

COVID 19 RISK ASSESSMENT FROM SEPTEMBER 2021 TEMPLATE 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: (At least weekly)
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?				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	18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them	N/A		

	Guidance	<p>someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> 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 They are not able to get vaccinated for medical reasons 	<p>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, they will need to self-isolate if identified as a close contact.</p>	
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FACE COVERINGS

<p>Are face coverings still required in school?</p>	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</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.</p> <p>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
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		to support an individual. No pupil or student should be denied education on the grounds of whether they are, or are not, wearing a face covering.		
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TESTING

Should schools still offer testing?	Guidance			<p>Primary schools are not currently required to carry out any testing of children.</p> <p>Staff should continue to test twice weekly at home until the end of September, when this will be reviewed. This is still on a voluntary basis.</p>	<p>Schools will ensure all tests are stored safely and sufficient stocks are held to distribute to staff.</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.</p> <p>Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do.</p>	Guidance		
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What should we do if a member of staff or student has a positive LFD result?	Staff, Students & Visitors	4:4	16	<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 they have COVID19.</p> <p>Whilst awaiting the PCR result, the individual should continue to</p>	Yes	1:4	4	<p>As advised by Test & Trace</p> <p>Overseen by Senior Leadership Team</p>
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				<p>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 can return to school, as long as the individual doesn't have COVID-19 symptoms. 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>	Staff to be sent for a PCR test following a positive LFD test			
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CONTINGENCY PLANS

What happens if the measures are changed?	Staff, Students & Visitors	4:2	8	<p>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 measures to help break chains of transmission. Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever</p>	Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission. The government will review its approach	3:2	6	SLT will implement based on discussion with the trust.
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				be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.	for enhanced response in local areas before Step 4. A Trust Outbreak Management Plan is in place.			
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	HT will communicate with test and trace and will keep the trust informed.

<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. The decision on whether to close at that time remains with the Trust.</p>	<p>The school will stay up to date with any changes made to the guidance. Any control measures or closures that are advised will be discussed with the Trust and implemented as needed.</p>	<p>4:4</p>	<p>12</p>	<p>As directed by DfE, in partnership with LA and Sigma Trust</p>
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HYGIENE

<p>Is an enhanced hygiene and cleaning regimes still recommended?</p>	<p>Staff, Students & Visitors</p>	<p>4:4</p>	<p>16</p>	<p>Frequent and thorough hand cleaning is now regular practice. Children will continue to be encouraged to wash their hands on entering and leaving the classroom, and before lunch.</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. PHE has published guidance on the cleaning of non-healthcare settings. Touchpoint cleaning will continue at lunchtime, as well as between shared equipment such as music and computing keyboards.</p>	<p>Yes - Site manager will organise touchpoint cleaning and classroom staff will wipe over shared resources if appropriate, as well as encouraging children to wash/sanitise their hands before and after sharing equipment.</p>	<p>2:2</p>	<p>4</p>	<p>Site manager to oversee cleaning</p> <p>All staff to ensure handwashing and wiping down shared resources.</p>
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PPE	Staff, Students & Visitors	4:4	16	<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 information on the use of PPE for COVID-19.</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>	2:2	4	Office to oversee and order in as needed.
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>	<p>Open all windows and use any fresh air ventilation systems currently installed</p>	1:4	4	Adults in each room to manage windows and ventilation.
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>	<p>The programme will provide schools and other settings with sufficient monitors to take representative readings from across the indoor spaces in their estate.</p>	No further action at this time		

SELF ISOLATION AND MANAGING CONFIRMED CASES OF COVID-19

<p>What should the school do if a pupil or staff member develops symptoms or tests positive for COVID-19?</p>	<p>Staff, Students & Visitors</p>	<p>4:4</p>	<p>16</p>	<p>Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should 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>If a pupil is awaiting collection, they should be left in a well-ventilated room on their own if possible and safe to do so - the DT room will continue to be used for this.</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>2:4</p>	<p>8</p>	<p>Office staff will oversee ensuring children are sent home, but classroom staff may need to supervise children awaiting collection.</p> <p>Staff will take responsibility for informing SLT if they have symptoms, following the usual absence procedures.</p>
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A student is showing symptoms of COVID-19 – should we admit them?	Staff & Students	4:4	16	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 infection with COVID-19. Your decision would need to be carefully considered in light of all the circumstances and current public health advice.	Students should not attend schools if showing signs of Covid_19 Message to be reinforced to staff, students and parents	1:4	4	Decision to be made by SLT.
A student is self-isolating – how do we mark their absence?	Guidance			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. 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). For pupils abroad who are unable to return, code X is unlikely to apply. In	Schools will follow current reporting guidance (including any DfE collection processes)	No further action required		

				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 .				
REMOTE EDUCATION								
Are there any changes to the way remote education is delivered?	Children or staff having to self isolate, if asymptomatic, as if they are unwell they are unlikely to be engaging in remote education.	4:3	12	<p>Remote learning will continue to be provided by the school if a child has tested positive or is directed to isolate by test and trace, but is well enough to work. For most children they will not have to self isolate, therefore will only not be at school if they are unwell themselves or test positive and are asymptomatic.</p> <p>Work will continue to be uploaded to Google Classroom within a reasonable time frame of finding out that children are absent due to C19. It will continue to be what the children would have accessed in school, therefore it will already be the whole school day's work and appropriate to the child's ability.</p> <p>The school still has devices that can be loaned to families in need of them.</p>	<p>In the event of an Outbreak, contingency planning for remote learning will be instructed.</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>	2:3	6	Will continue to be overseen by SLT. Classteachers will be responsible for uploading work for their classes.
STAFF AND PUPIL WELLBEING AND SUPPORT								
What support is available for pupils' mental health?	Some children may find it more challenging to	3:3	9	Pastoral provision will be back working as normal, with an adult allocated per year group to support these needs, overseen by the learning mentor.	Yes - will be in place from the beginning of September. Staff will be able to access	2:3	6	Pastoral team

	<p>adapt to school working as usual.</p> <p>There may still be some effects as things continue to change.</p>			<p>The DSL/ SEND team will continue to engage other agencies to support these needs.</p> <p>Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. Useful links and sources of support on promoting and supporting mental health and wellbeing in schools.</p>	<p>group supervision to support them in this role.</p>			
<p>Are CEV staff members expected to work from September?</p>	<p>Some staff may be apprehensive to be back at work with reduced measures in place.</p>	3:3	9	<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>Staff are able to request an additional, personal risk assessment if they wish to.</p> <p>Management will encourage vaccine take up and enable staff who are eligible for a vaccination to attend booked vaccine appointments where possible.</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.</p>	2:2	4	<p>To be discussed with HR and SLT or staff involved.</p>
EDUCATIONAL VISITS								
<p>Are we permitted to book domestic or international trips from September?</p>	<p>Trips are a key part of the education experience, but they need to take place without</p>	3:3	9	<p>No international visits usually take place, so these are not planned.</p> <p>Individual risk assessments will take place before any trip, and the C19 risk of any trip will be, such as space and</p>	<p>Yes - SLT will support classteachers in making sensible decisions and risk assessing trips.</p>	2:2	4	<p>EVC will oversee.</p>

	compromising safety.			ventilation, before booking to ensure any trip can take place as safely as possible.				
WRAPAROUND PROVISION AND EXTRA-CURRICULAR ACTIVITY								
Can schools run extra-curricular clubs and activities from September?	Clubs are a positive part of the school experience, and will be able to take place now bubbles are removed.	3:3	9	Breakfast club will run as normal, as there is plenty of space in the hall and it can be easily ventilated. After school clubs will resume during the autumn term, after a couple of weeks as is usual, and will be split into upper and lower school as normal. This is likely to be in October.	Staff will be identified to run and support clubs. All clubs will have a register.	2:2	4	SLT/Office r will oversee and register
Dealing with a large number of positive cases	As children and staff are mixing, and less controls are in place, if there are cases in school, there could be more risk of other positive cases.	4:4	16	If there are several cases, the Trust and LA will be informed so that they can support and advise the school on any necessary actions. <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 The school will have an outbreak management plan in place, that will need to be followed for this eventuality.	The school, along with the trust, and any advice from the LA/test and trace, will put in place additional measures if they are needed.	2:2	4	SLT will keep the trust informed and make any decisions in collaboration with the support.

Responsible person name:	Rebecca McCutcheon	Signature:	R. McCutcheon	Date:	30.8.21
SMT/SLT name:		Signature:		Date:	

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

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.

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.