff encouraged to raise concerns with line manager; leaders explicitly check in with team members; HT check in with leaders; CoG check in with HT Staff to alert HT of any changes to health and where necessary individual risk assessments will be completed and adaptations made HR guidance will be sought and followed in relation to individual risk assessments Advice and guidance will be sought from Occupational Health as necessary Staff with pre-existing Vulnerability Certificates (CEVs) will not need further assessment unless circumstances change 	Y	<ul style="list-style-type: none"> September staff briefing 	