

## CV-19 Risk assessment for Secondary Schools

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## **Overview**

As the country moves to Step 4 of the roadmap, the government continues to manage the risk of serious illness from the spread of the virus. This marks a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.

Our priority is for you to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

We have worked closely with the Department of Health and Social Care (DHSC) and Public Health England (PHE) to revise this guidance.

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**Summary: RISK ASSESSMENT for Secondary school from Step 4 onwards (19/07/2021)**

<b>Subject of Assessment</b>	Secondary school Step 4 onwards	<b>Assessment Date</b>	20/07/2021
<b>Location</b>	Plymouth High School for Girls		
<b>Assessor</b>	James Fenlon	<b>Review Date</b>	Weekly by SLT

Information: This risk assessment is to be read through completely. Note that this must be a dynamic risk assessment and changes may be made through an ad-hoc basis due to changes in Government advice; any possible cases of CV-19 etc

**Link to Government advice:**

Overall Collection: <https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

Specific Operational Guidance: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

**CONTROL MEASURES**

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a system of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

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

## INDIVIDUAL RISKS AND CONTROL MEASURES

Ref	The column below highlights key areas of risk	Control Measures	Risk Level	Additional school specific control measures to reduce risk	Residual Risk Level
1	<b>Pupil / Adult with symptoms before start of school</b>	<p>Pupils/staff who show symptoms should not attend site but should follow Government guidance to self isolate at home.</p> <p>Should phone into school to inform this.</p> <p>Should follow Trust/Government position on testing and self isolation.</p>	High	<p>Ensure frequent communication to parents and staff reminding them of this.</p> <p>Signage on entrances to remind pupils, staff and visitors of this.</p>	Medium
2	<b>Handwashing</b>	<p>Wash hands thoroughly with water and soap for 20 seconds at regular intervals – and at key moments in the school day (on arrival, before lunchtime etc) (or use alcohol based sanitiser around the site)</p> <p>Sanitiser points at key locations within the school site (entrances, exits, reception)</p> <p>Frequent reminders to staff and students to wash hands regularly</p> <p>Signage to reinforce this message throughout site and reminders to wash hands at appropriate times (arrival, before &amp; after lunch)</p> <p>Adequate supplies of soap in toilets.</p> <p>Alcohol based sanitiser in Reception</p> <p>Wash hands at appropriate and regular times (arrival, before and after lunch etc)</p> <p>Provide assistance for pupils who might not be able to clean hands independently (SEND)</p>	High	Built into school culture with communication to parents and staff as well as pupils.	Medium

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3	<b>Good respiratory hygiene</b>	<p>Tissues available in classrooms</p> <p>Pupils reminded of good hygiene</p> <p>Lidded bins emptied regularly-additional lidded bins to be placed in key locations</p> <p>Signage in all classrooms (Catch it, Bin It, Kill It)</p>	Medium		Medium
4	<b>Cleaning</b>	<p>Disinfectant spray bottle and blue paper towel available in each room</p> <p>Frequently touched surfaces to be cleaned often (door handles, items used by multiple children between each use)</p> <p>For some items (e.g. photocopiers and printers), additional items may be provided but note that wipes should not be used on photocopier touch screens.</p> <p>TFac staff will be explicitly asked to support the cleaning through the school sites – in particular, frequently touched items.</p> <p>Regional Facilities Manager to monitor stock levels of cleaning supplies for each site. To inform Head of Estates if it becomes difficult to source stock (Government assistance available)</p>	Medium		
5	<b>Ventilation</b>	<p>Ventilation is very important to limit the spread of the virus. Key message:</p> <p>Ensure that there is fresh air available at regular points for classrooms, offices and circulation areas. This could be done by opening windows all day or (if temperature is an issue) ensuring that there are regular changes of air by opening windows throughout the day at key points –lesson changeover, lunchtimes, after school etc.</p> <p>Internal doors can be opened to assist with natural ventilation</p> <p>External doors can be propped open if they are not fire doors.</p>	High		
6	<b>Corridors and stairwells</b>	<p>Ensure windows are open where possible, safe and still maintaining a comfortable temperature</p>	Medium		

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7	<b>Classrooms</b>	<p>Standard classrooms need a lidded bin for tissues.</p> <p>Where possible, windows and doors should be opened to maintain good ventilation.</p>	Low		
8	<b>Reception and Visitors</b>	<p>Hand sanitiser dispensers available on entry</p> <p>Communication to regular delivery as to procedure in place (no signature required for many companies now)</p> <p>Encourage good ventilation with windows open and doors propped open (as long as they are not fire doors or necessary for security)</p> <p>Ensure that a log of all visitors to schools is kept with dates, times and contact details to assist in "Test &amp; Trace" if required.</p>	High		
9	<b>Toilets - Pupils</b>	<p>Staff to monitor usage</p> <p>TFac staff to monitor stock levels of soap etc</p> <p>Clear signage on washing of hands</p> <p>Encourage good ventilation with windows open and extraction switched on</p>	Medium		
10	<b>Toilets – Staff</b>	<p>TFac staff to monitor stock levels of soap etc</p> <p>Clear signage on washing of hands</p> <p>Disinfectant spray, paper towels and disinfectant wipes available for staff to clean their own toilet area</p> <p>Encourage good ventilation with windows open and extraction switched on</p>	Medium		

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11	<b>Hall Spaces</b>	Encourage good ventilation with windows open and doors propped open (as long as they are not fire doors)	Medium		
12	<b>Offices</b>	Encourage good ventilation with windows open and doors propped open (as long as they are not fire doors)	Medium		
13	<b>Staffroom</b>	Encourage good ventilation with windows open and doors propped open (as long as they are not fire doors)	Medium		

14	<b>Transport</b>	<p><b>Public Transport</b></p> <p>Pupils should be encouraged to follow the Governments advice on transport:  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></p> <p>The Government does recommend that face coverings are worn on public transport and dedicated transport to school or college.</p>	Medium		
15	<b>Parental drop off and pick up</b>	Pupils to be reminded to sanitise hands on entrance / exit to school	Low		
16	<p><b>Subject Specific Arrangements</b></p> <p><b>Music</b></p>	<p>Pupils to wash hands before and after handling any instruments.</p> <p>Other standard classroom control measures to be applied (#7).</p>	Low		

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	<p>Link to further information from Musicians Association provided in Appendix 2</p>				
17	<p>Subject Specific Arrangements</p> <p>Science</p> <p>Link to further information from CLEAPSS provided in Appendix 2</p>	<p>Pupils to wash hands before and after handling any equipment</p> <p>Other standard classroom control measures to be applied (#7).</p>	Low		
18	<p>Subject Specific Arrangements</p> <p>PE</p> <p>See link to guidance from Association for Physical Education in Appendix 2</p>	<p>Ensure equipment is cleaned after use</p> <p>Ensure adequate ventilation is present in changing rooms and indoor spaces</p>	Low		
19	<p>Subject Specific Arrangements</p> <p>Art/DT/Catering</p> <p>See link to Guidance from Cleapss on DT/Catering/Art in Appendix 2</p>	<p>Pupils to wash hands before and after handling any equipment</p> <p>Other standard classroom control measures to be applied (#7).</p>	Low		

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20	<b>Subject Specific Arrangements</b>  <b>Computing</b>	Pupils to wash hands before and after handling any equipment  Other standard classroom control measures to be applied (#7).	Low		
21	<b>Subject Specific Arrangements</b>  <b>Drama / Performing Arts / Dance</b>	Increase ventilation in performing spaces where possible	Low		
22	<b>PPE</b>	<p><b>We will always follow the latest Government advice on what PPE is required at schools for staff, students and other stakeholders.</b></p> <p><b>Face coverings are no longer advised for pupils, staff and visitors in classrooms or in communal areas.</b></p>	Medium		
23	<b>First Aid</b>	<p>School should identify an individual to be responsible for first aid (provision, equipment and facilities)</p> <p>Accident reporting procedures to remain unchanged</p> <p>The minimum number of first aiders must be on site at all times.</p> <p>PPE to be available for first aiders: fluid-resistant surgical mask, disposable gloves, disposable apron and fluid-resistant surgical face mask. If there is a risk of splashing then suitable eye protection should also be worn. <b>This equipment should be kept apart from standard first aid equipment and only used when a suspected CV-19 case following Government guidelines</b></p> <p>Further information on first aid including CPR is available on:</p> <p><a href="https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov">https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</a></p>	High		

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24	<b>Pupil / staff shows Covid 19 symptoms whilst at school</b>	<p>Follow Government advice:</p> <p>If anyone becomes unwell with a new, continuous cough, a high temperature or loss of smell/taste in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE should 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, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough, a high temperature or loss of smell/taste, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p>	High		
25	<b>Actions following a confirmed case</b>	<p>When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to follow Government guidance on getting a PCR test and self-isolating.</p>	Medium		

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26	<b>Meetings</b>	Where meetings are held, ensure a well ventilated room is used.	Medium		
27	<b>School events (Open Evening, Parents evening)</b>	Complete an additional risk assessment (dependent on event) to ensure all 4 control measures are adequately reflected.	Medium	Dependent on risk assessment	
28	<b>Breakfast Clubs</b>	Ensure held in a well ventilated room	Medium		
29	<b>After School / Extra Curricular Provision</b>	After school clubs (including extra curricular provision) can resume	Medium		
30	<b>Pupils / Staff / Visitors returning from overseas</b>	Any pupils/staff returning from holiday should check the Government website for the latest advice on quarantine periods.	High		
31	<b>Fire / Evacuation</b>	All schools must relook at their fire plan and fire risk assessment to ensure any changes captured in this document are reflected in updated procedures. This should involve the school's facilities manager with assistance from the Regional Facilities Manager (RFM) and other key members of SLT. This might include: <ul style="list-style-type: none"> <li>• updated evacuation areas</li> <li>• updated registration details (moving to family group registration)</li> <li>• updated responsibilities for staff</li> <li>• maintain 2 metre social distancing between each family group and between each family group and other persons present where safe to do so</li> </ul>	High		

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		All changes to fire /evacuation procedures must be communicated to all staff, pupils and relevant stakeholders.			
32	<b>Shielded (extremely clinically vulnerable) pupil</b>	Should be at school (barring a limited number who have explicit direction from the NHS to not attend)	Medium		
33	<b>Shielded (extremely clinically vulnerable) staff member</b>	Staff who are clinically extremely vulnerable should attend the workplace.	Medium		
34	<b>Clinically vulnerable Pupil</b>	Pupils should attend the educational setting	Low		
35	<b>Clinically vulnerable Staff member</b>	Staff members who are clinically vulnerable should attend the workplace	Low		
36	<b>Living in the same household with a shielded person (extremely clinically vulnerable) – Pupil or Staff</b>	People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend work.	Low		

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37	<b>Living in the same household with a clinically vulnerable person</b>	Child or staff member can still attend their education setting or work/	Low		
38	<b>BAME Staff</b>	Headteachers should consider any BAME staff whilst completing this risk assessment - an individual risk assessment is available for these staff (please contact the relevant HR Partner) if required.  You can read our equality impact assessment on our Trust COVID- 19 pages, password TSATCOVID	Medium		
39	<b>Pregnancy</b>	Women who are 28 weeks pregnant and beyond or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, should take a more precautionary approach – this group contact their line manager for further support	Medium		
40	<b>School Trips</b>	When booking trips, ensure that there is financial protection in place. Anyone planning an international trip in 2021 -22 should inform James Fenlon ( <a href="mailto:j.fenlon@tsatrust.org.uk">j.fenlon@tsatrust.org.uk</a> ) giving at least 3 months notice. It is recommended that no deposits are collected until advice has been sought from James Fenlon and the RPA in terms of insurance.  Domestic, domestic residential and adventurous trips can be planned and carried out as normal using the Evolve system and local systems. Please ensure that the risk of covid is identified on the risk assessment.	Medium		
41	<b>Evening / Weekend Lets</b>	Please ensure that any lets returning can provide a full and proper risk assessment for their return	Low		

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42	<b>Student wellbeing</b>	Pastoral staff to plan likely mental health, pastoral or wider wellbeing support for children returning to school (for example, bereavement support) – led by LL	High		
43	<b>Staff Wellbeing</b>	<p>All employees have access to the Trusts Employee Assistance Programme, which offers unlimited access to information, advice and emotional support on a number of wellbeing subjects including stress. Employees can access this site at <a href="http://www.my-eap.com/login">www.my-eap.com/login</a>. Password available on the FAQs available to all staff</p> <p>Employees can also access the 24 hours a day 365 days a year counselling support phone line on 0800 1116 387. Via this hotline employees can be assessed for access to four face to face counselling sessions.</p> <p>For information guidance and advice to help cope during these uncertain times you can visit the Trust wellbeing pages, <a href="https://www.tsatrust.org.uk/about/thinking-you/">https://www.tsatrust.org.uk/about/thinking-you/</a> and contact HR for the password</p> <p>You can also email the <b>TSAT HR team</b> at <a href="mailto:HR@tsatrust.org.uk">HR@tsatrust.org.uk</a> to arrange a telephone call to discuss any concerns that you may have.</p>	Medium		
44	<b>Asymptomatic Testing</b>	<p>School will provide support for members of staff (to include teaching, support, local central and associated contractors e.g. cleaning and catering) with access to 2 Lateral Flow Test Devices per week and associated help with recording and reporting results -this will take place through September</p> <p>Pupils to have 2 supervised tests in the first 10 days of returning to school, before moving onto home testing kits which should be completed twice a week through September</p> <p>Family members of students and staff can access home testing kits (see Government advice at : <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/</a>)</p>	Low		

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RISK RATING MATRIX (PHYSICAL)

**Risk level = Severity x Likelihood**

Severity (S)	Likelihood (L)		
	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Fatality; major injury or illness causing long term disability (High)	<b>HIGH (H)</b>	<b>HIGH (H)</b>	<b>MEDIUM (M)</b>
Injury or illness causing short term disability (Medium)	<b>HIGH (H)</b>	<b>MEDIUM (M)</b>	<b>LOW (L)</b>
Other injury or illness (Low)	<b>MEDIUM (M)</b>	<b>LOW (L)</b>	<b>LOW (L)</b>

## RISK RATING MATRIX (EMOTIONAL)

Risk Rating Matrix (RR)	Likelihood (L)		
Severity (S)	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Death/suicide, severe depression, long term mental health issues Long term / repeated deliberate risk-taking. Emotional impact severe enough to trigger referral to another service e.g. CAMHS/GP/EP and/or significant medical intervention e.g. attempted suicide/anorexia/school refusal (High)	HIGH (H)	HIGH (H)	MEDIUM (M)
Emotional response that results in deteriorating / erratic attendance, withdrawing / not engaging, anxiety, fear, worry, impacts on behaviour of others (e.g. negativity, irritability, negative emotions, lacks of concentration, lack of motivation) (Medium)	HIGH (H)	MEDIUM (M)	LOW (L)
Significant distress or upset that can be addressed or resolved within a few days i.e. has no lasting negative impact Upset/ distress that subsides relatively quickly and with minimal additional support i.e. within a day or so	MEDIUM (M)	LOW (L)	LOW (L)

Residual Risk is the risk that remains after the additional control measures are in place.



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## **APPENDICES**

### APPENDIX 1 SUBJECT SPECIFIC GUIDANCE

#### **Link to CLEAPSS Guidance on Science practical work**

<http://science.cleapss.org.uk/Resource/GL343-Guide-to-doing-practical-work-during-the-COVID-19-Pandemic-Science.pdf>

#### **Additional Music Teaching guidance:**

<https://musiciansunion.org.uk/working-performing/coronavirus-guidance/workplace-advice/music-teaching-during-covid-19>

#### **Additional Physical Education (PE) guidance:**

<https://www.afpe.org.uk/physical-education/wp-content/uploads/Updated-COVID-19-Guidance-July-2020.pdf>

<https://www.afpe.org.uk/physical-education/wp-content/uploads/afPE-Covid-19-FAQs-September-2020-Final-1.pdf>

#### **Link to CLEAPSS Guidance on DT/Art/Catering practical work**

<http://dt.cleapss.org.uk/Resource-File/GL344-Guidance-on-practical-work-during-the-COVID-19-pandemic-D-T.pdf>

Link to Government document on Working Safely in the Performing Arts (not school specific but useful)

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

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APPENDIX 2: OUTBREAK MANAGEMENT PLAN (TO FOLLOW)

APPENDIX 3: GRID OF CONTROLS (TO FOLLOW)

APPENDIX 4: COVID RESPONSE FLOWCHART (TO FOLLOW)

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## APPENDIX 5: SCHOOL WORKFORCE

School leaders are best placed to determine the workforce required to meet the needs of their pupils.

Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the guidance on protecting people who are CEV from COVID-19.

Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. Employers should be able to explain the measures they have in place to keep CEV staff safe at work. The Health and Safety Executive (HSE) has published guidance on protecting vulnerable workers, including advice for employers and employees on how to talk about reducing risks in the workplace.

We welcome your support in encouraging vaccine take up and enabling staff who are eligible for a vaccination to attend booked vaccine appointments where possible even during term time.

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>