



# Risk Assessment Form



		LIKELIHOOD				
		VERY UNLIKELY	UNLIKELY	LIKELY	HIGH LIKELY	ALMOST CERTAIN
SEVERITY	NEGLECTIBLE	LOW	LOW	LOW	LOW	LOW
	MINOR	LOW	LOW	LOW	MEDIUM	MEDIUM
	SERIOUS	LOW	MEDIUM	MEDIUM	MEDIUM	HIGH
	SEVERE	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	VERY SEVERE	MEDIUM	MEDIUM	HIGH	HIGH	HIGH

Risk Assessment for **Spread/transmission of COVID-19**

<b>Service</b>		<b>Team / Section</b>			
<b>Assessment Date</b>	October 2021	<b>Review Date</b>	December 2021 or earlier if guidance changes	<b>Reference Number</b>	

What are the hazards? <i>(i.e. what can cause harm)</i>	Who might be harmed and how?	What existing control measures are in place to reduce / prevent the risk? <i>(i.e. what are you already doing?)</i>	Considering existing controls, what is the current risk level	Further Action to be taken to control the risk? <i>(i.e. only record action/additional controls measures you are going to implement)</i>	Assigned to	Completed by whom & when
COVID transmission on public transport on way to/from school	Parents Pupils Members of staff	Staggered start times and guidance shared with parents – but the staggered start times are not continuing.  Liaise with any families directly that use public transport to get to school to see if further support is needed e.g. different start time, space at Kidzone	Low	No known families using public transport so NFA	G Webb	G Webb
COVID transmission in assemblies	Pupils Members of staff	Deliver upper and lower key stage assemblies separately and keep a gap between year groups to reduce transmission.  Ensure doors and windows are open for ventilation.	Low	Assemblies may need to be moved to in class or remote in the event of an outbreak.	G Webb	G Webb

<p>COVID transmission between children across year groups/classes</p>	<p>Pupils Members of staff</p>	<p>As per all other risks listed on this document including:          Ventilation          Hand washing          Children kept mainly in class bubble          Promoting LFT testing</p> <p>Letter to parents asking parents to consider keeping whole household off in the event of a family member testing positive</p> <p>Split playgrounds</p> <p>Children at Kidzone split into year groups</p> <p>Separate classes for eating lunch</p> <p>Parents to inform school of a positive LFT or PCR test by emailing <a href="mailto:admin2421@welearn365.com">admin2421@welearn365.com</a> or calling the school office.</p> <p>Individual RAs considered for any children who are Clinically Extremely Vulnerable (none known at present)</p> <p>Breaktimes split between year groups on same corridor to reduce pressure on toilet blocks and avoid over-crowding/crossing of year groups. Toilets are monitored by staff during lessons to ensure that there are not too many children in the toilets – only 1 child from the class at any one time.</p> <p>No corridor signage/one way systems needed due to layout of school and each year group having its own area and doors.</p> <p>Individual RAs considered for SEND pupils on a case-by-case basis as required.</p>	<p>Medium</p>	<p>In the event of an outbreak, we will cancel cross-year group clubs</p>	<p>G Webb M Issitt Lunch staff Teachers</p>	<p>G Webb</p>
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COVID transmission on trips/events	Pupils Members of staff	Masks on coaches for staff. COVID risk assessment completed for each trip to consider specific factors of the trip and location and mitigate risk. <b>All trips to be planned via the EVOLVE systems following up to date guidance.</b>	Medium	Any close contact notification that falls within 48hours of the trip would go to the whole year group rather than a class if they have all been on a trip/in a coach together.	G Webb M Issitt (EVC)	G Webb
COVID transmission when parents or visitors come in to school for meetings etc	Parents Members of staff Visitors	LFT tests are requested prior to visiting where possible/appropriate  Visitors are asked to wear masks when moving round school and in enclosed/crowded spaces with people they do not usually come into contact with.  Meetings are held in the biggest space available with windows/doors open and adequate spacing between people, especially those that are not normally in contact with one another.	Medium	Continue to review each meeting/visitor on a case-by-case basis and in line with the most up-to-date guidance and information available at the time.  Visitors limited to certain circumstances only – to be decided by HT. Majority of meetings etc to be done via Teams.	G Webb	G Webb
COVID transmission when parents or visitors come in to school for mass gatherings/events	Parents Members of staff Pupils Visitors	Events attended by parents are currently not happening due to previous restrictions put in place.  Current control measures for returning to whole-school assemblies would therefore considered to be none at this point.  No class assemblies or open afternoons to take place in the first half term. Further guidance/evidence to be sought and plans put in place.	Low	In-person parent events suspended.  Parents evenings are being done via Teams.	G Webb	G Webb

		<p>Email to parents about wearing a mask when on the playground if it is feeling cramped and to spread out across the playground where possible</p> <p>Review each event on a case-by-case basis and in line with the most up-to-date guidance and information available at the time.</p>				
COVID transmission between staff (meetings, offices, staff room)	Members of staff	<p>Additional staff room area provided for staff to space out more. Numbers in staff room restricted. Windows/doors opened in staff room areas and during staff meetings Larger spaces used for staff meetings to allow staff to spread out.</p> <p>Virtual meetings used where possible and practicable.</p> <p>Staff to maintain 1-2m distance where possible, particularly with those that they do not usually come into contact with</p> <p>Staff may consider wearing a face covering when they are in enclosed/crowded spaces with people they do not usually come into contact with.</p> <p>Main office has adequate spacing for staff using it and individual desk spaces.</p> <p>Staff to reduce close contact outside of their year group – consider sitting with year group team in staff room/meetings etc to reduce contact.</p> <p>Consider spacing in new SLT office.</p> <p>Individual RAs considered for any staff who are Clinically Extremely Vulnerable (none known at present) or pregnant.</p>	Medium	Continue to monitor cases and guidance to then adapt expectations on staff social distancing while jointly considering staff wellbeing and impact on their roles in school as necessary.	G. Webb	G Webb

Spread of COVID due to hygiene routines	Pupils Members of staff	<p>Regular hand washing</p> <ul style="list-style-type: none"> <li>- Sanitise on way in to school</li> <li>- Wash/sanitise before break and lunch</li> <li>- After using toilet</li> <li>- After cough/sneeze/blowing nose</li> <li>- Before and after using shared resources</li> </ul> <p>Extra cleaning of touch points/communal areas daily by site staff</p> <p>Twice daily touch point cleaning by MI</p>	Medium	Continue to remind staff of hand washing expectations and ask them to remind children of this when they return and regularly throughout each day.	G. Webb M. Issitt (site)	G Webb
Spread of COVID when providing first aid support	Pupils Members of staff	<p>PPE provided for staff including aprons, masks, visors and gloves to support with safe first aid provision as well as reducing spread of COVID</p> <p>Good hygiene procedures followed including hand washing and use of PPE (see above)</p> <p>Use of yellow bins for disposing clinical waste</p> <p>Certain members of staff not to do face to face first aid unless in the case of an emergency</p> <p>First Aid training recently updated for majority of staff</p>	Low	<p>First aid delivered by staff for that year group where possible</p> <p>Designated first aid support at lunchtimes</p> <p>Ensure first aid area is well ventilated – lunchtime support in shared areas with doors open</p>	G Webb	G Webb
Spread of COVID due to sharing resources	Pupils Members of staff	<p>Individual toolkits used for resources where possible</p> <p>Hand washing increased when sharing resources eg. iPads, PE lessons – wash before and after use</p> <p>Individual, named recorders for music lessons.</p> <p>Children asked not to bring in resources from home where possible</p>	Low	Investigate any resources that we need to purchase more of to reduce the need for sharing	G. Webb	G Webb

Spread of COVID due to poor ventilation	Pupils Members of staff Visitors	<p>Opening windows/doors where weather allows.</p> <p>Allowing pupils to wear extra layers when needed so that windows can be kept open.</p> <p>Dyson fans not to be used</p> <p>Government-provided CO2 monitors are being used to check ventilation levels and adapt procedures where possible</p>	Medium	Continue to monitor CO2 levels as winter draws closer.	G. Webb M. Issitt (site)	G. Webb M. Issitt (site)
Loss of learning due to isolation/illness	Pupils	<p>Remote learning processes in place – see remote learning policy.</p> <p>Whole school curriculum has been reviewed and adapted in line with missed learning for whole school due to lockdown.</p> <p>Push on Seesaw in Autumn term for home learning to ensure all pupils can use it.</p> <p>Additional focus on Y3 pupils who will be new to Seesaw – use lesson time to teach them how to complete activities.</p> <p>Seesaw to be used for some lessons to ensure all pupils can use it effectively.</p> <p>Further staff training for updates and to review best practice - CT to share Seesaw Ambassador training with staff to support.</p> <p>Continue to monitor impact of lockdowns on learning and implement catch up sessions or changes to curriculum as and when appropriate.</p> <p>SEND pupils' provision will be carefully considered in line with their abilities/IEP/EHCP targets</p>	Low	COVID log adapted to show when children are able to access remote learning – this is then shared with staff daily	G. Webb NS-J KR Admin team	G. Webb NS-J KR Admin team

Pupil begins to show symptoms when in school	Pupils Staff Visitors	<p>Pupil isolated and sent home as soon as possible - advised to get whole family PCR tested. (Please book online at: <a href="https://www.gov.uk/get-coronavirus-test">https://www.gov.uk/get-coronavirus-test</a> and make sure you select 'I've been in contact with someone who's tested positive for coronavirus' when it asks 'Why are you asking for a test?' <b>Bookings for close contact PCRs must be made online via the link above – you will not be able to get a test by calling the helpline if you are not symptomatic.</b>)</p> <p>Pupil to be collected by a member of the household where possible and they should avoid use of public transport.</p> <p>While awaiting collection, staff to supervise from a distance where possible or to wear PPE (aprons, masks, visors and gloves as appropriate) if absolutely necessary.</p> <p>Parents of classmates and other close contacts informed if pupils tests positive. They are asked to remain vigilant, get a PCR test and then subsequently LFT test twice weekly. CEV staff and students to be specifically considered</p> <p>Parents regularly reminded of the recommendation for twice weekly LFT testing of all pupils</p>	Medium	Continue to promote additional measures through parent communication channels such as masks and LFT tests.	G. Webb	G Webb
Member of staff begins to show symptoms when in school	Pupils Staff Visitors	<p>Member of staff isolated and sent home as soon as possible.</p> <p>Parents of the staff member's class/other close contacts informed if staff member tests positive. They are asked to remain vigilant, get a PCR test and then subsequently LFT test twice weekly.</p> <p>(Please book online at: <a href="https://www.gov.uk/get-coronavirus-test">https://www.gov.uk/get-coronavirus-test</a> and make sure you select 'I've been in contact with someone who's tested positive for</p>	Medium	Remind staff to resume twice weekly LFT tests	G. Webb	G Webb

		coronavirus' when it asks 'Why are you asking for a test?' <b>Bookings for close contact PCRs must be made online via the link above – you will not be able to get a test by calling the helpline if you are not symptomatic.)</b>				
Staffing shortages as a result of staff isolating	Pupils Staff	<p>PCR tests to ensure that only staff with COVID-19 symptoms are absent.</p> <p>Cover internally where possible to reduce the risk of bringing infection into school.</p> <p>Supply staff will be fully briefed on school's expectations and the risk assessments, procedures etc will be shared with them</p> <p>Short term closure of a 'bubble' to be considered if lack of staff to cover, with work provided for completion at home where possible.</p> <p>COVID vaccines promoted among staff via weekly diary notes</p>	Low	n/a as the risk is already low	G. Webb	G Webb
Impact of contracting COVID on staff wellbeing	Staff	<p>Check ins for staff isolating after testing positive</p> <p>Return to work meeting to support staff returning to work post-COVID</p>	Low	Additional actions will be considered on an individual case basis e.g. counselling, occ health support, phased returns		
An outbreak of cases in class/year group/school	Pupils Staff Families	<p>All control measures above are in place to reduce the risk of an outbreak.</p> <p>Outbreak plan written – see document for further details</p>	Medium	Additional outbreak measures detailed in this column in relevant sections above to show what further measures may be put in place.	G. Webb	G Webb



The most up-to-date COVID guidance is available from the Government at <https://www.gov.uk/coronavirus>

### NHS TEST AND TRACE PROCESS

As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.

Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:

they are fully vaccinated

they are below the age of 18 years and 6 months

they have taken part in or are currently part of an approved COVID-19 vaccine trial

they are not able to get vaccinated for medical reasons

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 would encourage all individuals to take a PCR test if advised to do so. As a school however, we are encouraging families to keep children at home and learning remotely if they have a household member that tests positive, as many of our cases in school have come from close contact within a household that has then spread among classmates/friends in school.

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.

<b>Name of Assessor</b>	Gemma Webb	<b>Signature</b>	<i>G. Webb</i>
<b>Name of Manager responsible for activity / process</b>	Gemma Webb	<b>Signature</b>	<i>G. Webb</i>

# Risk Assessment Review Log

Only use this log to confirm that there have been no changes to the current assessment; otherwise an updated risk assessment must be done

Initial Review Date			
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Next Review Date	12 months from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Initial Review Date	24 months from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Initial Review Date	36 months from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Initial Review Date	48 months from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

<b>Risk Assessment(s) for (Activity/Process/Operation)</b>	
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*This form can be used to record and demonstrate that the above risk assessment(s) has been provided to relevant employees (as below) to inform them of the risk assessment findings (i.e. the hazards, risks, and control measures associated with their work).*

Name of Persons involved in the Activity/ Process/ Operation	Signature	Date