



Risk Assessment Form



		LIKELIHOOD				
		VERY UNLIKELY	UNLIKELY	LIKELY	HIGH LIKELY	ALMOST CERTAIN
SEVERITY	NEGLIGIBLE	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**

Service		Team / Section			
Assessment Date	March 2022	Review Date	February 2022 or earlier if guidance changes	Reference Number	

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 in assemblies	Pupils Members of staff	Whole school assemblies now taking place while transmission rates are low. Ensure doors and windows are open for ventilation. Staff can wear mask if they feel needed.	Low	Continue to monitor levels of Covid cases in school and revert to online if needed	G Webb	G Webb

<p>COVID transmission between children across year groups/classes</p>	<p>Pupils Members of staff</p>	<p>Children now to mix on the playground and school hall at lunch time, school to continue to provide good ventilation and promote good hygiene while transmission rates are low.</p> <p>Parents to inform school of a positive LFT or PCR test by emailing admin2421@welearn365.com or calling the school office.</p> <p>Individual RAs considered for any children who are Clinically Extremely Vulnerable (none known at present) *NB. Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. Children and young people who were previously identified as being in one of these groups, are advised to continue to follow the guidance contained in Coronavirus: how to stay safe and help prevent the spread. Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population. In some circumstances, a child or young person may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice.</p> <p>Individual RAs considered for SEND pupils on a case-by-case basis as required.</p>	<p>Medium</p>	<p>Continue to monitor levels of Covid cases in school and revert to separate playgrounds if needed</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	COVID risk assessment completed for each trip to consider specific factors of the trip and location and mitigate risk. All trips to be planned via the EVOLVE systems following up to date guidance.	Medium		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	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. Distance given between chairs of visitors. In-person events will only take place if transmission rates are low.	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	Parents meetings to resume, using biggest space available, with windows/doors open and adequate spacing between people, especially those that are not normally in contact with one another. Distance given between chairs of visitors. ***class assemblies/open afternoons to be considered for Summer term. Further guidance/evidence to be sought and plans put in place.	Medium	Where possible, and deemed safe to do so, parents given choice of face to face or virtual meetings via Teams.	G Webb	G Webb

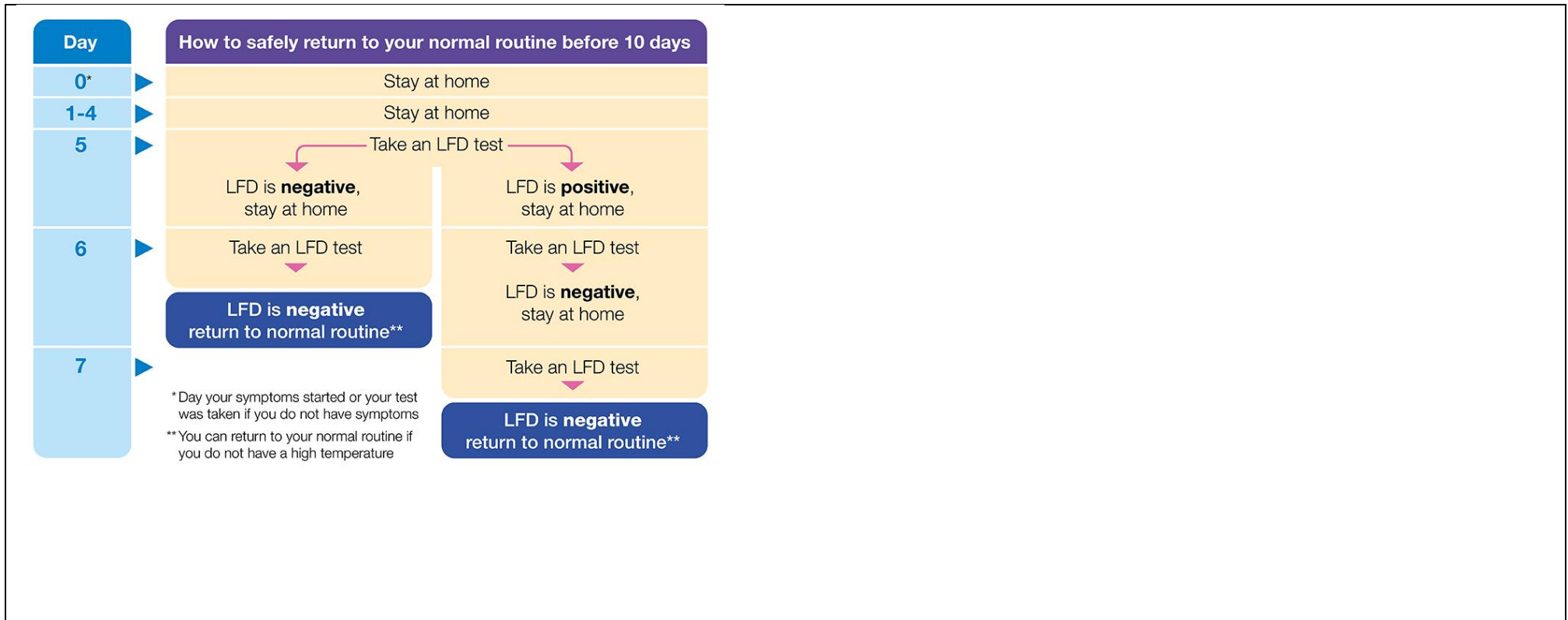
		<p>In-person events will only take place if transmission rates are low.</p> <p>Review each event on a case-by-case basis and in line with the most up-to-date guidance and information available at the time.</p>		<p>Continue to monitor levels of COVID cases in school and revert to all virtual if needed.</p>		
<p>COVID transmission between staff (meetings, offices, staff room)</p>	<p>Members of staff</p>	<p>Windows/doors opened in staff room and office areas. Larger spaces used for staff meetings to allow staff to spread out.</p> <p>In-person events will only take place if transmission rates are low.</p>	<p>Medium</p>	<p>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.</p>	<p>G. Webb</p>	<p>G Webb</p>
<p>Spread of COVID due to hygiene routines</p>	<p>Pupils Members of staff</p>	<p>Regular hand washing</p> <ul style="list-style-type: none"> - Sanitise on way in to school - Wash/sanitise before break and lunch - After using toilet - After cough/sneeze/blowing nose - Before and after using shared resources <p>Extra cleaning of touch points/communal areas daily by site staff</p>	<p>Medium</p>	<p>Continue to remind staff of hand washing expectations and ask them to remind children of this when they return and regularly throughout each day.</p>	<p>G. Webb M. Issitt (site)</p>	<p>G Webb</p>

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	Ensure first aid area is well ventilated – lunchtime support in shared areas with doors open	G Webb	G Webb
Spread of COVID due to sharing resources	Pupils Members of staff	<p>Regular hand washing/sanitising continues to be promoted.</p> <p>Individual, named recorders for music lessons.</p>	Low		G. Webb	G Webb
Spread of COVID due to poor ventilation	Pupils Members of staff Visitors	<p>Opening windows/doors where weather allows (NB. You should balance the need for increased ventilation while maintaining a comfortable temperature.)</p> <p>Allowing pupils to wear extra layers when needed so that windows can be kept open.</p> <p>Government-provided CO2 monitors are being used to check ventilation levels and adapt procedures where possible</p> <p>Air scrubber delivery received from WCC – using in classrooms as needed</p>	Medium	Continue to monitor CO2 levels and ensure staff are balancing ventilation with the temperature of the working environment.	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>Seesaw continues 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
Safeguarding of vulnerable pupils whilst isolating	Pupils	<p>When a vulnerable child is asked to self-isolate then school will:</p> <ul style="list-style-type: none"> > notify their social worker (if they have one) and agree with the social worker, the best way to maintain contact and offer support > check in with families that do not have a social worker and offer support from school as required 				
Pupil begins to show symptoms when in school	Pupils Staff Visitors	<p>Pupil isolated and sent home as soon as possible - advised to get a PCR tested. (Please book online at: https://www.gov.uk/get-coronavirus-test 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?' Bookings for close contact PCRs must be made online via the</p>	Medium		G. Webb	G Webb

		<p>link above – you will not be able to get a test by calling the helpline if you are not symptomatic.)</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 significant numbers of pupils test positive. They are asked to remain vigilant and LFT test. CEV staff and students to be specifically considered</p>				
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 and LFT test.</p>	Medium	Remind staff to resume twice weekly LFT tests	G. Webb	G Webb
Staffing shortages as a result of staff illness	Pupils Staff	<p>Utilising current staff where possible to support the children with continuity.</p> <p>Supply staff will be fully briefed on school's expectations and the risk assessments, procedures etc will be shared with them</p>	Low	Short term closure of a 'bubble' to be considered if lack of staff to cover, with work provided for completion at	G. Webb	G Webb

				home where possible.		
Impact of contracting COVID on staff wellbeing	Staff	Check ins for staff isolating after testing positive Return to work meeting to support staff returning to work post-COVID	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	All control measures above are in place to reduce the risk of an outbreak. Outbreak plan written – see document for further details	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						



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

Risk Assessment(s) for (Activity/Process/Operation)	
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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