



Backwell School Risk Assessment



Establishment operation from 1 November 2021: response to Coronavirus (COVID-19). Issue 6.1 (Further detail is captured in the Background and Context description below)

Section 1:

Date of Assessment:	MAT/Establishment/Section/Team:		Review date: (Complete once the action plan section below is addressed)	
Assessed by: Please print names of all those involved with this assessment.	1. Kim Laney	Date:		
	2. Jon Nunes			
	3. Mark Middleton			
	4. Jacci Ramplin			
Staff signatures: I/We have read and understood this RA and our role in its implementation.	1.	Date:		
	2.			
	3.			
	4.			

Part A: Background and Context

This risk assessment has been developed with reference to:

- settings Covid-19 operational guidance (July 2021) [settings COVID-19 operational guidance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/publications/covid-19-early-years-and-childcare-providers-during-the-covid-19-pandemic).
- Actions for early years and childcare providers during the COVID-19 pandemic (July 2021) [Early years and childcare: coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/covid-19-early-years-and-childcare-providers-during-the-covid-19-pandemic)
- SEND and specialist settings: additional COVID-19 operational guidance (6 July 2021) [SEND and specialist settings - additional operational guidance: COVID-19 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/publications/covid-19-send-and-specialist-settings)

Rationale for guidance for schools from September 2021.

Government guidance has been developed on the premise that disruption to children and young people's education must be minimised. The [Evidence summary: COVID-19 - children, young people and education settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/covid-19-evidence-summary) sets out the evidence relevant to, and in support of, the government's decision to revise the guidance on the COVID-19 safe working and protective measures that have been used within schools, colleges and early years settings in England during the pandemic.

In making this decision, the government has balanced education and public health considerations - weighing the impact of these measures on teaching, educational attainment, the health and wellbeing of children, students, students and staff and the functioning of schools, colleges and early years settings, against the COVID-19 risks in a context that has now fundamentally changed due to the success of the vaccination programme.

Contingency Planning

Government guidance requires schools to have an Outbreak Management Plan (sometimes called contingency plan) outlining how they would operate if any of the following circumstances applied to their school or area.

- a COVID-19 outbreak within a school
- if there is extremely high prevalence of COVID-19 in the community and other measures have failed to reduce transmission
- as part of a package of measures responding to a Variant of Concern (VoC)

This includes how we would ensure every child, student or student receives the quantity and quality of education and care to which they are normally entitled.

If necessary we will reinstate relevant control measures from one of our 2020-21 risk assessment to address the areas set out in [Contingency framework: education and childcare settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/contingency-framework-education-and-childcare-settings)

Control Measures

This risk assessment addresses the essential control measures set out in the government guidance referred to above. They are as follows:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

We have adapted this risk assessment in consultation with relevant partners including trade union representatives where available. This risk assessment will be made publicly available to those who wish to see it.

Part B:

What is the Task/Activity or Environment you are assessing?	What Hazards are present or may be generated? (Use a row for each one identified)	Who is affected or exposed to hazards?	What Severity of Harm can reasonably be expected? (See Table 1)	What Precautions (Existing Controls) are already in place to either eliminate or reduce the risk of an accident happening?	What Likelihood is there of an accident occurring? (See Table 1)	What is the Risk Rating? (See Table 2 and 3)
1: ENSURE GOOD HYGIENE FOR EVERYONE						
Hand hygiene	Poor hand hygiene increases the likelihood of infection from coronavirus	Students and staff	Serious	<p>Opportunities are provided for staff and students to clean their hands with hand sanitiser or with soap and water and dry thoroughly:</p> <ul style="list-style-type: none"> • on arrival at school • after using the toilet • after breaks and sporting activities • before food preparation • before eating any food, including snacks • before leaving school • after sneezing/coughing. <p>Handtowels provided if hand dryers stop working. Hand sanitiser pump dispensers have been installed on inside of every classroom and students reminded to use by class teachers.</p> <p>Signage about how to wash hands properly, is on display and reinforced with students.</p> <p>Signage displayed in all toilets on the importance of washing hands for 20 seconds.</p> <p>Supervision by staff is provided as needed.</p>	Low	Low Risk

Respiratory Hygiene	Poor respiratory hygiene increases the likelihood of infection from exposure to coronavirus.	Students and staff	Serious	<p>Catch it, kill it, Bin it - tissues are available in all classrooms, staffroom and reception at a minimum.</p> <p>The message is reinforced with students.</p> <p>Covered bins are available for the disposal of used tissues.</p> <p>Tissues to be available in every classroom etc. Covered bins not provided (cost/danger of extra contact with bin and increased risk of transmission).</p> <p>Covered bins not used -replaced with frequent emptying routine and 'Catch it, bin it, kill it' signage displayed.</p> <p>DT dept. investigated options for safe lidded solutions.</p>	Low	Low Risk
2. MAINTAIN APPROPRIATE CLEANING REGIMES						
Cleaning	Person contracts COVID 19 as a result of inadequate cleaning	Students and staff	Serious	<p>We have reviewed the cleaning arrangements set out below to ensure that all high risk areas are covered in our cleaning schedule.</p> <p>We have reviewed the cleaning specification with our cleaning contractor to ensure that this meets requirements set out in https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>Where our own cleaners and/or additional staff are required to undertake cleaning duties we have ensured that they have received appropriate training and are provided with PPE, as set out in guidelines above. This also applies to other staff who may be asked to carry out cleaning duties during this period.</p>	Low	Low Risk

				<p>We have identified cleaning of high-risk areas to be undertaken throughout the school day to include:</p> <ul style="list-style-type: none"> • Door handles risk mitigated by everyone using sanitiser before entering/leaving rooms & doors being propped open. • Kettles see below point re kitchens • Taps see below point re kitchens • Switches risk mitigated by everyone using sanitiser before entering/leaving rooms • Phones / Laptops / Keyboards / Mouses –hot-desking to be avoided but Antibac wipes available when shared IT is unavoidable. • Printers and photocopiers Sanitiser to be available at each touchscreen with signage instructions for usage. • Staffroom/ food preparation Staff using their own curriculum kitchen areas to be responsible for wiping surfaces before/after each use (or kitchen will be out of bounds). Monitored at a dept level with concerns being raised to line manager in the first instance • Bathrooms Janitors main focus will be on toilets • Surfaces that students are touching e.g.: toys, books, chairs, tables, doors, sinks, toilets, bannisters, light switches, etc. Janitorial services will be available during the school day for this purpose. <p>As a minimum, frequently touched surfaces will be wiped down twice a day, and one of these should be at the beginning or the end of the working day.</p> <p>In addition to janitorial services, Edge Protect being used across all classrooms and staff areas to support this (provides 21-30-day protection).</p>		
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				Teachers to supervise sanitising before entering / leaving the classroom.		
Safe use of cleaning products	Inappropriate exposure to cleaning product results in allergic reaction/ poisoning etc Storage arrangements of cleaning product change increasing potential for unauthorised 'use' by students.	Students and staff	Serious	All staff involved in cleaning duties will receive training re: safe use and storage of cleaning materials. PPE will be provided for all cleaning activities. Safety data sheets for cleaning products are available. Available in SBL office Only recommended cleaning products will be used.	Low	Low Risk
	Use of hand sanitiser: potential for improper use and ingestion.	Students and staff	Serious	We are providing/allowing the use of hand sanitisers that contain at least 60% alcohol. Alcohol free hand sanitiser is provided for use in science labs when required (CLEAPPS guidelines) Staff supervision is provided as required. Hand sanitiser pump dispensers have been installed on inside of every classroom and students reminded to use by class teachers at start and end of lessons. We have obtained the Safety Data Sheet for the product(s). They advise on action to be followed if the sanitiser is not used as designed i.e., a child drinks some; it gets in eyes etc. Printed set of Safety Data Sheets available in SBL's office This will also help with potential reactions to the product.	Low	Low Risk

				<p>We have and will secure adequate supplies of the product and provide it, especially in areas such as reception to the building.</p> <p>We have added checking of dispensers to site team's regular worksheet – teachers advised to report any empty dispensers via Every helpdesk – ideally in advance but no later than the start of each lesson.</p> <p>Hand sanitiser bottles will be cleaned as necessary to avoid clogging.</p>		
3. KEEP OCCUPIED SPACES WELL VENTILATED						
Ventilation (Open windows and doors are recommended as a means of improving air circulation within the building)	Falls from height (open windows)	All premises occupants	Serious	<p>Whilst taking into consideration the necessity to increase ventilation by improving air circulation within the building we have advised staff that window opening restrictors must not be removed.</p> <p>All staff have annual H&S training including working from heights demonstration. Staff asked to open windows at the start of each day and to close them at the end of each day and leave doors propped open (close in event of fire alarm)</p>	Low	Low Risk
	Additional doors and windows are left open compromising site security/fire safety.	All premises occupants	Serious	<p>We have reviewed our site and identified windows and doors that could remain open without compromising fire safety/ and or security.</p> <p>For high-risk areas such as kitchens and boiler rooms, fire doors will be kept in the closed position. Lower risk rooms such as classrooms and offices may be propped open with removeable items - a weight or wedge. There are people present who are tasked with removing the item if the alarm goes off and at the end of the day.</p>	Low	Low Risk

				<p>Door guards etc, will continue to be used to improve circulation in the building (and also reduce the need for touching the door handles).</p> <p>Site team made additional door wedges. All staff have been instructed to prop open office/classroom doors and remove as part of fire alarm evacuation.</p> <p>This practice is reviewed following a fire drill</p>		
	<p>Inadequate ventilation contributes towards the spread of coronavirus.</p> <p>Open windows in the winter months mean that the temperature in buildings is uncomfortable.</p>	All premises occupants	Serious	<p>We will ensure that our building is heated to a temperature whereby staff and students can work comfortably whilst endeavouring to ensure that there are measures in place to ensure good ventilation.</p> <p>This will be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> • mechanical ventilation systems - these have been adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply). • natural ventilation - opening windows (in cooler weather windows will be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air. • natural ventilation - if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so). <p>We note the following advice from HSE:</p>	Low	Low Risk

				<p>https://www.hse.gov.uk/temperature/thermal/managers.htm https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems</p> <p>NB: Minimum workplace temperature is 16 degrees centigrade.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures will also be used as appropriate:</p> <ul style="list-style-type: none"> • opening high level windows in preference to low level to reduce draughts. • increasing the ventilation while spaces are unoccupied (e.g., between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing. Including advising staff and students re: the value of layering clothing. • rearranging furniture where possible to avoid direct drafts <p>NB: Further detail re CO2 monitoring to follow when made available from Gov't.</p> <p>CO2 monitors received w/c 18/10/21. Will be rotated around office and classroom space from start of term 2.</p> <p>Students are encouraged to wear layers under their uniform. Coats can be worn in lessons at teachers' discretion.</p> <p>Heating is on and more temporary heaters are available if required.</p> <p>Temperature in rooms is monitored centrally and action taken if it drops below 16 degrees.</p> <p>Thermometers in place in the testing room and</p>		
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				storage facility to ensure tests are kept at adequate temperatures.		
4. FOLLOW PUBLIC HEALTH ADVICE ON TESTING, SELF ISOLATION AND MANAGING CONFIRMED CASES OF COVID-19						
Engagement with the NHS Test and Trace Process. Access to testing	Failure to follow PHE/ NHS Test and Trace procedures increases the likelihood of exposure to coronavirus in the school community.	Students and staff	Serious	<p>Relevant staff understand the NHS Test and Trace process and how to contact their local Public Health England health protection team.</p> <p>PHE Avon Gloucestershire and Wiltshire Health Protection Team, 2 Rivergate, Temple Quay, Bristol, BS1 6EH Phone: 0300 303 8162 option 1 then 2 DFE no: 0800 046 8687</p> <p>Anyone identified by NHS Test and Trace as needing to self-isolate will not be permitted to enter school premises.</p> <p>Those who are exempt from self-isolation (children under 18 ½ and double vaccinated adults) are advised and encouraged to take a PCR test as per Government guidelines.</p> <p>Where necessary we will direct members of the school community with symptoms of coronavirus to Get a free PCR test to check if you have coronavirus (COVID-19) - GOV.UK (www.gov.uk)</p> <p>Home test kits are available in our school and will be offered in the exceptional circumstance that we believe an individual may have barriers to accessing testing elsewhere. We note that it is for schools to determine how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their students, and will therefore</p>	Low	Low Risk

				<p>provide these to staff or students on the basis of an agreed set of criteria to be determined by the school. https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-settings-and-fe-providers/coronavirus-covid-19-home-test-kits-for-settings-and-fe-providers</p> <p>We will ask parents and staff regularly to inform us immediately of the results of a test. This is tracked via the parent portal and via top level DfE info</p>		
Contact with infected persons/ exposure to the virus within the school.	Person contracts coronavirus as a result of direct contact with an infected person (or a symptomatic person) entering the premises.	Students and staff	Serious	<p>Guidance has been issued to the entire school community.</p> <p>If anyone in the school tests positive for COVID-19 or becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must stay at home and are advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection: Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk)</p> <p>Anyone identified by NHS Test and Trace as needing to self-isolate will not be permitted to enter school premises.</p> <p>From 16 August 2021 Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> they are fully vaccinated 	Medium	Medium Risk

				<ul style="list-style-type: none"> 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>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We encourage all individuals to take a PCR test if advised to do so.</p> <p>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.</p> <p>We continue to advise parents and students of the current guidelines and strongly encourage them to take a PCR test.</p>		
	Contact with those developing symptoms of the virus during the working day.	Students and staff	Serious	<p>If anyone in our school develops COVID-19 symptoms, however mild, they will be sent home and advised to get a PCR test and follow public health advice. When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)</p> <p>Most recent guidance re: What to do if a student is displaying signs of coronavirus has been shared with relevant staff and is on display.</p>	Low	Low risk

				<p>If a child is awaiting collection, they will be moved, via a route involving the shortest possible internal distance (i.e., including an outside route where possible) if possible, to outdoor marquees in front of student services, where they will be collected by a member of staff and escorted to a designated classroom depending on the age of the child and with appropriate adult supervision if required. Ideally, a window will be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least 2 metres away from other people. We have produced a plan to show the shortest routes possible and shared this with staff.</p> <p>We have not produced this map as the routes will vary but will all be outside.</p> <p>If they need to go to the bathroom while waiting to be collected, we endeavour that they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>Cleaners to be advised whenever room/toilets have been used.</p> <p>PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>In an emergency we will call 999 if they are seriously ill or injured or their life is at risk. We will not suggest a visit to the GP, pharmacy, urgent care centre or a hospital.</p>		
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				Staff are instructed to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. We will clean the affected area with normal household disinfectant after someone with symptoms has left to reduce the risk of passing the infection on to other people. See https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings		
Lateral Flow Testing (Asymptomatic testing)	Non participation in Lateral Flow Testing means that asymptomatic cases are undetected within the school community.	Students and staff	Serious	<p>The opportunity for all adults in England to participate in lateral flow testing has been publicised amongst the school community. Regular rapid coronavirus (COVID-19) tests if you do not have symptoms - NHS (www.nhs.uk)</p> <p>Our school workforce (including regular contractors and visitors) are encouraged, and been provided with sufficient testing kits, to participate in lateral flow testing twice a week at home.</p> <p>This arrangement also applies to all secondary students once two lateral flow tests have been completed at school (3-5 days apart). There is a process in place to ensure that all secondary school students are provided with sufficient home testing kits. We offered on-site tests to all students on their return in September. We maintain test kits on site and can revert to onsite testing for some students if required. We distribute test kits to staff and students regularly and as required. We communicate regularly with parents and students about the need to complete these tests and report the results back to us and the NHS.</p>	Low	Low risk
	Lateral Flow Testing process is not implemented correctly leading to inaccurate results	Students and staff	Serious	See Appendix 1 for the separate risk assessment that is in place to cover the arrangements for Lateral Flow Testing.	Low	Low risk

	and/or inadequate follow up of positive test results			<p>Confirmatory PCR tests</p> <p>Staff or students with a positive LFD test result must self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result. 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 member of staff or student can return to school.</p> <p>We hold a store of PCR tests on site which can be given out on a case by case basis. We actively communicate this message whenever relevant.</p>		
Management of confirmed cases of coronavirus	<p>Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.</p> <p>Anxiety and dissent within the school community</p>	Students and staff	Serious	<p>We note that close contacts of those testing positive with coronavirus will be identified via NHS Test and Trace. We note that we may be contacted in exceptional cases to identify close contacts.</p> <p>Records will be kept of all visitors, that choose not to check in via the NHS COVID-19 app and a QR code, with sufficient detail to support rapid contact tracing if required by NHS Test & Trace.</p> <p>We are no longer required to collect contact details, or keep records of our staff and visitors. However, we will follow advice to continue to display an NHS QR code for participants wishing to check in using the app, to support NHS Test and Trace.</p> <p>We will continue to have a system to collect (and securely store) names and contact details for those who ask to check in but do not have the app.</p>	Low	Low Risk

				<p>We will not turn visitors away if they refuse to check in.</p> <p>We note that if we have two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and will work with our local health protection team who will be able to advise if additional action is required.</p> <p>We note the thresholds, detailed below, can be used by settings as an indication for when to seek public health advice if they are concerned. For most education and childcare settings, whichever of these thresholds is reached first:</p> <ul style="list-style-type: none"> • 5 children, students, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or • 10% of children, students, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period. <p>We will seek public health advice if a student or staff member is admitted to hospital with COVID-19. Hospitalisation could indicate increased severity of illness or a new variant of concern.</p> <p>Alternatively, we will call the Department for Education's existing coronavirus (COVID-19) helpline number on 0800 046 8687, and selecting option 1. The advice service is open Monday to Friday from 8am to 6pm and 10am to 4pm on Saturdays and Sundays. The call will be with a dedicated team of advisors who will inform the school of what action is needed based on the latest public health advice.</p> <p>For all cases relating to staff, see the guidance for workplaces: NHS Test and Trace in the workplace</p>		
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				<p>Employers should call the Self-Isolation Service Hub on: 020 3743 6715 as soon as they are made aware that any of their workers have tested positive. If cases amongst staff mean a setting meets the threshold, described above, employers will need to provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts. This will ensure that all workplace contacts are registered with NHS Test and Trace and can receive the necessary public health advice, including the support available to help people to self-isolate.</p> <p>Where applicable we will advise temporary staff of their entitlement to <u>Test and Trace Support Payments</u>, noting that this support is only for the temporary staff who schools decide not to engage in home working and who are not being paid during self-isolation. To be eligible for a Test and Trace Support Payment, the individual must be living in England, meet the eligibility criteria and be formally advised to self-isolate by NHS Test and Trace, who will provide the individual with an NHS Test and Trace Account ID. We will also extend this advice to parents/ carers of children who have been asked to self-isolate as they may be applicable for this payment in some cases. Claiming financial support under the Test and Trace Support Payment scheme - GOV.UK (www.gov.uk)</p> <p>All staff, students and parents/carers to be communicated about the process to follow.</p>		
NHS COVID-19 App	Inadequate response to alerts provided by use of NHS COVID-19 App	Students and staff	Serious	We have informed all staff and students (secondary where applicable), to inform a member of staff if they receive a notification during the day that they had been in contact with a positive case. To support this,	Low	Low Risk

				<p>the notification itself will advise them that if they are under the age of 18, they should show the message to a trusted adult and obtain a PCR test.</p> <p>The staff member will then put in place the setting's agreed process, including making appropriate arrangements for the member of staff/student to leave the setting at the earliest opportunity to begin self-isolation (if unvaccinated staff member) or recommend that a PCR test is obtained at the earliest opportunity.</p> <p>Where staff are required to keep their phones in lockers etc during the working day we have advised them to turn the tracking off whilst they are not in close proximity to their phone.</p>		
Containing any local outbreak	Disruption to students' education	Students and staff	Serious	<p>We note https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/923539/Remote_Education_Temporary_Continuity_Direction_-_Explanatory_Note.pdf which makes it clear that schools have a duty to provide remote education for state-funded, school-age children unable to attend our school due to coronavirus (COVID-19). This came into effect from 22 October 2020.</p> <p>We have developed arrangements to ensure that the education of affected groups of students is maintained in the event of increased restrictions or closure. This will include the provision of remote learning as set out in government guidance for the reopening of schools.</p> <p>All staff, students and parents to be communicated about the process to follow.</p>	Low	Low Risk

				<p>We will revert to remote schooling, using live lessons wherever possible (assuming staff members have time in their timetable / are well enough).</p> <p>Full details of remote learning policy (for staff) can be found on Covid-19 section of Frog. Also, the Covid section of the school's website for students and parents.</p>		
	Parents/carers of a child with symptoms of coronavirus refuse to keep them at home.	Students and staff	Serious	<p>We note government guidance:</p> <p>‘If a parent or carer of a student with coronavirus or with a suspected case of coronavirus insists on their child attending our school, we will take the decision to refuse the student if, in our reasonable judgement, it is necessary to protect other students and staff from possible infection with COVID-19.</p> <p>‘Our decision will be carefully considered in light of all the circumstances and current public health advice.’</p>	Low	Low risk
	Notification to Ofsted (Early Years and childcare settings ONLY)			We note that any confirmed cases of coronavirus in the school (child or staff member), or if the school has been advised to close as a result, should be ‘swiftly’ reported to Ofsted through the usual notification channels.	n/a	n/a
GENERAL						
Use of face coverings	Failure to use face covering in crowded areas increases the likelihood of exposure to coronavirus in the school community.	Students and staff	Serious	<p>Government guidance from 19 July 2021 is as follows: <i>Government expects and recommends that people wear face coverings in crowded areas such as public transport</i>”.</p> <p>Moving to step 4 of the roadmap - GOV.UK (www.gov.uk)</p>	Low	Low risk

				<p>Whilst face coverings are no longer mandatory in schools, we recognise that individual staff and students may still wish to wear these and will allow them to do this.</p> <p>NB: Use of face coverings could be reinstated as part of our Contingency Plan (See Part A).</p> <p>From Monday 1 November we will be reintroducing mask wearing in indoor communal spaces and during large gatherings of people for all staff and students.</p> <p>This means that staff and students will be required to wear a face coverings in all indoor communal spaces including: canteens (except when immediately eating or drinking), common rooms, corridors, toilets, the Library, Reception etc. <i>and</i> during assembly.</p> <p>At the moment masks are not required in classrooms, but students and staff are welcome to wear a mask if this makes them feel more comfortable.</p> <p>After School Clubs - Students attending indoor, mixed year group, after school clubs will be required to wear a mask at these sessions. If masks are not appropriate then other mitigations will need to be taken, for example social distancing, or single year group clubs. We have an exemption list for students who cannot wear masks. There is a process to support this so that staff and students know not to challenge the individual concerned.</p> <p>On dedicated transport we note government guidance that recommends children and young people aged 11 and over continue to wear a face covering when travelling to secondary school or college. Dedicated transport to schools and colleges COVID-19 operational guidance - GOV.UK (www.gov.uk)</p>		
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				Masks must be worn on home-to-school transport and are strongly recommended for those who travel to school by public transport.		
Use of Personal Protective Equipment (PPE) (A face covering is not PPE because they are not designed to protect the wearer from infection from coronavirus).	Incorrect use exacerbates the risk of further infection.	Students and staff	Serious	<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way if a child, young person or other learner becomes unwell with symptoms of coronavirus while in school and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn" <p>Any staff that wish to use PPE outside of the scenarios listed above will be provided with PPE by the school on request or permitted to use their own appropriate PPE. Staff should discuss this with their line manager.</p> <p>We are using our local supply chains to obtain PPE.</p>	Low	Low Risk

				<p>We will ensure that, staff who are likely to have to support students in the circumstances identified above and potentially in the administration of some first aid have access to appropriate equipment and training in its correct use and disposal.</p> <p>See: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/911313/PHE_quick_guide_to_donning_doffing_PPE_standard_health_and_social_care_settings.pdf </p> <p>PPE for First Aid room/quarantine area available. Other requests to be handled on an ad hoc basis PPE only recommended for FAs. Instruction guidelines have been written and provided to main FAs . All staff have been well instructed in hand washing and use of sanitiser with signage throughout the site.</p> <p>We maintain a supply of face masks for sharing amongst students and staff who may have forgotten theirs. These can be collected from reception/student services.</p>		
Staff wellbeing	Staff anxiety re: potential exposure to the virus.	All staff	Serious	<p>Where necessary, individual discussions are held with staff to identify concerns. (NB: recognising that some could be experiencing bereavement, mental health issues, etc.).</p> <p>We have signposted to relevant counselling services. Including the Education Support Partnership which provides a free helpline for school staff and targeted support for mental health and wellbeing. HR advice is available if required.</p>	Low	Low risk

				<p>We are working with the trade unions. https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf New staff wellbeing group & focus groups working on helping staff – both at Backwell and Trust levels. The staff wellbeing group is very active and has come up with new resources and methods for supporting staff A new staff couch to 5K club has been established.</p>		
Staff training (including induction for supply teachers and other visiting staff).	Staff are not aware or do not understand the requirements for working safely.	All staff	Serious	<p>Training and written instruction were provided re: operating procedures outlined in this risk assessment to all staff on 2nd Sep 2021 (inset).</p> <p>This includes:</p> <ul style="list-style-type: none"> • What to do if they suspect that they or a member of their household has coronavirus (including testing arrangements), • Day to day organisations and procedures including arrangements for cleaning, • Procedures to follow if they suspect that a child in their group is displaying coronavirus symptoms, • Site security and fire safety including evacuation and lockdown procedures. • Use of PPE (where applicable). <p>Email sent to all staff on 22nd October advising of change to Risk Assessment from term 2.</p>	Low	Low risk
Individual staff requirements	Concerns from staff in identified work groups	Clinically extremely vulnerable	Fatal/ Major	<p>We have taken note of government guidance issued on 11/08/21, namely: Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK www.gov.uk</p>	Low	Medium Risk

				<p>We will continue to discuss with CEV employees how they can be supported to carry out their duties in the workplace.</p> <p>Staff to be identified to SLT/Managers/HR so extra precautions can be taken.</p>		
	Concerns from staff in identified work groups	Pregnant women	Serious	<p>We will follow the specific guidance for pregnant employees because pregnant women are considered CEV. In some cases, pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply. We will follow the same principles for pregnant students, in line with our wider health and safety obligations.</p> <p>NB Further guidance and advice on coronavirus (COVID-19) and pregnancy from the Royal College of Gynaecologists.</p> <p>Staff to be identified to SLT/Managers/HR so extra precautions can be taken.</p>	Low	Low Risk
Use of volunteers	Potential for the introduction of coronavirus into the school	Students & Staff	Serious	<p>Volunteers may be used to support the work of the school, as would usually be the case.</p> <p>All volunteers will be expected to follow our control measures to reduce the spread of coronavirus.</p> <p>We use very few volunteers.</p> <p>Volunteers to follow same rules & procedures as other staff and be offered same training</p>	Low	Low Risk
Management of expectations within the school community	Anxiety within the school's community re: prevalence and effectiveness of infection control measures.	All members of the school community	Serious	<p>Our communication with parents and students prior to our return in September 2021 will include information about the control measures within this risk assessment. Government guidance for parents is available at: What parents and carers need to know about early years providers, settings and colleges - GOV.UK (www.gov.uk)</p>	Low	Low Risk

				<u>We remain in regular contact with our parents and students and follow PHE advice on communication of key messages.</u>		
Individual student medical requirements	Increased likelihood of serious illness resulting from exposure to coronavirus.	Extremely clinically vulnerable students (shielded)	Fatal/ Major	<p>All CEV students should attend school unless they are one of the very small number of students under paediatric or other specialist care and have been advised by their GP or clinician not to attend.</p> <p>Where a student is unable to attend our school because they are complying with clinical or public health advice, we will immediately offer them access to remote education. We will keep a record of, and monitor engagement with, this activity but this does not need to be formally recorded in the attendance register.</p> <p>Where children are not able to attend our school, as parents are following clinical and/or public health advice, absence will not be penalised.</p>	Low	Medium Risk
Provision of first aid	Inadequate first aid treatment exacerbates injury or pre-existing conditions.	Students and staff	Serious	<p>We will revert to our substantive risk assessment which includes control measures to ensure that suitably qualified staff are available at all times.</p> <p>Anyone showing Covid-19 symptoms to be treated in quarantine area and not the main First Aid room. Where multiple people, attend efforts will be made to maintain social distancing</p> <p>Full PPE is available in both First Aid areas. Non-Covid treatment to be self-administered (under expert supervision) wherever possible</p>	Low	Low Risk
Administration of medication	Illness or injury to those who are unable to access their medication	Students and staff	Fatal/ major	School procedures for the administration of prescription and controlled medication will continue to apply.	Low	Low Risk

Lettings	School control measures re: cleaning etc are compromised leading to increased risk of infection, expense and possible reputational damage.	Students Staff Wider community	Serious	<p>We will ensure that all users of our premises adhere to the control measures set out in this risk assessment.</p> <p>This will include ensuring that effective cleaning is maintained and additional ventilation measures do not compromise site security.</p> <p>Where opening up school leisure facilities for external use, we will do so in line with government guidance on working safely during coronavirus (COVID-19) for providers of grassroots sport and gym or leisure facilities.</p>	Low	Low Risk
	Failure to support NHS Test and Trace	Students Staff Wider community	Serious	<p>We are no longer required to collect participants' contact details, or keep records of our staff and visitors. However, we will follow advice to continue to display an NHS QR code for participants wishing to check in using the app, to support NHS Test and Trace.</p> <p>We will continue to have a system to collect (and securely store) names and contact details for those who ask to check in but do not have the app.</p> <p>We will not turn participants away if they refuse to check in.</p>	Low	Low Risk
Educational visits	Exposure to infection from inadequate control measures etc	Students and staff	Serious	<p>We will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, we will consider what control measures need to be used to reduce the risk of exposure to coronavirus and follow wider advice on visiting indoor and outdoor venues.</p> <p>OEAP National Guidance will be followed (see Contents (oeapng.info))</p>	Low	Low Risk

				<p>We note that from September 2021 any international visits that have previously been deferred or postponed may take place subject to wider international travel restrictions.</p> <p>A new risk assessment template has been designed with Covid-19 inclusions.</p>		
School Reception areas	Exposure to infection from inadequate control measures: visitors to school.	Students and staff	Serious	<p>Signage has been erected to advise visitors of hygiene protocols.</p> <p>Staff signing in arrangements - sanitiser available to clean hands after use.</p> <p>Hand sanitiser will be provided to all persons entering premises with signage to explain control measures etc.</p> <p>We are no longer required to collect contact details, or keep records of our staff and visitors. However, we will follow advice to continue to display an NHS QR code for participants wishing to check in using the app, to support NHS Test and Trace.</p> <p>We will continue to have a system to collect (and securely store) names and contact details for those who ask to check in but do not have the app.</p> <p>We will not turn visitors away if they refuse to check in.</p> <p>Screen erected in reception. Social distancing / sanitisation posters on display. QR code on display in reception and site team office.</p> <p>We will be reducing visitors to the school site from 1st November. People are asked not to visit the school site</p>	Low	Low Risk

				<p>without an appointment; staff will organise telephone meetings with parents if required.</p> <p>We will be releasing recordings to replace Parents Information Evenings.</p>		
	Violence and aggression towards school staff causes injury and distress	Students and staff	Serious	<p>We will maintain transparency and regular contact with all members of the school community.</p> <p>Regular briefings/updates for all staff so that they are aware of school response to the COVID 19 virus and can communicate consistently to those who ask.</p> <p>Readiness to deploy the range of behaviour remedies if behaviour becomes unacceptable from warning to full banning from site/sect 547 warnings/action.</p>	Low	Low Risk
After school and Breakfast Clubs	Appropriate control measures are not practised at Breakfast and Afterschool Club thus increasing the risk of infection within the school community.	All members of the school community	Serious	<p>Updated guidance for operating may be found as follows: Protective measures for holiday or after-setting clubs and other out-of-setting settings for children during the coronavirus (COVID-19) outbreak - GOV.UK (www.gov.uk)</p> <p>Where school is the provider: Control measures re: hygiene, cleaning, ventilation etc. set out above will be followed.</p> <p>If an external provider is used on school premises: We will liaise with the external provider to ensure that they are aware of the control measures set out in our risk assessment and guidance above. We will support them in matching or exceeding the expectations set out within it.</p>	Low	Low Risk

Action plan:

What is the Hazard you need to Control? (Medium to high from the risk rating above)	What additional precautions do you need to either eliminate or reduce the risk to an acceptable level?	Who is responsible for implementing these controls?	When are these controls to be implemented (Date)?	When were these controls implemented (Date)?
Person contracts coronavirus as a result of direct contact with an infected person (or a symptomatic person) entering the premises.	Full support and monitoring of home test completion. School community to be educated and vigilant towards possible symptoms. Close engagement with PHE and NHS Test & Trace	Staff, parents, students	2 nd September	Ongoing
Concerns from staff in identified work groups	Close monitoring by HR and management community. Includes up to date risk assessments and priority reviews in case of any contingency framework implementation	Staff, HR	2 nd September	In place for known staff
Increased likelihood of serious illness resulting from exposure to coronavirus. (CEV students)	Close monitoring by pastoral and safeguarding teams. Includes up to date risk assessments and priority reviews in case of any contingency framework implementation	Pastoral, Safeguarding teams, parents, students	Ongoing	In place for known students

Table 1: Definitions

Potential Severity of Harm	Meaning of the harm description	Likelihood/Probability of Harm	Meaning of likelihood/probability
Fatal/Major Injury	Death, major injuries or ill health causing long term disability/absence from work.	High (Likely/probable)	Occurs repeatedly/ to be expected.
Serious Injury	Injuries or ill health causing short-term disability/absences from work (over three days absence)	Medium (possible)	Moderate chance/could occur sometimes.
Minor Injury	Injuries or ill health causing no significant long-term effects and no significant absence from work.	Low (unlikely)	Not Likely to occur

Table 2: Risk rating matrix: Potential severity of harm + Likelihood/ probability of Harm = Risk rating

	High (Likely/Probable)	Medium (Possible)	Low (Unlikely)
Fatal/Major Injury	VERY HIGH	HIGH	MEDIUM
Serious Injury	HIGH	MEDIUM	LOW
Minor Injury	MEDIUM	LOW	LOW

Table 3: Action required: Key to ranking and what action to take

VERY HIGH Risk	STOP ACTIVITY! Take action to reassess the work/activity and apply reduction hierarchy before proceeding.
HIGH Risk	Action MUST be taken as soon as possible to reduce the risks and before activity is allowed to continue.
MEDIUM Risk	Implement all additional precautions that are not unreasonably costly or troublesome within an agreed timeframe. Reduce risk to a tolerable level.
LOW Risk	Monitor and review your rolling programme.