

Risk Assessment

<p>Task/Activity: To put in place proportionate control measures to manage the risk of Covid-19 during the 2021-22 academic year, written under the most up to date government guidance.</p>	<p>Date assessment completed: V1 - 13.07.20 Updated V2 - 05.11.20 Updated V3 – 04.12.21 Updated V4 – 08.03.21 Updated V5 – 24.05.21 Updated V6 – 08.09.21 Updated V7 - 06.01.22</p>	<p>Review Date: Ongoing, on a weekly basis.</p>
<p>Brief Details of Task/Activity To have active control measures in place to manage the risk of Covid-19 using DfE Operational Guidance dated January 2022 and Contingency Framework Guidance dated December 2021. To have active monitoring in place to monitor the effectiveness of the controls.</p>	<p>Assessment completed by: Lisa Belfield/Chris Booth</p>	<p>Signature:</p>

What are the hazards? e.g. slip/trip hazards, electricity, manual handling, work equipment	Who might be harmed and how? e.g. staff, service users, visitors eCB... and likely injury e.g. bruises, muscle strain, fracture, poisoning eCB...	What are you already doing to control the hazard?	What further action or additional controls are required (if necessary)	Risk rating (after control measures)	Action by who	Action by when	Date completed
<p>Poor communication with staff parents/governors/visitors</p>	<p>Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Possible/increased risk of infection</p>	<ul style="list-style-type: none"> This version of the RA and controls will be sent to MAT central team and LGB. LGB will be informed when changes take place. All decision making is at trust level. This RA will be communicated with staff/parents/governors/visitors and other relevant persons either by email or sign posted to the school website. Paper copies will be 			LB	Ongoing but RA to be shared by 10.01.22	

		<p>available in the school office if required.</p> <ul style="list-style-type: none"> • This version of the RA will be a part of the induction process for any new staff. • Notice to Visitors is displayed at signing in system and emailed out to any pre-planned visitors who have email address. • Parents will be communicated with via text, Facebook, signposted to website and email or personal phone call if required. • MAT Team will continue to run regular 'Heads Together' online meetings. 					
<p>Cleaning regime not sufficient</p>	<p>Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff,</p> <p>Possible/increased risk of infection</p>	<ul style="list-style-type: none"> • Principal/caretaker to work together and identify the type of cleaning regime in place and what enhanced cleaning regime is needed. • Principal/caretaker to work together with Bolton Cleaning team to assess any further cleaning requirements. • Bolton Cleaning staff on site to be informed of where a positive case has been. • The regular cleaning during the day of high touch objects such as toilet handles/taps, door handles and light switches. Caretaker to clean touch points midway through the day or more often if required. Teaching and support staff to regularly clean touch points in their classrooms/ spaces throughout the day. • Touch points to be cleaned with disinfectant spray and disposable blue roll which will be kept in each room. • Surfaces that a symptomatic person has come into contact with will be cleaned and disinfected, including 			<p>LB CB MB</p> <p>All staff</p> <p>Cleaning staff</p>	<p>10.01.22</p>	

		<p>items which are visibly contaminated with body fluids. Areas where this happens will be put out of use until thoroughly cleaned. Staff who do this will need to use appropriate PPE.</p> <ul style="list-style-type: none"> ● All staff to check areas to ensure they have been cleaned appropriately, raising concerns directly with the Principal or Vice Principal. ● Lidded waste bins for tissues will be emptied daily. ● Principal to ensure that, where assessed as needed school to follow PHE/Gov guidance on the use of PPE to protect against coronavirus. ● Any used PPE will be placed in lidded tissue bins. As per usual practice any bodily fluids or PPE with bodily fluids on will be placed in the yellow bodily fluids bin that will be collected by PHS (can be found in the unisex/disabled toilet). ● School has been sprayed long life antimicrobial coating which recently achieved the ISO21702. This was done in December 2021 and will last approximately 3 months. 					
<p>Lack of cleaning products on site</p>	<p>Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff,</p> <p>Possible/increased risk of infection</p>	<ul style="list-style-type: none"> ● Principal to ensure there is a continued sufficient supply on site. ● Office staff/Caretaker and Principal to monitor the amount of cleaning products such as soap, sanitiser, paper towels, toilet roll, disposable cloth, bin liners etc and order when supplies are low, not when they have ran out. All staff to help with this. ● Staff have a responsibility to alert the caretaker/office staff or Principal 	<p>Work with other schools within the MAT if products are hard to source – consider sharing of resources if necessary.</p>		<p>LB CB MW MB</p>	<p>10.01.22</p>	

		<p>if they do not have anti-bacterial spray, blue roll or tissues in their classroom.</p> <ul style="list-style-type: none"> ● Reminder to staff and others that soap and water are the best products to use to maintain clean hands. ● Caretaker to monitor the use of cleaning and hygiene products during the day and replenish when needed. 				
Staff/Pupils who are vulnerable and/or with underlying health issues	<p>All persons/vulnerable persons Possible/increased risk of infection, legal, financial and reputation risk for not following Government guidelines</p>	<ul style="list-style-type: none"> ● Current government guidance is being applied. ● The government announced on 15.09.21 that CEV and pregnant staff with CEV conditions will not be expected to shield again which reflects the pause to the shielding guidance dated 01.04.21. Staff who are CEV/CV can return to work if they cannot work from home. ● Individual risk assessments will be put in place if needed. ● Staff with underlying health issues, those within the identified vulnerable groups, have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. ● Parents of pupils with underlying health conditions are asked to make school aware of this through data collection forms. ● Staff who are pregnant will have an individual risk assessment. All pregnant women will be encouraged to adhere to social distancing measures and good hygiene as per RCOG/government guidelines. 	<p>Consult with HR for further advice if necessary.</p>		LB SLT	10.01..22

<p>Cross contamination with shared resources.</p>	<p>Staff/Pupils/Visitors</p> <p>Possible/increased risk of infection</p>	<ul style="list-style-type: none"> Resources used to be cleaned before and after use. All surfaces to be wiped down regularly. Regular hand cleaning routine established. Water fountains are not to be used. Children to bring in own named water bottle. 			<p>All staff</p>	<p>10.01.22</p>	
<p>Contamination/spread of virus due to large group gatherings.</p>	<p>Staff/Pupils/Visitors</p> <p>Possible/increased risk of infection</p>	<ul style="list-style-type: none"> For Spring Term 1 whole school worship activities will move to a virtual model. Planned class assemblies for Spring Term 1 will be postponed until later in the year. Spring Term 1 Parents Evening will be phone consultations. Whole staff training will only take place in the school hall so social distancing can be applied. 			<p>All staff</p>	<p>Spring Term 1 to be reviewed on 11.02.22</p>	
<p>Cross contamination with snack time.</p>	<p>Staff/Pupils</p> <p>Possible/increased risk of infection</p>	<ul style="list-style-type: none"> Hands washed prior to infant fruit snack and milk. Hands washed prior to morning snack time. 			<p>All staff</p>	<p>Ongoing</p>	
<p>Cross contamination when providing intimate care.</p>	<p>Staff/Pupils</p>	<ul style="list-style-type: none"> Staff to wear face coverings, gloves and aprons when administering first aid or providing intimate care (intimate care policy). First Aid certificates to be monitored and staff to access either online or face to face training when necessary. Senior Office Administrator will keep a record of first aid certificate expiry dates. Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce 			<p>Staff who engage in intimate care e.g. EYFS staff</p>	<p>Ongoing</p>	

		<p>contamination and also how to dispose of them safely.</p> <ul style="list-style-type: none"> Staff are reminded that wearing of gloves is not a substitute for good handwashing. However, gloves must be worn when carrying out intimate care. 				
Cross contamination due to poor hand and respiratory hygiene.	Staff/Pupils/Visitors	<ul style="list-style-type: none"> Ensure all staff know that ensuring good hygiene for everyone is a key safety measure of the most up to date DfE operational guidance dated January 2022. Regular hand cleaning must continue to take place in school. Children clean hands (wash or sanitise) on entry to school, before snack, after snack, after playtimes, before lunch, after lunch, leaving school, using the toilet and when they sneeze. Respiratory hygiene of 'catch it, bin it, kill it' must continue. Staff and pupils are encouraged to use E-bug resources on https://campaignresources.phe.gov.uk/schools - an interactive site on how to stop germs spreading. Washing hands posters to be replaced if damaged. Reminders on how to wash hands properly. Ensure adequate stock levels of tissues for each class/office. Staff to inform caretaker if they need tissues or sanitiser for their classroom. Adults are required to wear face coverings in communal areas around school, unless exempt. 			All staff	Ongoing
Contamination due to poor ventilation	Staff/Pupils/Visitors	<ul style="list-style-type: none"> Classroom windows and doors to be kept open at all times. In colder weather, windows can be kept ajar 			All Staff	Ongoing

		<p>and then opened fully when pupils are not present e.g. break times.</p> <ul style="list-style-type: none"> • When the hall is in use, the in built ventilation system will be put into use also. During worship times, the hall doors may be kept open as the ventilation system will distract from worship. • School has received 10 CO2 monitors which are currently placed in classrooms. This will be reviewed and the monitors may be moved to other places where ventilation may not be as strong. • Caretaker to monitor ventilation around school, such as checking staff have windows or doors open and level of CO2 on monitors. 				
<p>Children displaying covid symptoms during school hours (cross contamination, spread of virus)</p>	<p>Staff/Pupils</p>	<ul style="list-style-type: none"> • Parents will be advised NOT to send their child into school if they are displaying the main symptoms and signs of coronavirus. • Isolation area provided – Vice Principal’s office (or Learning Lodge second option) • The Principal or SLT will be notified immediately. • Parents/Carers will be contacted to arrange for their child to be collected – <ul style="list-style-type: none"> • If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door (depending on the age of the child), with appropriate adult supervision and a window will be opened for ventilation if possible. If this is not possible, move to an area which is at least 2m’s away from other people. If the pupil needs the 			<p>LB SLT All staff</p>	<p>Ongoing</p>

		<p>toilet whilst waiting to be collected, they should use a separate one (the unisex toilet) if possible and the area should be cleaned and disinfected using standard cleaning products before being used by anyone else. Appropriate PPE will be worn if the child needs direct/personal care.</p> <ul style="list-style-type: none">● Staff and pupils who have been in contact with the infected person will wash their hands thoroughly for 20 seconds.● The area/items that staff and pupils have been in contact with will be thoroughly cleaned and/or items disposed of safely, e.g. bagged separately.● Member of staff to remain with child at least 2m distance.● Apron and gloves to be worn if contact with the child, a face mask to be provided if 2m cannot be adhered to.● Hand sanitisers and wipes to be used.● If a child develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate and get a PCR test for their child (or isolate for 10 days if they do not wish to test their child). Their parents will be advised on the latest guidance for household self-isolation as some people are now exempt from isolation.● To access testing parents should use the 119 coronavirus service or book online at www.gov.uk/get-coronavirus-test School have a small number of postal tests that					
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		<p>can be given out to parents if it is felt they would be unable to access tests.</p> <ul style="list-style-type: none"> • If the child tests negative on a PCR test, they can return to school. School cannot accept negative results from lateral flow tests if the child is symptomatic. Unless the child has tested negative on lateral flow tests on day 6 and day 7 of their isolation. • The unisex adult toilet allocated for symptomatic children if needed then closed afterwards until thoroughly cleaned. 				
<p>Adults displaying covid symptoms during school hours (cross contamination, spread of virus)</p>	<p>Staff/Pupils/Visitors</p>	<ul style="list-style-type: none"> • Adults will be advised NOT to come into school if they are showing the main symptoms and signs of coronavirus. A 'Notice to Visitors' on display in the office will remind adults of this. • Adults will be encouraged to take part in the national vaccination scheme. Individual choice will be respected. Adults will be allowed paid time off work to get their vaccinations if necessary. • Adults will be encouraged to undertake twice weekly testing and report their results to the national website. Positive results must be reported to the school Principal or Vice Principal. • The adult will immediately leave the school premises and return straight home. The adult will be advised to get a PCR test. • Adults will be advised on the guidance for households to self-isolate as some people are now exempt from self-isolation. 			<p>LB SLT All staff</p>	<p>Ongoing</p>

		<ul style="list-style-type: none"> If the adult tests negative, they can return to school. 				
A positive case of coronavirus identified within school	Staff/pupils/visitors	<ul style="list-style-type: none"> NHS Track and Trace will now contact all positive cases for contact tracing. Pupil close contacts who are identified in the school will not have to self-isolate unless they are symptomatic, as they are under 18 years and 6 months of age. Asymptomatic pupil close contacts will be asked to undertake daily lateral flow tests for 7 days when identified as a close contact. These pupils do not have to isolate if each day they return a negative test. Parents will be asked to email negative results to the school office email address. Self-isolating pupils who are well enough will be expected to engage in learning from home. See the Remote Learning Contingency Plan for information on what this will look like. Staff close contacts who are identified by Track and Trace (in school) will only have to self-isolate if they are NOT fully vaccinated or are aged below 18 years and 6 months. Asymptomatic staff close contacts will be asked to undertake daily lateral flow tests for 7 days when identified as a close contact. Staff will be asked to email negative results to the school office email address. School will need to send case details to Bolton SPOC on the online form: https://forms.office.com/r/5tKrxsXKtr 			LB CB	Ongoing

		<ul style="list-style-type: none"> • School will issue a 'warn and inform' letter to the relevant class, and if necessary the whole school. • Lateral flow positive cases who are asymptomatic will be asked to follow government guidance re PCR test and isolation periods. From 11.02.22, school will accept positive lateral flow tests from asymptomatic people as confirmation they have covid-19. • Positive cases who test negative on lateral flow tests on days 6 and 7 of their self-isolation will be allowed to return to school. Negative results need to be sent to the school office. 				
<p>The number of staff who are available is lower than that required to teach classes in school effectively/safely.</p>	Pupils	<ul style="list-style-type: none"> • School employs aTA3 cover supervisor. If this member of staff is available then they will be used in the first instance to cover absent teachers. • The Vice Principal/Principal will cover classes if needed. • Supply staff will be sought if available and school is financially able to do so. • The PPA timetable may need to be rearranged to cover classes at short notice. Teachers will still receive their PPA in the week. • If no additional adult is available to cover a class, classes may need to be split up across school as a temporary measure. Ideally no longer than 1 day and only 1 class at any one time. • If a teacher needs to self-isolate and is well, the teacher will remote access live into school to teach the class. School will utilise TA2s to supervise the face to face learning provided remotely by the teacher. 			LB CB All staff	Ongoing

		<ul style="list-style-type: none"> • The Principal will inform the CEO of staffing levels if it becomes a concern for pupil and staff safety. 				
Risk of a localised outbreak within school.	All stakeholders	<ul style="list-style-type: none"> • When 5 pupils/staff, who are likely to have mixed closely, test positive for Covid-19 within a 10 day period, or if 10% of pupils/staff, who are likely to have mixed closely, test positive for Covid-19 within a 10 day period, school should consider further action. The Principal or Vice Principal will contact Bolton SPOC on 01204 336004 for further advice. Under the guidance of Bolton Public Health school (as an individual school) may need to: <ul style="list-style-type: none"> • Reinstate the use of face coverings in staff communal areas • Reinstate the use of bubbles • Reinstate the use of staggered starts and exits • Reinstate the use of staggered break and lunch times • Seek further advice from Public Health for staff/pupils who are classed as CEV/CV • Communicate to staff/parents re need for increased testing • Avoid large gathering of groups e.g. assemblies • Reinstate the remote learning strategy • For Spring Term,1 school will reintroduce virtual whole school assembly/worship sessions. • For Spring Term 1, school will reintroduced a staggered exit at hometime when adult traffic is of large volume. • For Spring Term 1, we will pause activities where parents are invited into school. 			LB CB All staff	Ongoing

<p>Staff/Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general.</p>	<p>Staff/Pupils</p>	<ul style="list-style-type: none"> • Vice Principal is designated Mental Health lead. • There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. • Resources/websites to support the mental health of pupils have been provided. PiXL provide well-being packages which can be used in classrooms. • Staff aware to complete a mental health disclosure form if they have concerns about a pupil or colleague and return to the Mental Health Lead. • Learning Mentor for school pupils. • Referral can be made to school counsellor if needed. • EAP available for all staff and sign posted in the staff room. 			<p>LB CB DM All staff</p>	<p>Ongoing</p>
<p>Pupils and staff are grieving because of loss of friends or family.</p>	<p>Staff/Pupils</p>	<ul style="list-style-type: none"> • The school has access to trained staff who can deliver bereavement counselling and support. • Support is requested from other organisations when necessary • Winston's Wish to be used as a resource/service for affected children. • EAP available for all staff and sign posted in the staff room. 			<p>LB CB DM All staff</p>	<p>Ongoing</p>
<p>Pupils eligible for free school meals do not receive a meal if they are absent from site due to Covid-19 reasons.</p>	<p>Pupils</p>	<ul style="list-style-type: none"> • School will provide a packed lunch grab bag/food parcel for any child who is unable to attend site due to self-isolation. 			<p>LB MW Kitchen Staff</p>	<p>Ongoing</p>
<p>Home Learning</p>	<p>Staff/Pupils</p>	<ul style="list-style-type: none"> • School will provide home learning for individual pupils who are unable to come to school if they are self-isolating. This will predominately be ensuring children have log in 			<p>LB CB All teaching/ support staff</p>	<p>Ongoing</p>

		<p>information for bought in subscriptions e.g. TTRS and direct parents to Oak National Academy.</p> <ul style="list-style-type: none"> • School will reinstate the remote learning strategy in full, and make most use of SeeSaw/Tapestry if a local outbreak restricts attendance of large pupil groups. 				
Poor attendance has detrimental impact on pupil well-being and academic progress.	Pupils	<ul style="list-style-type: none"> • Attendance to school is compulsory. School will carry out its usual procedures to support good attendance. School will use its ability to issue penalty notices if needed. • School will continue to use the X code for pupils who cannot come to school for covid related reasons. Children who test positive for covid will then be marked absent as ill. • School will continue to complete the DfE daily return. 			LB CB DM MW All staff	Ongoing
Legislation not followed	All persons/vulnerable persons Possible/increased risk of infection, legal, financial and reputation risk for not following Government guidelines	<ul style="list-style-type: none"> • Covid 19 section is added to school website and this RA to be added to it. • Covid 19 risk assessment to be approved by Chair of Trustees. 			LB	Ongoing

CATEGORIES OF LIKELIHOOD	
Highly Likely	Expected to happen/reo

	ccur, possibly frequently.
Possible	Might happen/reo ccur at some time depends on circumstanc es.
Unlikely	Not expected to happen/reo ccur but possible in certain circumstanc es.
Very Unlikely	Would only occur in very exceptional circumstanc es.
CATEGORIES OF CONSEQUENCE SEVERITY	
Catastroph ic	Incident could result in <u>one or more fatalities</u> .
Major	Major injury resulting in incapacity, hospitalisati on >24 hours.

Significant	Injury requires attention of a Doctor or Hospital treatment or hospitalisation <24 hours.
Minor	Small cut, bruise, abrasion, basic first aid treatment provided.
Negligible	Some discomfort, self help. No treatment required.

RISK RATING				
	Highly Likely	Possible	Unlikely	Very Unlikely
Catastrophic	A	A	B	E
Major	A	B	C	E
Significant	B	C	D	E
Minor	C	D	E	E

Negligible	E	E	E	E
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RISK CLASSIFICATIONS	
A	Unacceptable risk , requires immediate attention. Work <u>should not be started or continued</u> until the level of risk has been reduced.
B	High risk , requires immediate attention. Control measures must be identified and put into place as soon as possible.
C	Medium risk , requires attention as soon as possible. The risk should be only be tolerated in the short term and only when further control measures are being planned and introduced, Timescales must be short.
D	Low risks , confirm that there are no low/no cost solutions which may eliminate/ reduce the risk further.
E	Trivial risk , no further action required but review at regular intervals to ensure controls remain effective.