





**Coronavirus (COVID-19): Amendments to School Risk Assessments from 17<sup>th</sup> May 2021**

- Schools must ensure that this and all their risk assessment reflects the local setting and context of the school.
- Staff and unions must be consulted with regard to this risk assessment and any changes to existing COVID 19 risk assessments.
- The document advises of amendments that need to added/considered to existing school risk assessments, it is not exhaustive and some of the controls will be dynamic. This is issued to schools as a template to assist in the production of a full 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.
- When implemented in line with a revised risk assessment, these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.
- Implementing the system of controls, creates a safer environment for pupils and staff where the risk of transmission of infection is substantially reduced. The way to control this virus is the same, even with the current new variants.
- [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/964351/Schools\\_coronavirus\\_operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf)

<b>Key:</b>	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
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.
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. <b>NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.</b>
Responsible person:	The identified staff member(s) responsible for implementing the risk controls Head Teacher: Carol McQuiggin Date 14/05/2021 Chair of Governors: Kirsty Smallman Date 14/05/2021
Completion Date:	The date by which required plans for controls will be in place.

Risk Description/Area of Concern	Level of risk prior to control ↔	Risk Controls	Level of risk is now ↔	Likelihood ↔	Responsible person	Planned completion Date	Comments / Actions needed
Clinically Extremely vulnerable (CEV) individuals	High	<p>Individual risk assessment to be completed/reviewed for staff in CEV category exposure to Coronavirus.</p> <p><b>Staff – <a href="#">Advice</a></b> for those identified as clinically extremely vulnerable through the defined 3 ways published on 25<sup>th</sup> February 2021 HR guidance provides advice on what additional measures individuals in this group can take tailored to each local restriction tier.</p> <p>Staff who are defined as clinically extremely vulnerable are advised to work from home and where this is not possible, they should not go into work until at least the 31<sup>st</sup> March.</p> <p>CEV staff will have received a letter from the NHS or GP advising the above also.</p> <p>Others living in a household with someone who is clinically extremely vulnerable are not advised to follow this guidance. They should instead follow the general advice and regulations set out in the National Lockdown Guidance.</p> <p>See amended guidance and individual risk assessment for staff that are CEV</p> <p><b>Children -</b> Individual risk assessment to be completed/reviewed for children in CEV category exposure to Coronavirus.</p> <p>Staff who work with children in the CEV category to have the vaccine which is organised by the Headteacher through the local authority.</p>	Low	Low	Tricia	8 <sup>th</sup> March	All individual RA to be reviewed

<p>Testing of staff and pupils</p>	<p>High</p>	<p>Telford and Wrekin Council households with primary school aged children, including childcare and support bubbles, are advised to test themselves twice every week at home, as schools return from Monday 8 March. Further information on this and where you can obtain a test can be found at:</p> <p><a href="http://newsroom.telford.gov.uk/News/Details/15676?utm_content=&amp;utm_medium=email&amp;utm_name=&amp;utm_source=govdelivery&amp;utm_term=">http://newsroom.telford.gov.uk/News/Details/15676?utm_content=&amp;utm_medium=email&amp;utm_name=&amp;utm_source=govdelivery&amp;utm_term=</a></p> <p><a href="https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff">https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff</a></p> <p>The asymptomatic testing programme in education currently covers all staff at school and pupils – see further details in LFT testing in secondary/primary or special schools.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div data-bbox="416 671 510 735">  </div> <div data-bbox="958 679 1196 724">  </div> </div> <div data-bbox="398 764 1211 1409" style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><b>Rapid COVID-19 testing</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f8d7da;"> <th></th> <th>Where</th> <th>When</th> </tr> </thead> <tbody> <tr> <td>Staff in primary schools</td> <td>At home</td> <td rowspan="5" style="text-align: center; vertical-align: middle;">Twice weekly</td> </tr> <tr> <td>Students in secondary schools and colleges</td> <td>Initial 3 tests at school or college, then at home</td> </tr> <tr> <td>Staff in secondary schools and colleges</td> <td>At home</td> </tr> <tr> <td>Staff in special schools and alternative provision</td> <td>At home</td> </tr> <tr> <td>Staff and students in university</td> <td>At university</td> </tr> <tr> <td>Nursery staff (school-based and maintained)</td> <td>At home</td> <td rowspan="2" style="text-align: center; vertical-align: middle;">Twice weekly from late March</td> </tr> <tr> <td>Nursery staff (private and independent)</td> <td>At home</td> </tr> </tbody> </table> </div>		Where	When	Staff in primary schools	At home	Twice weekly	Students in secondary schools and colleges	Initial 3 tests at school or college, then at home	Staff in secondary schools and colleges	At home	Staff in special schools and alternative provision	At home	Staff and students in university	At university	Nursery staff (school-based and maintained)	At home	Twice weekly from late March	Nursery staff (private and independent)	At home	<p>Low</p>	<p>Low</p>	<p>Carol</p>	<p>Ongoing</p>	<p>Regularly review stock of tests in school</p>
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System of Controls - <b>Prevention</b>	High	<p><b>Prevention You must always:</b></p> <p>1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.</p> <p>Regular communication between the staff on who is self-isolating is made throughout the day. If in any doubt, the office should be contacted.</p> <p>2) Ensure face coverings are used in recommended circumstances.</p> <p>Face coverings are to be worn by staff in all communal areas. A face covering is to be worn by staff when at the door in the mornings and afternoons when children are being dropped off and collected. Parents have been asked to wear a face covering at these times also unless they are exempt. The office team will wear their masks whenever communicating with staff or contractors on site. Staff are welcome to wear their face covering all of the time if they prefer.</p> <p>3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.</p> <p>Handwashing facilities throughout the building as well as hand gel points.</p> <p>4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.</p> <p>Posters displayed and children taught the importance of this.</p> <p>5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</p> <p>Additional cleaner on site in the day to clean touch points.</p> <p>Our classes will all have a cleaning kit and tables and touch points will be cleaned frequently. Tissues, bins and hand sanitiser will be available in each class for frequent use. Additional cleaning of toilets and other equipment will be carried out throughout the day.</p> <p>6) Consider how to minimise contact across the site and maintain social distancing wherever possible.</p>	Med	Medium	Tricia	Ongoing	Regular stock checks made.
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		<p>Staggered lunchtimes in place. Older children to eat in their classrooms to avoid needing to move around the school and cross through other blocks.</p> <p>7) Keep occupied spaces well ventilated.</p> <p>Windows and doors opened to allow for ventilation. Fire doors kept open using a dorguard.</p> <p><b>In specific circumstances:</b></p> <p>8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.</p> <p>Staff have their own PPE boxes with access to aprons, gloves, masks and face shields. Staff will be asked to wear all PPE when dealing with a child who has had an accident, is poorly or is showing any symptoms of COVID19. Beyond this staff can wear any PPE they feel safe and comfortable in.</p> <p>Further stock can be obtained from the office staff when needed.</p> <p>9) Promote and engage in asymptomatic testing, where available</p> <p>Tests available from the office for all staff members including those not directly employed by the school such as the cleaning, catering and caretaking teams. Staff are asked to test on a Sunday and Wednesday morning and send their results via email to the office team to log.</p> <p><b>Numbers 1 to 5, and number 8, must be in place in all schools, all the time.</b></p> <p>Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.</p>					
System of Control - <b>Responsive</b>	High	<b>Response to any infection</b>	Med	Medium	Office Team	Ongoing	

		<p>10) Promote and engage with the NHS Test and Trace process. Manager to advise Health Protection hub via email of positive cases. Complete online form to assist with contact tracing</p> <p><a href="https://www.telford.gov.uk/testandtrace">https://www.telford.gov.uk/testandtrace</a></p> <p>11) Manage confirmed cases of coronavirus (COVID-19) amongst the school community. Manager to advise Health Protection hub via email of positive staff. Complete online form to assist with contact tracing</p> <p><a href="https://www.telford.gov.uk/testandtrace">https://www.telford.gov.uk/testandtrace</a></p> <p>12) Contain any outbreak by following local health protection team advice.</p> <p><b>Numbers 9 to 11 must be followed in every case where they are relevant.</b></p>					
<p>Poor hygiene practice – <b>specific - spread of potential infection at the start of the school day.</b></p>	High	<p>Follow Master Risk Assessment for Return to school in phase one &amp; two and review all controls you previously applied to ensure they are still effective.</p> <p>Review your staggered start of day times to keep groups apart as they arrive. This should not reduce the teaching time.</p> <p>Communicate to parents/carers;</p> <ul style="list-style-type: none"> <li>• Drop off and collection process</li> <li>• Not to gather at gates</li> <li>• Not to come on site without an appointment</li> </ul> <p>Letter sent to all parents on Monday 1<sup>st</sup> March outlining return to school protocols including the above.</p> <p>Children dropped off at a different point or at different times to all other bubbles.</p> <p>We ask parents to be prompt on timings to ensure that we avoid congestion where possible. All gates will be locked promptly at 8.55am.</p> <p>Parents are not allowed on site and we have asked that parents do not drive on to the staff carpark. We have requested that parents drop off their children and vacate promptly</p>	Med	Medium	Carol	Daily	Review controls regularly

		<p>so that congestion is kept to a minimum. We also urge parents not to congregate around the perimeter of the school after drop-off to ensure the safety of everyone.</p> <p>Parents asked to wear face coverings at drop off unless medically exempt and requested to keep two meters apart for social distancing. Staff will also follow the same guidelines.</p> <p>Regular reminders are sent to parents in the newsletter, on social media or by email with regards to the importance of not gathering at drop off and the use of face coverings and social distancing.</p>					
Poor hygiene practice – <b>specific - end of the school day.</b>	High	<p>Follow Master Risk Assessment for Return to school in phase one &amp; two and review all controls you previously applied to ensure they are still effective.</p> <p>Review your staggered end of day times to keep groups apart as they leave.</p> <p>Children collected at a different point or at different times to all other bubbles.</p> <p>We must ask parents to be prompt on timings to ensure that we avoid congestion where possible. We aim to be prompt with dismissal.</p> <p>Parents are not allowed on site and we have asked that parents do not drive on to the staff carpark. We urge parents not to congregate around the perimeter of the school after collection to ensure the safety of everyone.</p> <p>Parents asked to wear face coverings at collection unless medically exempt and requested to keep two meters apart for social distancing. Staff will also follow the same guidelines.</p> <p>Regular reminders are sent to parents in the newsletter, on social media or by email with regards to the importance of not gathering at the end of the day collection and the use of face coverings and social distancing.</p>	Med	Medium	Carol	Daily	Review controls regularly
<b>NEW</b>	High	Classroom based resources, such as books and games, can be used and shared within the bubble. These should be cleaned regularly, along with all frequently touched surfaces.	Low	Low	Carol	Ongoing	Review control

Use of equipment	<p>Resources that are shared between classes or bubbles, such as sports, arts, and science equipment should be cleaned frequently. When sharing equipment between different bubbles, you should either:</p> <ul style="list-style-type: none"> <li>• Clean it before it is moved between bubbles</li> <li>• Allow them to be left unused for a period of 48 hours (72 hours for plastics)</li> </ul> <p>Review the ability to clean equipment used in the delivery of therapies, for example, sensory equipment. Determine whether this equipment can withstand cleaning and disinfecting between each use before it is put back into general use. Where cleaning or disinfecting is not possible or practical, resources will have to be either:</p> <ul style="list-style-type: none"> <li>• Restricted to one user</li> <li>• Left unused for a period of 48 hours (72 hours for plastics) between use by different individuals</li> </ul> <p>Outdoor playground equipment should be more frequently cleaned than normal. This also applies to resources used inside and outside by wraparound care and out of school settings providers.</p> <p>Each bubble is responsible for wiping down the equipment before and after use.</p> <p>Pupils should limit the amount of equipment they bring into school each day, including essentials such as:</p> <ul style="list-style-type: none"> <li>• Lunch boxes</li> <li>• Hats and coats</li> <li>• Books</li> <li>• Stationery</li> <li>• Mobile phones</li> </ul> <p>All pupils have been given their own stationary that is kept in school. Parents have been given a list of items that children can bring in each day and reminded that the office team</p>					measures
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		<p>cannot be receiving forgotten items through the office as movement of staff around school is restricted to reduce the risk of cross contamination.</p> <p>Children have been asked to come to school dressed in PE kits on the 2 days that they have PE, this will mean more time spent doing actual PE and no need for pupils to swap rooms for changing. This will also reduce the need for unnecessary belongings coming in to school.</p>					
Face coverings	High	<p>Ensure where there is a need for face coverings in the school the control is implemented.</p> <p>Face coverings are to be worn by all parents unless medically exempt at drop off and collection. Staff should not be approached without a face covering and a distance of two metres should be kept at all times.</p> <p>Face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas).</p> <p>Safe wearing of face coverings requires the;</p> <ul style="list-style-type: none"> <li>• Cleaning of hands before and after touching, this includes removal and putting on.</li> <li>• Safe storage of them in individual, sealable plastic bags</li> </ul> <p>Children in primary school do not need to wear a face covering.</p> <p>This is an additional precautionary measure for a limited time during this period of high coronavirus (COVID-19) prevalence in the community. These measures will be in place until Easter. As with all measures, we will keep it under review and update guidance at that point.</p> <p>When a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully.</p>	Med	Medium	Carol	Ongoing	Review control measures regularly

		<p>There are sufficient waste bins located around the school for disposal of face masks and face covers.</p> <p>See further advice in the Face Coverings guidance</p> <p>Exemptions -Some individuals are exempt from wearing <a href="#">face coverings</a>.</p> <p>The office have a small contingency supply of face coverings available for people who:</p> <ul style="list-style-type: none"> <li>• are struggling to access a face covering</li> <li>• are unable to use their face covering as it has become damp, soiled or unsafe</li> <li>• have forgotten their face covering</li> </ul>					
A pupil is tested and has a confirmed case of coronavirus.	High	<p>In line with government advice:</p> <ul style="list-style-type: none"> <li>• Follow guidance from the Test and Trace team in the Health Protection Hub</li> <li>• Sample letters always ready to be adapted should a pupil test positive</li> </ul>	Med	Medium	Carol	Ongoing	Office Team to have contact details for Test and Trace Team easily accessible at all times
Pupil movement between lessons, at break time and lunchtime increases the risk of infection.	High	<p>Follow Master Risk Assessment for Return to school in phase one &amp; two and review all controls you previously applied to ensure they are still effective.</p> <p>Movement around the school kept to a minimum. Brief passing in corridors or playground is low risk.</p> <p>Avoid creating busy corridors, entrances and exits by;</p> <ul style="list-style-type: none"> <li>• Staggered start and finish times including different entrances and exits for classes</li> <li>• Staggered break and lunch times and pupils to learn and eat in their own classrooms</li> </ul>	Low	Low	Carol	Ongoing	Review control measures regularly

		If children are moving around the school social distancing measures between bubbles will be established and staff will all wear a mask.					
Ventilation	High	<p><b>Keeping occupied spaces well ventilated</b></p> <p>Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.</p> <p>This is achieved by:</p> <p>Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened fully during breaks to purge the air space. Opening internal doors can also assist with creating a throughput of air. Any fire doors that are kept open are done by using a dorguard that would automatically close in the case of a fire.</p> <p>Review ventilation within the school</p> <p>The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus out break <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a></p> <p>And</p> <p>CIBSE - <a href="#">CIBSE - Coronavirus COVID 19</a></p> <p>Provide more information</p> <p>See further information in T&amp;W Ventilation guidance</p>	Low	Low	Tricia	Ongoing	Review control measures regularly
Breakfast club/After school provisions	High	From 8 March, the school will resume its before and after-school educational activities and wraparound childcare for its pupils, where this provision is necessary to support parents to work, attend education and access medical care, and is as part of pupil's wider education and training.	Med	Medium	Carol	Ongoing	Review control measures

		<p>We will amend the Health Protection (Coronavirus, Restrictions) (All Tiers) (England) Regulations 2020 to allow for this. Vulnerable children can attend these settings regardless of circumstance.</p> <p>Review any Wrap around care and extra curriculum activities - can they take place safely?</p> <p>To ensure, where possible, the mixing of children is kept to a minimum, children will be kept in small, consistent groups. Entrance and exits to both clubs will be via the main school office. All children must be dropped off and collected by an adult. Breakfast Club will start at 7.45am with the latest admittance being 8.25am. All children must be collected from Afterschool Club by 6pm at the latest. Food will be served to their tables to avoid movement of pupils around the hall.</p> <p>Parents should be advised that they must only use this, where;</p> <ul style="list-style-type: none"> <li>• The provision is being offered as part of the school's educational activities (including catch-up provision)</li> <li>• The provision is as part of their child's efforts to obtain a regulated qualification or meet the entry requirements of an education institution</li> <li>• The use of the provision is reasonably necessary to support them to work, seek work, undertake education or training, attend a medical appointment or address a medical need or attend a support group</li> </ul>					regularly
Cleaning is not sufficiently comprehensive.	High	<p>Follow Master Risk Assessment for Return to school in phase one &amp; two and review all controls you previously applied to ensure they are still effective.</p> <p>Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach.</p> <p>Points to consider and implement:</p> <ul style="list-style-type: none"> <li>• putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes:</li> <li>• more frequent cleaning of rooms / shared areas that are used by different groups.</li> <li>• Allow time for cleaning surfaces in dining hall between groups</li> <li>• frequently touched surfaces being cleaned more often than normal</li> </ul>	Med	Medium	Carol	Ongoing	Regularly review control measures

		<ul style="list-style-type: none"> <li>different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet <ul style="list-style-type: none"> <li>encourage pupils to wash hands thoroughly after using the toilet</li> </ul> </li> </ul> <p>See further guidance for cleaning in educational settings for advise on general cleaning required in addition to the current advice on <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</p> <p>Review what cleaning products you use, know the contact time of the products and ensure the products are appropriate for the task.</p> <p>Review any equipment that is frequently used and how it is cleaned after use.</p> <p>Our classes will all have a cleaning kit and tables and touch points will be cleaned frequently. Tissues, bins and hand sanitiser will be available in each class for frequent use. Additional cleaning of toilets and other equipment will be carried out throughout the day.</p>					
Lettings	High	<p>Lettings that are out of school hours can recommence.</p> <p>Lettings to have Risk Assessments in place to manage social distancing and cleaning pre and post letting.</p> <p>Face coverings to be worn by all attendees of lettings (except when exempt) when approaching or in the building.</p> <p>Windows and doors to be kept open in areas used.</p>	Low	Low	Tricia	Ongoing	Review control measures regularly