



Coronavirus (COVID-19): Risk Assessment Action Plan

St Margaret's at Hasbury

Assessment conducted by: Sara Shepherd	Job title: Headteacher	
Date of assessment: 3 rd January 2022	Date of next review: February 2022	

The sole purpose of this risk assessment is to support schools in preparing for all pupils, in all year groups, to attend school full-time **while reducing and managing the risk of coronavirus transmission**. The risk assessment has been written in collaboration with a number of local authorities.

- For the purpose of this risk assessment, the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19). Schools must ensure that this risk assessment reflects the local setting and context of the school. Staff must be consulted with regard to this risk assessment (this must take into consideration all types of workers including agency workers, casual staff and contractors and any other adult on site as well as your permanent staff).
- This risk assessment is not exhaustive and is issued to schools as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/amended/added-to to reflect the school.**
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- For further references see below:
- - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
 - <https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment.htm>
 - 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?utm_source=14%20October%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19

Key:	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken



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Risk Description:	Outlines the area of concern. This list is not exhaustive, and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs.
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context. See appendix
Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.
Likelihood:	Could be L/M/H or numeric, depending on what is used in the school setting. NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.
Responsible person:	The identified staff member(s) responsible for implementing the risk controls.
Completion Date:	The date by which required plans for controls will be in place.
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
The school lapses in following national guidelines and advice, putting everyone at risk		<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review its risk assessment accordingly Information on the school website is updated. Pupils updated via classrooms/email/text as necessary. Any change in information to be shared with Chair of Governors and passed on to parents and staff by email <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</p>	<u>Low</u>	<u>Low</u>	<u>SS</u> <u>LH</u> <u>LT</u>		
Poor communication with parents and other stakeholders		<ul style="list-style-type: none"> All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems Headteacher to share risk assessment with all staff Parents notified of risk assessment plan and shared with parents via website. 	<u>Low</u>	<u>Low</u>	<u>SS</u> <u>LT</u>		

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		As a result, all pupils and all staff working with pupils are adhering to current advice.					
Lack of awareness of policies and procedures		<ul style="list-style-type: none"> School leaders will ensure that all policies impacted on by coronavirus controls are updated All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy Infection Control Policy First Aid Policy Intimate care policy Behaviour policy Staff absence reporting procedures The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. Staff are made aware of the school's infection control procedures in relation to coronavirus via inset (toilets, first aid break out room, when to send child home) Parents are made aware of the school's infection control procedures in relation to coronavirus via letter (Jan 2022, newsletters thereafter) social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus 	<u>Low</u>	<u>Low</u>	<u>SS</u> <u>LH</u> <u>LT</u> <u>SS</u> <u>LT</u> <u>SS</u>		
Poor hygiene practice in school - general	•	<ul style="list-style-type: none"> Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school Pupils to wash their hands with soap after break times and lunchtimes (reinstate 2022 due to surge) Teachers to reiterate key messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> Cover coughs and sneezes with a tissue, To throw all tissues in a bin 	<u>Low</u>	<u>Low</u>	<u>LT</u> <u>KA</u> <u>All staff</u>		

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		<ul style="list-style-type: none"> - To avoid touching eyes, nose and mouth with unwashed hands. • alcohol-based sanitiser and tissues to be provided for the school reception area, dining hall, classrooms and other key locations for staff and visitors • Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas • Hand washing facilities are supervised by staff at all times when pupils are washing their hands to avoid overcrowding in hand washing areas • Pupils and staff do not share cutlery, cups or food. • All utensils are thoroughly cleaned before and after use • Staff will carry out additional cleaning. Door handles, doors and taps (hot spots) are cleaned during the day • Cleaner is deployed to clean the toilets, sinks after lunchtime <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>	<p><u>Low</u></p> <p><u>Low</u></p>	<p><u>Low</u></p> <p><u>Low</u></p>	<p><u>All staff</u></p> <p><u>LT</u> <u>KA</u> <u>All staff</u></p> <p><u>KA</u></p> <p><u>All staff</u></p> <p><u>All staff</u></p> <p><u>LT</u></p>		
<p>Poor hygiene practice – specific – office spaces.</p>		<ul style="list-style-type: none"> • Tissues/hand sanitiser to be available in office locations • Each individual is responsible for wiping down their own work area before and after use. <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>	<p><u>Low</u></p>	<p><u>Low</u></p>	<p><u>SS</u> <u>LT</u> <u>All staff</u></p>		
<p>Poor hygiene practice – specific - spread of potential infection at the start of the school day.</p>		<p>In line with government advice:</p> <ul style="list-style-type: none"> • Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus – letter to parents (SOP) 	<p><u>Low</u></p>	<p><u>Low</u></p>	<p><u>SS</u> <u>LT</u></p> <p><u>All staff</u></p>		

		<ul style="list-style-type: none"> • Ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, before and after eating. • Soap and water is the best approach to this and schools should endeavor to ensure there are enough hand washing facilities available. The correct hand washing routine should be followed. • Only staff will be using hand sanitizer provided. Children have been asked to provide their own if they wish to use it as well as good handwashing • Children can use their own soap from home if provided by parents. • Small children and pupils with complex needs should continue to be helped to clean their hands properly. • Make parents and pupils aware of government recommendations regarding isolation period • Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day. <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p>			<p><u>All staff</u></p> <p><u>SS / office</u></p> <p><u>KA</u></p>		
<p>Poor hygiene practice – specific – toilet/changing facilities.</p>		<ul style="list-style-type: none"> • Staff to wear additional PPE when supporting pupils with toileting routines (EYFS) – mask, gloves, apron • All changing surfaces to be cleaned before and after each use • Nappies/soiled items to be disposed of in yellow bags • Staff to follow specific intimate care procedures. See policy • Any soiled clothes are put into a plastic bag (double bagged) and sent home. <p>As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.</p>			<p>KA to restock</p>		
<p>Ill health in school.</p>		<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high 	<p><u>Low</u></p>	<p><u>Low</u></p>	<p><u>SS</u></p>		

		<p>temperature and loss of taste or smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus</p> <ul style="list-style-type: none"> • All staff are informed of the procedure in school relating a pupil becoming unwell in school • All staff advised of the procedure in school if a member of staff becomes unwell. • Ensure all staff absences are appropriately recorded. • Any pupil who displays signs of being unwell is immediately referred to Sara Shepherd • Any staff member who displays signs of being unwell immediately refers themselves to Sara Shepherd and is sent home • Where the named person is unavailable, staff ensure that any unwell pupils are moved to an empty room whilst they wait for their parent to collect them. School admin team to contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing • If a pupil needs to use the bathroom, they should use a separate bathroom. Disabled toilet in upper school, designated staff toilet in the lower school building which will be cleaned after use. • Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask should be worn by the supervising adult. • If contact with a child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing, eye protection should also be worn • The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen • Unwell pupils who are waiting to go home are supervised (if necessary) in Vorgon room, lower building and intervention 			<p><u>SS</u></p> <p><u>SS</u></p> <p><u>LT</u></p> <p><u>All staff</u></p>		
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		<p>room, upper building where they can be at least two metres away from others</p> <ul style="list-style-type: none"> • Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated. Office staff to notify KA/SH <p>As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p>			LT/KA		
Lateral flow testing	Low	<p>Leaders to ensure safe storage of the test. Locked away</p> <ul style="list-style-type: none"> • Leaders to ensure all staff understand the procedures, have read the privacy notice and instructions for administration. • Leaders to ensure staff are disposing of used kits correctly. • Leaders to ensure all staff who have opted for the test are recording outcomes on track and trace and paper work in school. • Regular visitors to school such as Phase trust will be issued with LFT. • All school staff to take LFT on Sunday and Thursday. • All visitors to take an lft prior to visiting school. 	Low	Low	SS		
A pupil is tested and has a confirmed case of coronavirus.		<p>In line with government advice: Close contacts will now be identified via NHS Test and Trace and education setting will no longer be expected to undertake contact tracing. Individuals are not required to isolate if they live in the same household as someone with COVID, or are a close contact of someone with COVID, and any of the following apply: They are fully vaccinated They are below the age of 18 years and 6 months</p>	Low	Low	SS		
					SS/LT		
					Office		

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		<p>They have taken part in or are currently part of an approved COVID trial</p> <p>They are not able to get vaccinated for medical reasons.</p> <p>Staff who do not need to isolate, and children aged under 18 years and 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal.</p> <p>Ensure all staff and parents are up to date with current guidelines around isolation period.</p>			<p>LT</p> <p>SS/office</p>		
Spread of infection in classrooms/shared areas.		<ul style="list-style-type: none"> Tissues and hand sanitiser to be located in each classroom/learning space Bins to be emptied daily in classrooms. Contact with communal surfaces, such as door handles etc to be minimised. Occupied spaces to be well ventilated. Windows to be opened to provide ventilation and external/internal doors to be open. Rooms must be ventilated however there must also be a balance for the increased need for ventilation while maintaining comfortable temperature and a working environment. Staff to monitor the CD monitors and adjust ventilation needs Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc <p>As a result, the risk of infection to staff and pupils in classrooms is reduced</p>	Low	Low	<p>KA</p> <p>Staff</p> <p>Staff</p> <p>All staff</p> <p>All staff</p> <p>KA</p>		
Cleaning is not sufficiently comprehensive.		<ul style="list-style-type: none"> Ensure that all cleaning and associated health and safety compliance check are undertaken 	Low	Low	<p>LT</p> <p>KA</p>		

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		<ul style="list-style-type: none"> • A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures • One additional hour of cleaning daily (after lunchtime) to increase the regularity of cleaning • Disposable wipes/sprays are next to photocopiers/printers etc • Cleaners to act upon guidance normally linked to ‘deep cleans’ as part of their daily procedures (i.e. a focus on door handles, toilets, changing room) • Tables used for lunchtime are wiped down before and after use 			<p>KA</p> <p>LT</p> <p>LT</p> <p>Classroom Staff/Lunch staff</p>		
Contractors, deliveries and visitors increase the risk of infection.		<ul style="list-style-type: none"> • All contractors/visitors to take an LFT prior to visiting • All contractors to be checked to ensure that they are essential visitors prior to entry to the school • Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils • All areas in which contractors work are cleaned in line with government guidance • Contractors to bring own food, drink and utensils onto site. • Surfaces to be cleaned after any deliveries have been made. <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p>	Low	Low	<p>LT</p> <p>Office staff</p> <p>LT/office</p> <p>KA</p>		

School-specific arrangements relating to risk assessment that may need additional detail:

Capacity and organisation of teaching spaces – school has 3 playgrounds and a reception play area therefore phase bubbles are able to have their own play area and eating area. Toilets will be shared in phase bubbles – max of 60 children and hot spots cleaned after every use.

Useful links:

- Remote learning: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
- Attendance: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

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- Advice: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
- SEND - <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- Accountability measures: <https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability>
- Contingency framework - <https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings>
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