



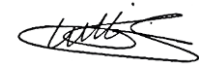
# **St Bede's Catholic College**

**Risk Assessment: Operation from 1<sup>st</sup> September 2020**

**Response to Coronavirus (COVID – 19)**

**(Version 10 27/01/22)**

## Section 1

<b>Establishment:</b> <b>St Bede's Catholic College</b>	<b>Date of Assessment:</b> <b>27<sup>th</sup> January 2022</b>	<b>Review date:</b> <b>Start of Term 4 February 2022</b>
<b>Assessed by:</b> Please note all those involved should sign up to this assessment. Print below: <b>NAME:</b>	<b>Staff signatures:</b>	
Mrs Morris (Chair of Governors)		
Mr R King (Principal)		
Mr V Curnock (Assistant Principal - Health & Safety)		
Mr G McNamara ( Union Representative)		
Mr W Haskins (Premises Manager)		
<b>We have read and understood this RA and our role in its implementation.</b>		

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## Part A: Background and Context

### This risk assessment has been developed with reference to:

- Schools Covid-19 operational guidance (July 2021 – Updated 2 January 2022) [schools COVID-19 operational guidance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/101222/schools_COVID-19_operational_guidance.pdf).
- Actions for early years and childcare providers during the COVID-19 pandemic (July 2021 – Updated 14<sup>th</sup> December 2021) [Early years and childcare: coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/101222/early_years_and_childcare_coronavirus_COVID-19_-_GOV.UK.pdf)
- SEND and specialist settings: additional COVID-19 operational guidance (6 July 2021- Updated 2 December 2021) [SEND and specialist settings - additional operational guidance: COVID-19 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/101222/SEND_and_specialist_settings_-_additional_operational_guidance_COVID-19.pdf)
- Contingency Framework: Education and childcare settings (August 2021 – Updated 15 December 2021) [Contingency framework: education and childcare settings \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/101222/contingency_framework_education_and_childcare_settings.pdf)

## **Rationale for guidance for schools from September 2021.**

Government guidance has been developed on the premise that disruption to children and young people's education must be minimised. The [Evidence summary: COVID-19 - children, young people and education settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/evidence/summaries/covid-19-children-young-people-and-education-settings) sets out the evidence relevant to, and in support of, the government's decision to revise the guidance on the COVID-19 safe working and protective measures that have been used within settings, colleges and early years settings in England during the pandemic.

In making this decision, the government has balanced education and public health considerations – weighing the impact of these measures on teaching, educational attainment, the health and wellbeing of children, pupils, students and staff and the functioning of schools, colleges and early years settings, against the COVID-19 risks in a context that has now fundamentally changed due to the success of the vaccination programme.

## **Version 9 Update to above issued on 2 January 2022 (reproduced directly from the guidance). Minor Update 10 January re: changes to a positive Lateral Flow Test**

The government continues to manage the risk of serious illness from the spread of the virus. The Prime Minister announced on 27 November the temporary introduction of new measures as a result of the Omicron variant and on 8 December that Plan B, set out in the autumn and winter plan 2021, was being enacted. As a result, these measures are reflected in this guidance for schools. This advice remains subject to change as the situation develops.

COVID-19 continues to be a virus that we learn to live with and the imperative to reduce the disruption to children and young people's education remains. 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 the United Kingdom Health Security Agency (UKHSA) to revise this guidance

## **Version 10: Updated on 27<sup>th</sup> January 2022 to reflect the removal of additional measures introduced as part of 'Plan B'**

### **Contingency Planning**

Government guidance requires settings to have an Outbreak Management Plan (sometimes called contingency plan) outlining how they would operate if any of the following circumstances applied to their setting or area:

- a COVID-19 outbreak within a setting

- if there is extremely high prevalence of COVID-19 in the community and other measures have failed to reduce transmission
- as part of a package of measures responding to a Variant of Concern (VoC)

This includes how we would ensure every child, pupil or student receives the quantity and quality of education and care to which they are normally entitled.

If necessary we will reinstate relevant control measures from our 2020-21 risk assessment to address the areas set out in [Contingency framework: education and childcare settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/contingency-framework-education-and-childcare-settings)

### **Control Measures**

This risk assessment addresses the essential control measures set out in the government guidance referred to above. They are as follows:

#### ***Settings should:***

- 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.***

We have adapted this risk assessment in consultation with relevant partners including trade union representatives where available. This risk assessment will be made publicly available to those who wish to see it.

### **Part B:**

What is the <b>Task/Activity</b> or <b>Environment</b> you are assessing?	What <b>Hazards</b> are present or may be generated?  (Use a row for each one identified)	<b>Who</b> is affected or exposed to hazards?	What <b>Severity of Harm</b> can reasonably be expected?	What <b>Precautions (Existing Controls)</b> are already in place to either eliminate or reduce the risk of an accident happening?	What <b>Likelihood</b> is there of an accident occurring?	What is the <b>Risk Rating</b> ?
<b>1: ENSURE GOOD HYGIENE FOR EVERYONE</b>						
Hand hygiene	Poor hand hygiene increases the likelihood of infection from coronavirus	Pupils and staff	Serious	<p>Opportunities are provided for staff and pupils to clean their hands with soap and water and dry thoroughly:</p> <ul style="list-style-type: none"> <li>● on arrival at setting</li> <li>● after using the toilet</li> <li>● after breaks and sporting activities</li> <li>● before food preparation</li> <li>● before eating any food, including snacks</li> <li>● before leaving setting</li> <li>● after sneezing/coughing.</li> </ul> <p>Covered bins available for disposal of paper towels will be emptied periodically during the day.</p> <p>Signage about how to wash hands properly, is on display and reinforced with pupils.</p> <p>Where sinks are not easily accessible hand sanitiser will be available.</p> <p>Supervision by staff is provided as needed.</p>		Low
Respiratory Hygiene	Poor respiratory hygiene increases the likelihood of infection from exposure to coronavirus.	Pupils and staff	Serious	<p>Catch it, kill it, Bin it – tissues are available in all classrooms, staffroom and reception at a minimum. The message is reinforced with pupils.</p> <p>Covered bins are available for the disposal of used tissues.</p>		Low

## 2. MAINTAIN APPROPRIATE CLEANING REGIMES

Cleaning	Person contracts COVID 19 as a result of inadequate cleaning	Pupils and staff	Serious	<p><b>WE HAVE REVIEWED THE CLEANING ARRANGEMENTS SET OUT BELOW TO ENSURE THAT ALL HIGH-RISK AREAS ARE COVERED IN OUR SCHEDULE</b></p> <p>For settings employing their own cleaners: Our cleaning specification has been reviewed to ensure we comply with requirements set out in <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Where our own cleaners and/or additional staff are required to undertake cleaning duties we have ensured that they have received appropriate training and are provided with PPE, as set out in guidelines above. This also applies to other staff who may be asked to carry out cleaning duties during this period.</p> <p>We have identified cleaning of high-risk areas to be undertaken throughout the setting day to include:</p> <ul style="list-style-type: none"> <li>● Door handles</li> <li>● Kettles</li> <li>● Taps</li> <li>● Switches</li> <li>● Phones</li> <li>● Laptops /</li> <li>● Printers and photocopiers</li> <li>● Staffroom/ food preparation</li> <li>● Surfaces that pupils are touching e.g.: toys, books, chairs, tables, doors, sinks, toilets, bannisters, light switches, etc.</li> </ul> <p>As a minimum, frequently touched surfaces will be wiped down twice a day, and one of these should be at the beginning or the end of the working day. Cleaning will be more frequent depending on the number of people using the space, whether they are entering and exiting the setting and access to handwashing and hand-sanitising facilities. Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens.</p>		Low
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Safe use of cleaning products	Inappropriate exposure to cleaning product results in allergic reaction/ poisoning etc  Storage arrangements of cleaning product change increasing potential for unauthorised 'use' by pupils.	Pupils and staff	Serious	All staff involved in cleaning duties will receive training re: safe use and storage of cleaning materials.  PPE will be provided for all cleaning activities.  Safety data sheets for cleaning products are available.  Only recommended cleaning products will be used.		Low
	Use of hand sanitiser: potential for improper use and ingestion.	Pupils and staff	Serious	We are providing/allowing the use of hand sanitisers that contain at least 60% alcohol.  Staff supervision provided as required  We have obtained the Safety Data Sheet for the product(s) They advise on action to be followed if the sanitiser is not used as designed i.e., a child drinks some; it gets in eyes etc.  This will also help with potential reactions to the product.  We have and will secure adequate supplies of the product and provide it, especially in areas such as reception to the building(s).		Med
<b>3. KEEP OCCUPIED SPACES WELL VENTILATED</b>						
Ventilation (Open windows and doors are	Falls from height (open windows)	All premises occupants	Serious	Whilst taking into consideration the necessity to increase ventilation by improving air circulation within the building we have advised staff that window opening restrictors must not be removed.		Low



recommended as a means of improving air circulation within the building)	Additional doors and windows are left open compromising site security/fire safety.	All premises occupants	Serious	<p>We have reviewed our site and identified doors that could remain open without compromising fire safety/ and or security.</p> <p>Here, for high-risk areas such as kitchens and boiler rooms fire doors will be kept in the closed position. Lower risk rooms such as classrooms and offices may be propped open with removeable things - a weight or wedge - if there are people present who will be tasked with removing it if the alarm goes off and at the end of the day.</p> <p>Door guards etc, will continue to be used to improve circulation in the building (and also reduce the need for touching the door handles).</p>		
	<p>Inadequate ventilation contributes towards the spread of coronavirus.</p> <p>Open windows in the winter months mean that the temperature in buildings is uncomfortable.</p>	All premises occupants	Serious	<p>We will ensure that our building is heated to a temperature whereby staff and pupils can work comfortably whilst endeavouring to ensure that there are measures in place to ensure good ventilation.</p> <p>This will be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> <li>mechanical ventilation systems – these will be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply). Here, we have taken advice from our contractors re: the suitability of our air conditioning system for use at this time and taken the following action:</li> <li>natural ventilation – opening windows (in cooler weather windows will be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air</li> </ul>		Low

				<ul style="list-style-type: none"> <li>natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</li> </ul> <p>We note the following advice from HSE:</p> <p><a href="https://www.hse.gov.uk/temperature/thermal/managers.htm">https://www.hse.gov.uk/temperature/thermal/managers.htm</a></p> <p><a href="https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems">https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems</a></p> <p>NB: Minimum workplace temperature is 16 degrees centigrade.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures will also be used as appropriate:</p> <ul style="list-style-type: none"> <li>opening high level windows in preference to low level to reduce draughts</li> <li>increasing the ventilation while spaces are unoccupied (e.g., between classes, during break and lunch, when a room is unused)</li> <li>providing flexibility to allow additional, suitable indoor clothing. Including advising staff and pupils re: the value of layering clothing.</li> <li>rearranging furniture where possible to avoid direct drafts</li> </ul> <p><b>NB: Further detail re CO2 monitoring to follow when made available from Gov't.</b></p>		
Ventilation – Use of CO2 monitor	Poor positioning of CO2 monitor gives inaccurate or misleading readings	All premises occupants	Serious	<p><b>We note</b> CO2 levels vary within an indoor space. It's best to place CO2 monitors at head height and away from windows, doors, or air supply openings.</p> <p>Monitors should also be positioned at least 50cm away from people as their exhaled breath contains CO2. If monitors are too close, they may give a misleadingly high reading.</p> <p>Measurements within a space can vary during the day due to changes in numbers of occupants, activities, or ventilation rates. Doors and windows being open or closed can also have an effect.</p>		Low

				<p>The amount of CO2 in the air is measured in parts per million (ppm). If our measurements in an occupied space seem very low (far below 400ppm) or very high (over 1500ppm), it's possible our monitor is in the wrong location. We will move it to another location in the space to get a more accurate reading.</p> <p>Instantaneous or 'snapshot' CO2 readings can be misleading. We will take several measurements throughout the day frequently enough to represent changes in use of the room or space. Then calculate an average value for the occupied period.</p> <p>We note the need to repeat monitoring at different times of the year as outdoor temperatures change and this will affect worker behaviour relating to opening windows and doors when your space relies on natural ventilation.</p> <p>Our readings will help us decide if a space is adequately ventilated.  <b>We will record and retain these readings.</b></p>		
	Inaccurate reading of CO2 monitors leads to misinterpretation of ventilation levels within a room.	All premises occupants	Serious	<p><b>We will</b></p> <ul style="list-style-type: none"> <li>• Check our monitor is calibrated before making CO2 measurements. Follow the manufacturer's instructions, including the appropriate warm-up time for the device to stabilise.</li> <li>• Know how to use our portable monitor correctly, including the time needed to provide a reading.</li> <li>• Take multiple measurements in occupied areas to identify a suitable sampling location to give a representative measurement for the space. In larger spaces it is likely that more than one sampling location will be required.</li> <li>• Take measurements at key times throughout the working day and for a minimum of one full working day to ensure our readings represent normal use and occupancy.</li> </ul>		Low

				<ul style="list-style-type: none"> <li>Record CO2 readings, number of occupants, the type of ventilation you're using at the time and the date. These numbers will help you use the CO2 records to decide if an area is poorly ventilated</li> </ul>		
	Inadequate response to CO2 monitor readings			<p>CO2 measurements will be used as a broad guide to ventilation within a space rather than treating them as 'safe thresholds'.</p> <p>We note that outdoor levels are around 400ppm and indoors a consistent CO2 value less than 800ppm is likely to indicate that a space is well ventilated.</p> <p>An average of 1500ppm CO2 concentration over the occupied period in a space is an indicator of poor ventilation. We will take action to improve ventilation where CO2 readings are consistently higher than 1500ppm.</p> <p>However, where there is continuous talking or singing, or high levels of physical activity (such as dancing, playing sport or exercising), providing ventilation sufficient to keep CO2 levels below 800ppm is recommended.</p> <p><u><a href="https://www.hse.gov.uk">Identifying poorly ventilated areas by using CO2 monitors (hse.gov.uk)</a></u></p> <p>DfE 'How to' Use CO2 monitors in education and childcare settings <u><a href="https://www.gov.uk/government/publications/schools-colleges-handbook">Schools &amp; Colleges handbook (70p.co.uk)</a></u></p>		Low
<b>4. FOLLOW PUBLIC HEALTH ADVICE ON TESTING, SELF ISOLATION AND MANAGING CONFIRMED CASES OF COVID-19</b>						
Engagement with the NHS Test and Trace Process. Access to testing	Failure to follow PHE/ NHS Test and Trace procedures increases the likelihood of exposure to coronavirus in	Pupils and staff	Serious	<p>Relevant staff understand the NHS Test and Trace process and how to contact their local Public Health England health protection team.</p> <p>Where necessary we will direct members of the setting community with symptoms of coronavirus to <u><a href="https://www.gov.uk/government/coronavirus-19-qa">Get a free PCR test to check if you have coronavirus (COVID-19) - GOV.UK (www.gov.uk)</a></u></p>		

	the setting community.			<p>Home test kits are available in our setting and will be offered in the exceptional circumstance that we believe an individual may have barriers to accessing testing elsewhere. We note that it is for settings to determine how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils, and will therefore provide these to staff or pupils on the basis of an agreed set of criteria to be determined by the setting.</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-settings-and-fe-providers/coronavirus-covid-19-home-test-kits-for-settings-and-fe-providers">https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-settings-and-fe-providers/coronavirus-covid-19-home-test-kits-for-settings-and-fe-providers</a></p> <p>We will ask parents and staff to inform us immediately of the results of a test.</p>		
Contact with infected persons/ exposure to the virus within the setting.	Person contracts coronavirus as a result of direct contact with an infected person (or a symptomatic person) entering the premises.	Pupils and staff	Serious	<p>Guidance has been issued to the entire school community.</p> <p>If anyone in the setting becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must stay at home and are advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection:</p> <p><u><a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk)</a></u></p> <p>Note: The self-isolation advice for people with coronavirus (COVID-19) has changed. It is now possible to end self-isolation after 5 full days if you have 2 negative LFD tests taken on consecutive days. The first LFD test should not be taken before the fifth day after your symptoms started (or the day your test was taken if you did not have symptoms). The self-isolation period remains 10 full days for those without negative results from 2 LFD tests taken a day apart.</p> <p>From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-</p>		

				<p>19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result.</p> <p>Daily testing of close contacts applies to all contacts who are:</p> <ul style="list-style-type: none"> <li>• fully vaccinated adults – people who have had 2 doses of an approved vaccine</li> <li>• all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status</li> <li>• people who are not able to get vaccinated for medical reasons</li> <li>• people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine</li> </ul>		
	Contact with those developing symptoms of the virus during the working day.	Pupils and staff	Serious	<p>If anyone in our setting develops COVID-19 symptoms, however mild, they will be sent home and advised to get a PCR test and follow public health advice.</p> <p><u><a href="https://www.nhs.uk">When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)</a></u></p> <p>Most recent guidance re: What to do if a pupil is displaying signs of coronavirus has been shared with all staff.</p> <p>If a child is awaiting collection, they will be moved, via a route involving the shortest possible internal distance to the Lecture Theatre entrance 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 will be opened for ventilation. If it is not possible to isolate them, we will 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, we endeavour that they will use a separate bathroom if possible.</p>		

				<p>The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE will 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 we will call 999 if they are seriously ill or injured or their life is at risk. We will not suggest a visit to the GP, pharmacy, urgent care centre or a hospital.</p> <p>Staff are instructed to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. We will clean the affected area with normal household disinfectant after someone with symptoms has left to reduce the risk of passing the infection on to other people. See <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>		
Lateral Flow Testing (Asymptomatic testing)	Non participation in Lateral Flow Testing means that asymptomatic cases are undetected within the setting community.	Pupils and staff	Serious	<p>The opportunity for all adults in England to participate in lateral flow testing has been publicised amongst the setting community.</p> <p><u>Regular rapid coronavirus (COVID-19) tests if you do not have symptoms - NHS (www.nhs.uk)</u></p> <p>Our setting workforce (including regular contractors and visitors) has the opportunity and been provided with sufficient testing kits to participate in lateral flow testing twice a week at home.</p> <p>We will ask parents and other visitors to take a lateral flow device (LFD) test before entering the school.</p> <p>From September 2021 we note this arrangement will also apply to all secondary pupils once two lateral flow tests have been completed at setting (3-5 days apart).</p> <p>(Secondary settings only) there is a process in place to ensure that all students are provided with sufficient home testing kits.</p>		

				<p>We have sufficient test kits available to provide additional kits to staff and pupils in the event they are recommended to increase the frequency of testing (eg: in the case of a local outbreak).</p> <p>Confirmatory PCR tests</p> <p>We will follow the latest government guidance on confirmatory PCR tests in <a href="#"><u>Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk)</u></a> following a positive lateral flow test.</p> <p>We note that from Tuesday 11 January 2022 anyone in England who receives a positive lateral flow device (LFD) test result should report their result on <a href="#"><u>Report a COVID-19 rapid lateral flow test result - GOV.UK (www.gov.uk)</u></a> and must self-isolate immediately, but will not need to take a follow-up PCR test.</p> <p>After reporting a positive LFD test result, they will be contacted by NHS Test and Trace so that their contacts can be traced.</p>		
	Lateral Flow Testing process is not implemented correctly leading to inaccurate results and/or inadequate follow up of positive test results	Pupils and staff	Serious	<p>EITHER</p> <p>A separate risk assessment is in place to cover the arrangements for Lateral Flow Testing.</p>		



<p>Management of confirmed cases of coronavirus</p>	<p>Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the setting community.</p> <p>Anxiety and dissent within the setting community</p>	<p>Pupils and staff</p>	<p>Serious</p>	<p>We note that close contacts of those testing positive with coronavirus will be identified via NHS Test and Trace. We note that we may be contacted in exceptional cases to identify close contacts.</p> <p>Records will be kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test &amp; Trace.</p> <p>We note the thresholds, detailed below, can be used by settings as an indication for when to seek public health advice if they are concerned. For most education and childcare settings, whichever of these thresholds is reached first:</p> <ul style="list-style-type: none"> <li>• 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or</li> <li>• 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period.</li> </ul> <p>We will seek public health advice if a pupil or staff member is admitted to hospital with COVID-19. Hospitalisation could indicate increased severity of illness or a new variant of concern.</p> <p>Alternatively, we will call the Department for Education's existing coronavirus (COVID-19) helpline number on 0800 046 8687, and select option 1</p> <p>For all cases relating to staff, see the guidance for workplaces: NHS Test and Trace in the workplace Employers should call the Self-Isolation Service Hub on:</p> <p>020 3743 6715 as soon as they are made aware that any of their workers have tested positive. If cases amongst staff mean a setting meets the threshold, described above, employers will need to provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts. This will ensure that all workplace contacts are registered with NHS Test and Trace and can receive the necessary public health</p>		
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				<p>advice, including the support available to help people to self-isolate.</p> <p>Where applicable we will advise temporary staff of their entitlement to <u>Test and Trace Support Payments</u>, noting that this support is only for the temporary staff who settings decide not to engage in home working and who are not being paid during self-isolation. To be eligible for a Test and Trace Support Payment, the individual must be living in England, meet the eligibility criteria and be formally advised to self-isolate by NHS Test and Trace, who will provide the individual with an NHS Test and Trace Account ID.</p> <p>We will also extend this advice to parents/ carers of children who have been asked to self-isolate as they may be applicable for this payment in some cases.</p> <p><u>Claiming financial support under the Test and Trace Support Payment scheme - GOV.UK (<a href="http://www.gov.uk">www.gov.uk</a>)</u></p>		
NHS COVID-19 App	Inadequate response to alerts provided by use of NHS COVID-19 App	Pupils and staff	Serious	This guidance has been withdrawn. However, the App still remains in use so content has been retained in this risk assessment.		
Vaccination of pupils	Pupils are unable to be vaccinated at school leading to increased rates of infection and disruption to education.	Pupils and staff	Serious	<p>We have measures in place to administer the programme as set out in the guidance below.</p> <p>This guidance was updated in December 2021 as pupils who are twelve and over are now being offered 2 doses of vaccine.</p> <p><u>COVID-19 vaccination programme for children and young people: guidance for schools - GOV.UK (<a href="http://www.gov.uk">www.gov.uk</a>)</u></p>		

	School is targeted by those opposed to the vaccination programme. Potential for injury or distress within the school community.	Pupils and staff	Serious	<p>We have discussed potential alternative entry/access routes to the site which could be deployed if necessary to bypass any protestors.</p> <p>Concerns are shared with the police (101) or 999 for criminal behaviour.</p> <p>A media statement is prepared.</p> <p>Staff are briefed on their roles in potential interaction with protestors bearing in mind our site is private, minimising disruption and supporting any pupils distressed by demonstration.</p>		
Containing any local outbreak	Disruption to pupils' education	Pupils and staff	Serious	We have developed a Contingency Plan to ensure that the education of affected groups of pupils is maintained in the event of increased restrictions or closure. This will include the provision of remote learning.		
	Parents/carers of a child with symptoms of coronavirus refuse to keep them at home.	Pupils and staff	Serious	<p><b>We note government guidance:</b></p> <p>'If a parent or carer of a pupil with coronavirus or with a suspected case of coronavirus insists on their child attending your setting, we will take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.</p> <p>Our decision will be carefully considered in light of all the circumstances and current public health advice'</p>		
<b>5. USE OF FACE COVERINGS</b>						
	Failure to use face covering in areas where it is difficult to maintain social distancing increases the likelihood of	Pupils and staff	Serious	<p>Government guidance from 19 July 2021 is as follows: <b>Government expects and recommends that people wear face coverings in crowded areas such as public transport</b>".</p> <p><u><a href="https://www.gov.uk">Moving to step 4 of the roadmap - GOV.UK (www.gov.uk)</a></u></p> <p>Whilst face coverings are no longer mandatory in settings, we recognise that individual staff and pupils may still wish to wear these and will allow them to do this.</p>		

	<p>exposure to coronavirus in the setting community.</p>		<p>NB: Use of face coverings could be reinstated as part of our Contingency Plan (See Section A).</p> <p>On dedicated transport we note government guidance that recommends children and young people aged 11 and over continue to wear a face covering when travelling to secondary school or college. <u><a href="https://www.gov.uk/government/guidance/dedicated-transport-to-schools-and-colleges-covid-19-operational-guidance">Dedicated transport to schools and colleges COVID-19 operational guidance - GOV.UK (www.gov.uk)</a></u></p> <p>From 2 January 2022 recommendations for each phase are as follows:</p> <p>Secondary:</p> <p><i>Where pupils in year 7 (which would be children who were aged 11 on 31 August 2021) and above are educated, we recommend that face coverings should be worn by pupils, staff and adult visitors when moving around the premises, outside of classrooms, such as in corridors and communal areas. This is a temporary measure.</i></p> <p><i>Pupils in these schools must also wear a face covering when travelling on public transport and should wear it on dedicated transport to and from school</i></p> <p><i>From January 4th, we also recommend that in those schools where pupils in year 7 and above are educated, face coverings should be worn in classrooms. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. This will also be a temporary measure.</i></p> <p>All phases:</p> <p><i>We would not ordinarily expect teachers to wear a face covering in the classroom if they are at the front of the class, to</i></p>		
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				<p><i>support education delivery, although settings should be sensitive to the needs of individual teachers.</i></p> <p>From 20 January, face coverings are no longer advised for pupils, staff and visitors in classrooms. From 27 January, face coverings are no longer advised for pupils, staff and visitors in communal areas.</p> <p>From 27 January, staff and pupils should follow wider advice on face coverings outside of school, including on transport to and from school. In circumstances where face coverings are recommended A director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt). You should make sure your contingency plans cover this possibility.</p>		
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**6. USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)** (A face covering is not PPE because they are not designed to protect the wearer from infection from coronavirus).

Use of Personal Protective Equipment (PPE) (Mainstream)	Incorrect use exacerbates the risk of further infection.	Pupils and staff	Serious	<p>“The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> <li>• children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</li> <li>• if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask</li> </ul>		
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				<p>should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn"</p> <p>We are complying with the above and are using our local supply chains to obtain PPE.</p> <p>We will ensure that, staff who are likely to have to support pupils in the circumstances identified above and potentially in the administration of some first aid have access to appropriate equipment and training in its correct use and disposal.</p> <p>See:</p> <p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/911313/PHE_quick_guide_to_doffing_doffing_PPE_standard_health_and_social_care_settings.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/911313/PHE_quick_guide_to_doffing_doffing_PPE_standard_health_and_social_care_settings.pdf</a></p>		
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## 7: SETTING WORKFORCE

Staff wellbeing	Staff anxiety re: potential exposure to the virus.	All staff	Serious	<p>Where necessary Individual discussions are held with staff to identify concerns. (NB: recognising that some could be experiencing bereavement, mental health issues, etc.).</p> <p>We have signposted to relevant counselling services. Including the <a href="#">Education Support Partnership</a> which provides a free helpline for setting staff and targeted support for mental health and wellbeing.</p> <p>HR advice is available if required.</p> <p>We are working with the trade unions.</p> <p><a href="https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf">https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf</a></p>		
Staff training (including induction for supply	Staff are not aware or do not understand the	All staff	Serious	<p>In preparation for a full return on 1 September 2021 training and written instruction were provided re: operating procedures outlined in this risk assessment to all staff.</p>		

teachers and other visiting staff).	requirements for working safely.			<p>This includes:</p> <ul style="list-style-type: none"> <li>• What to do if they suspect that they or a member of their household has coronavirus (including testing arrangements)</li> <li>• Day to day organisations and procedures including arrangements for cleaning,</li> <li>• Procedures to follow if they suspect that a child in their group is displaying coronavirus symptoms</li> <li>• Site security and fire safety including evacuation and lockdown procedures.</li> </ul> <p>Use of PPE (where applicable).</p>		
Individual staff requirements	Concerns from staff in identified work groups	Clinically extremely vulnerable	Fatal/ Major	<p>We have taken note of government guidance issued on 24/12/21</p> <p><u><a href="https://www.gov.uk/guidance/protecting-people-who-are-clinically-extremely-vulnerable-from-covid-19">Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</a></u></p> <p>We note that the government's 'Plan B' arrangements from 13 December recommend that office workers who can work from home should do so. Here, anyone who cannot work from home, such as those involved in the face-to-face provision of education, should continue to go to their place of work.</p> <p>Guidance for schools states that '<i>School leaders are best placed to determine the workforce required to meet the needs of their pupils. School leaders will need to consider whether it is possible for specific staff undertaking certain roles to work from home without disrupting to face-to-face education.</i>'</p> <p>We will continue to discuss with CEV employees how they can be supported to carry out their duties in the workplace.</p>		

	Concerns from staff in identified work groups	Pregnant women	Serious	<p>We will follow the specific <u>guidance for pregnant employees</u> because pregnant women are considered CV. In some cases, pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply. We will follow the same principles for pregnant pupils, in line with our wider health and safety obligations.</p> <p>NB Further <u>guidance and advice on coronavirus (COVID-19) and pregnancy from the Royal College of Gynaecologists</u>.</p>		
Use of volunteers	Potential for the introduction of coronavirus into the setting	Pupils & Staff	Serious	<p>Volunteers may be used to support the work of the setting, as would usually be the case.</p> <p>All volunteers will be expected to follow our control measures to reduce the spread of coronavirus.</p>		

#### 8: PUPIL WELLBEING

Management of expectations within the setting community	Anxiety within the setting's community re: prevalence and effectiveness of infection control measures.	All members of the setting community	Serious	<p>Our communication with parents and pupils prior to our return in September 2021 will include information about the control measures within this risk assessment.</p> <p>Government guidance for parents is available at: <u>What parents and carers need to know about early years providers, settings and colleges - GOV.UK (www.gov.uk)</u></p>		
Individual pupil medical requirements	Increased likelihood of serious illness resulting from exposure to coronavirus.	Extremely clinically vulnerable pupils (shielded)	Fatal/ Major	<p>All CEV pupils should attend their setting unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend.</p> <p>Where a pupil is unable to attend our setting because they are complying with clinical or public health advice, we will immediately offer them access to remote education. settings should keep a record of, and monitor engagement with this</p>		



				<p>activity but this does not need to be formally recorded in the attendance register.</p> <p>Where children are not able to attend our setting as parents are following clinical and/or public health advice, absence will not be penalised.</p>		
<b>9: PROVISION OF FIRST AID AND ADMINISTRATION OF MEDICATION</b>						
Provision of first aid	Inadequate first aid treatment exacerbates injury or pre-existing conditions.	Pupils and staff	Serious	<p>We will revert to our substantive risk assessment which includes control measures to ensure that suitably qualified staff are available at all times.</p> <p>We will ensure a member of staff with a full PFA certificate is on site at all times when children are present, as set out in the EYFS.</p>		
Administration of medication	Illness or injury to those who are unable to access their medication	Pupils and staff	Fatal/major	Setting procedures for the administration of prescription and controlled medication will continue to apply.		
<b>10: LETTINGS</b>						
Lettings	setting control measures re: cleaning etc are compromised leading to increased risk of infection, expense and possible reputational damage.	Pupils Staff Wider community	Serious	<p>We will ensure that all users of our premises adhere to the control measures set out in this risk assessment. This will include ensuring that effective cleaning is maintained and additional ventilation measures do not compromise site security.</p> <p>Where opening up setting leisure facilities for external use, we will do so in line with government guidance on <u>working safely during coronavirus (COVID-19) for providers of grassroots sport and gym or leisure facilities</u>.</p>		

	<p>We have taken note:</p> <p>Providers are no longer required to collect participants' contact details, or keep records of your staff and visitors.</p> <ul style="list-style-type: none"> <li>• However we note we are advised to continue to display an <u>NHS QR code</u> for participants wishing to check in using the app, to support NHS Test and Trace. You do not have to ask participants to check in, or turn them away if they refuse.</li> <li>• If you display an NHS QR code, you</li> </ul>	<p>Pupils</p> <p>Staff</p> <p>Wider community</p>	<p>Serious</p>			
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	should also have a system to collect (and securely store) names and contact details for those who ask to check in but do not have the app.					
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**11: EDUCATIONAL VISITS**

Educational visits	Exposure to infection from inadequate social distancing etc	Pupils and staff	Serious	<p>We will follow local Public Health advice and liaise closely with our transport provider and intended hosts and then undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, we will consider what control measures need to be used to reduce the risk of exposure to coronavirus and follow wider advice on visiting indoor and outdoor venues.</p> <p>OEAP National Guidance will be followed (see <a href="#">Contents   (oeapng.info)</a> )</p> <p>We will give careful consideration to any restrictions in place in other home nations – Wales, Scotland and Northern Ireland.</p> <p>We note government recommendation (2/1/22) to consider whether to go ahead with planned international educational visits at this time, recognising the risk of disruption to education resulting from the need to isolate and test on arrival back into the UK.</p>		
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**12: SETTING RECEPTION AREAS**

Setting Reception areas	Exposure to infection from inadequate social distancing: visitors to setting.	Pupils and staff	Serious	Signage has been erected to advise visitors of hygiene protocols. Staff signing in arrangements - sanitiser available to clean hands after use. Hand sanitiser will be provided to all persons entering premises with signage to explain control measures etc.		
	Violence and aggression towards setting staff causes injury and distress	Pupils and staff	Serious	We will maintain transparency and regular contact with all members of the setting community. Regular briefings/updates for all staff so that they are aware of setting response to the COVID 19 virus and can communicate consistently to those who ask. Readiness to deploy the range of behaviour remedies if behaviour becomes unacceptable from warning to full banning from site/sect 547 warnings/action.		

### 13: AFTERSCHOOL CLUBS

Afterschool Clubs	Arrangements for infection control, social distancing etc are not practised Afterschool Club thus increasing the risk of infection within the setting community.	All members of the setting community	Serious	Updated guidance for operating may be found as follows: <b><u>Protective measures for holiday or after-setting clubs and other out-of-setting settings for children during the coronavirus (COVID-19) outbreak - GOV.UK (www.gov.uk)</u></b> <u>Where setting is the provider:</u> Control measures re: hygiene, cleaning, ventilation etc. set out above will be followed.		
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### 14: SCHOOL PERFORMANCES

School Performances	Exposure to and increased opportunity for transmission of coronavirus within the school community.	All members of school community	Serious	<p>Performances in schools can take place in front of live audiences, subject to Covid-secure measures being in place. See the Government's <a href="#">guidance on performing arts</a> for more advice.</p> <p><a href="#">Events and attractions - Working safely during coronavirus (COVID-19) - Guidance - GOV.UK (www.gov.uk)</a></p> <p>In deciding whether to admit parents/ carers to a school performance we will:</p> <ul style="list-style-type: none"> <li>● Consider holding the performance outside</li> <li>● Ask parents/carers to carry out a Lateral Flow Test at home prior to attending and/or produce a 'COVID Passport'</li> <li>● Limit numbers and space out seating.</li> <li>● Ask the audience to wear face coverings.</li> <li>● Ensure the performance space is well ventilated.</li> </ul> <p>Mandatory certification</p> <p><i>Schools are not required to use the NHS COVID Pass, unless they are holding a specific event (such as a reception, concert or party) that meets the attendance thresholds. Where applicable, schools should follow guidance on mandatory certification for events. Under 18s are exempt from showing their COVID Status but should be counted towards attendance thresholds.</i></p> <p><i>You should not use the NHS COVID Pass as a condition of entry for education or related activities such as exams, teaching, extra-curricular activities or any other day-to-day activities that are part of education or training.</i></p> <p><a href="#">Using your NHS COVID Pass for travel abroad and at venues and settings in England - GOV.UK (www.gov.uk)</a></p>		
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