

COVID-19 Risk Assessment (March 2022) PRIMARY AND SECONDARY

Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Awareness of policies and procedures	Staff Pupils Others	Inadequate information	<ul style="list-style-type: none"> • All staff, parents, governors, visitors and volunteers are aware of all relevant policies and procedures. • All staff have access to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> • The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 • The Health Protection (Notification) Regulations 2010 • Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' • DfE and PHE (2020) 'COVID-19: guidance for educational settings' • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> • DfE • NHS • Department for Health and Social Care • United Kingdom Health Security Agency (UKHSA) • Local Public Health • Staff are made aware of the school's infection control procedures in relation to coronavirus via email or staff 	MED		✓

			<p>meetings and contact the school as soon as possible if they believe they may have been exposed to coronavirus.</p> <ul style="list-style-type: none"> • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. • Pupils are made aware of the need to tell a member of staff if they feel unwell. 			
Disruption to the running of the school in cases of local outbreak	Staff Pupils Others	Infection control	<ul style="list-style-type: none"> • The school has an up-to-date outbreak plan and is revisited to ensure well prepared on January return. • The school adheres to and keeps up-to-date with the latest local and national advice about school closures – advice is sought from the local HPT or DfE helpline where required. • Follow Government advice and follow any instructions. • Schools should have contingency plans outlining how they would operate if the number of positive cases substantially increases in the school or local area. • Principles of managing local outbreaks of COVID-19 in education and childcare settings are described in the contingency framework. Contingency framework: education and childcare settings (publishing.service.gov.uk) • School will follow director of public health advice in cases of local outbreak. • Schools put into place any actions or precautions advised by their local HPT. 	MED		✓
New Omicron variant	Staff Pupils	Infection control	<ul style="list-style-type: none"> • School leaders are best placed to determine the workforce required to meet the needs of their pupils. 	MED		✓

			<ul style="list-style-type: none"> The government is no longer advising people to work from home if they can. 			
Use of transport	Staff Pupils Others	Infection control	<ul style="list-style-type: none"> From 27 January, staff and pupils should follow https://www.gov.uk/government/publications/face-coverings face-coverings-when-to-wear-one-and-how-to-make-your-own outside of school, including on transport to and from school. It is important to ensure vehicles are well ventilated when occupied, by opening windows and ceiling vents. The need for increased ventilation while maintaining a comfortable temperature should be balanced. <p>On dedicated transport:</p> <ul style="list-style-type: none"> It is no longer recommended maximising distance and minimising mixing, but unnecessary risks such as overcrowding should be minimised. Children, young people and adults should follow United Kingdom Health Security Agency (UKHSA) advice on when to self-isolate and what to do. They should not board dedicated transport or public transport if they have symptoms or other reasons requiring them to stay at home due to the risk of them passing on COVID-19. If a child or young person has one of the main COVID-19 symptoms while at school, they will be sent home. They should avoid using public transport and, wherever possible, be collected by a member of their family or household. In exceptional circumstances, if parents or carers cannot arrange to have their child collected, and it is age-appropriate and safe to do so, the child should walk, cycle or scoot home. If this is not possible, 	MED		✓

			<p>alternative arrangements may need to be organised by the school.</p> <ul style="list-style-type: none"> • More information on organising transport for children with symptoms is provided at guidance on the use of PPE in education, childcare and children's social care settings. 			
Cleaning of school	Staff Pupils Others	Infection control	<ul style="list-style-type: none"> • All hard surfaces to be cleaned on a Twice daily, this will include <ul style="list-style-type: none"> ➢ All door handles ➢ All tables and chairs used by staff and pupils ➢ Toilet flushes and cleaning of toilets. • All classrooms to have spray disinfectant and where possible disposable cloths. If disposable cloths are not available use once and then put in wash. • Regular cleaning of surfaces will reduce the risk of spreading the virus. • All used cloths thrown away to be double bagged and then placed in a secure area i.e. lockable bin. 	MED		✓
Ventilation class/office	Pupils Staff	Infection control	<ul style="list-style-type: none"> • Identify any poorly ventilated spaces and take steps to improve fresh air flow • If mechanical ventilation systems are used to draw fresh air or extract air from a room these should be adjusted to increase the ventilation rate wherever possible • Ensure that mechanical ventilation systems only circulate fresh outside air and where this is not possible, in a single room supplement with an outdoor air supply • Where appropriate open external windows, internal doors and external doors to improve natural ventilation • If external doors are opened, ensure that they are not 	MED		✓

			fire doors and are safe to do so			
Poor hygiene practice	Staff Pupils Others	Ill health	<ul style="list-style-type: none"> You should continue to ensure that children clean their hands regularly, this can be done with soap and water or hand sanitiser Staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance. Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all toilets and kitchen areas. Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. Pupils are discouraged from sharing cutlery, cups or food. All cutlery and cups are thoroughly cleaned before and after use. Cleaners to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the HPT/PHE 	MED		✓
Spread of infection	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to 	MED		✓

			<p>coronavirus.</p> <ul style="list-style-type: none"> • Pupils who are unwell and displaying symptoms of COVID 19 are not taken on school trips or permitted to enter public areas used for teaching. • Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. • The school in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections. • Any additional provisions for pupils who are vulnerable to infections are put in place by the Headteacher, in liaison with the pupil's parents where necessary. 			
Classroom management	Pupils Staff	Infection control	<ul style="list-style-type: none"> • It is no longer required for forward facing tables etc however care should still be taken on table management in a classroom setting. • Outbreak management plans should cover the possibility of reintroduction of restrictions on mixing for a temporary period in case of local outbreak. Contingency framework: education and childcare settings (publishing.service.gov.uk) • Continue to use a cautious approach with arrangements. 	MED		✓
Assemblies	Pupils Staff	Infection control	<ul style="list-style-type: none"> • There are no restrictions in place for holding assemblies and singing in the school hall. 	MED		✓
Lunchtimes	Pupils Staff	Infection control	<ul style="list-style-type: none"> • Lunchtime arrangements can revert back to previous arrangements. • Tables must still be cleaned on a regular basis throughout dinner time activities. 	MED		✓

Playtime and using equipment	Pupils Staff	Infection control	<ul style="list-style-type: none"> • Previous playtimes and groups can be reinstated and no restrictions in place regarding using and sharing play equipment. 	MED		✓
Personal Protective Equipment Face coverings	Pupils Staff	Infection control	<ul style="list-style-type: none"> • From 27 January 2022, we no longer recommend that face coverings should be worn by any pupils, students, staff or adult visitors when moving around premises, such as in corridors and communal areas. Everyone should follow wider advice on face coverings outside of education settings, including on transport to and from education settings. • Face coverings in communal areas may temporarily, and exceptionally, be advised by DsPH: for an individual setting, as part of their responsibilities in outbreak management for settings across areas where DfE and public health experts judge the measure to be proportionate, based on the evidence public health experts share with the DFE and specific local public health concerns. • For example, where the area has been designated as an enhanced response area, and where transmission patterns may put exceptional local pressure on the healthcare system. • Children of primary school age and early years children should not be advised to wear face coverings. • Any guidance should allow for circumstances where people are not able to wear face coverings. • In all cases any educational and wellbeing drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission. Where recommended, the use of face coverings should be kept under regular review and lifted as soon as the evidence supports doing so. 	MED		✓

Ill health	Staff Pupils Others	Coronavirus symptoms	<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, loss or change to sense of smell or taste and high temperature and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • Any pupil or member of staff who displays the main symptoms of Covid 19, such as having a continuous cough, fever or a loss or change to their sense of smell or taste, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others and are supervised at all times. • For pupils the relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen. • The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff. • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. • Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others. • Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces. • If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. • Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their 	MED		✓
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			<p>parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk.</p> <ul style="list-style-type: none"> • Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk. • Any medication given to ease the unwell individual's symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy. • Pupils and staff should return to school as soon as isolation rules allow. 			
Asymptomatic testing	Pupils Staff	Infection control	<ul style="list-style-type: none"> • From the 21st of February, staff and students in mainstream secondary schools will not be expected to continue to take part in regular asymptomatic testing and should follow testing advice for the general population. • In the event of an outbreak, a school may be advised by their local health team or director of public health to undertake testing for staff and students of secondary age and above for a period of time. 	MED		✓
Teaching Staff Absences	Pupils Teaching Staff	Infection Control	<ul style="list-style-type: none"> • To help make sure students can continue to be in school with their friends and all the benefits that brings, settings could consider asking teachers to deliver lessons from home, which are then streamed to classrooms in schools and colleges. • In these instances, classrooms should of course be supervised by another member of staff, which could include support staff like teaching assistants. • As pupils do not need to be kept in consistent groups, schools and colleges may wish to consider combining classes. 	MED		✓

Pupil Absences due to COVID	Pupils	Infection control	<ul style="list-style-type: none"> If children or young people cannot attend school or college either because they have tested positive or have symptoms, but are well enough to continue studying, any remote education should mirror that received in the classroom as closely as possible. That should focus on live lessons - alongside time for students to complete tasks independently - for a minimum of five hours a day in secondary schools and slightly less in primaries 	MED		✓
New variant of concern – Omicron	Staff Pupils Others	Spread of Omicron variant	<ul style="list-style-type: none"> At present, the Omicron variant of COVID- 19 is the dominant strain. Following the latest public health advice, we know that Omicron presents low risk to most children, young people and fully vaccinated adults. Most people will only experience mild or asymptomatic illness which combined with vaccination allows education testing to be in line with the wider society and bring greater normality to the school day. 	LOW		✓
Visitors to schools	Visitors Contractors	Infection control	<ul style="list-style-type: none"> Settings are encouraged to ask parents, guardians and other visitors to take a lateral flow device (LFD) test before entering the setting. 	MED		✓
Self-isolation and managing positive cases	Pupils Staff	Infection control	<ul style="list-style-type: none"> All Adults and pupils who test positive will continue to be advised to stay at home and avoid contact with other people for at least 5 full days and then continue to follow guidance until they have received 2 negative test results on consecutive days. Staff, children and young people who are contacts should attend their education settings as usual. This includes staff who have been in close contact with their household, unless they are able to work from home. If anyone has any of the main symptoms or a positive 	MED		✓

			<p>test result, the public health advice remains unchanged and is to stay at home and avoid contact with other people.</p> <ul style="list-style-type: none"> • Anyone with any of the main COVID-19 symptoms should order a test and is advised to stay at home while waiting for the result. • If they test positive, they are advised to follow public health advice and stay at home for 5 days. • The guidance applies to both vaccinated and unvaccinated staff 			
Living in same household with a pupil/sibling with a positive case	Siblings Pupils Others	Spread of infection	<p>From 16 August 2021, you will not be required to self-isolate if you live in the same household as someone with COVID-19 and any of the following apply:</p> <ul style="list-style-type: none"> • You are fully vaccinated • You are below the age of 18 years 6 months • You have taken part in or are currently part of an approved covid-19 vaccine trial • You are not able to get vaccinated for medical reasons <p>As long as the pupil/sibling is not displaying any COVID-19 symptoms, then the above guidance applies.</p> <p>Pupils aged 5 years and over and live in the same household as someone with COVID-19, and are not legally required to self-isolate, are strongly advised to:</p> <ul style="list-style-type: none"> • Take an LFD test every day for 7 days, or until 10 days after the household member who has COVID-19 started their self-isolation period if this is earlier • Take this daily LFD test before you leave your home for the first time that day • If an LFD test is positive, you should immediately self-isolate to prevent you from passing the infection on to 	MED		✓

			other people.			
Returning to school after a positive LFT/ PCR	Staff Pupils	Infection control	<ul style="list-style-type: none"> Adults and pupils who test positive will continue to be advised to stay at home and avoid contact with other people for at least 5 full days and then continue to follow guidance until they have received 2 negative test results on consecutive days. 	LOW		✓
Poor management of infectious diseases	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> Staff are instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher or SLT as soon as possible. The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff. Staff inform the Headteacher when they plan to return to work after having coronavirus. A nominated person monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. <p>Contingency framework: education and childcare settings (publishing.service.gov.uk)</p> <p>The thresholds, detailed below, can be used by settings as an indication for when to seek United Kingdom Health Security Agency (UKHSA) or Local Public Health advice if they are concerned.</p> <p>For most education and childcare settings, whichever</p>	MED		✓

			<p>of these thresholds is reached first:</p> <ul style="list-style-type: none"> ➤ 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period: or ➤ 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period <ul style="list-style-type: none"> • For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time: • All settings should seek United Kingdom Health Security Agency (UKHSA) or Local Public Health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19 by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered Local Public Health support in managing risk assessments and communicating with staff and parents. • Settings may wish to seek additional United Kingdom Health Security Agency (UKHSA) or Local Public Health advice if they are concerned about transmission in the setting. 			
Lack of communication	Staff Pupils Others	Unsafe practices	<ul style="list-style-type: none"> • The school staff reports immediately to the Headteacher about any cases of suspected coronavirus, even if they are unsure. • The Headteacher contacts the local HPT or follows the advice given from and discusses if any further action needs to be taken, if outbreak threshold has been exceeded. • Schools put into place any actions or precautions 	MED		✓

			<p>advised by their local HPT.</p> <ul style="list-style-type: none"> Schools keep staff and parents adequately updated about any changes to infection control procedures as necessary. 			
Travel and quarantine	Staff Pupils Others	Infection control	<ul style="list-style-type: none"> Fully vaccinated passengers and under 18s arriving in England will only need to take a lateral flow test, not a PCR test. Anyone taking a lateral flow test and testing positive will need to self-isolate and take a free confirmatory PCR test. Unvaccinated arrivals aged over 18 will follow the existing, more onerous, testing and isolation regime. All red list arrivals will enter quarantine. 	MED		✓
Admitting people into school	Pupils Staff	Infection control	<ul style="list-style-type: none"> Pupils, staff and other adults should not come into school if they have symptoms, have had a positive test result or have been instructed to quarantine. Anyone, including staff or pupils, within the school who appear to have COVID-19 symptoms are sent home, advised to avoid using public transport and, wherever possible, be collected by a member of their family or household and to follow current United Kingdom Health Security Agency (UKHSA) and Local Public Health advice. advice. In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending your school, you can 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. Your decision would need to be carefully considered in light of all the circumstances and current United Kingdom Health Security Agency (UKHSA) and Local 	MED		✓

			Public Health advice.			
CEV children	Pupils Staff	Infection control	<ul style="list-style-type: none"> The UK Clinical Review Panel has recommended that no children and young people under the age of 18 should be considered CEV and under-18s should be removed from the shielded patient list. Children and young people previously considered CEV should attend school and should follow the same COVID 19 guidance as the rest of the population. They may wish to take extra precautions, however. If a child or young person has been advised to reduce their social contact by their specialist, due to the nature of their medical condition or treatment, rather than because of the pandemic, they should continue to follow the advice of the specialist. 	MED		✓
Staff CEV	Staff	Infection control	<ul style="list-style-type: none"> CEV people are no longer advised to shield but may wish to take extra precautions to protect themselves and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus. The government is no longer advising people to work from home if they can. The school will follow DHSC updated guidance. 	MED		✓
Educational visits	Pupils Staff	Financial risk	<ul style="list-style-type: none"> If booking new visits ensure that the school have adequate financial protection in place. From the start of the Autumn school term you can go on international visits. You should be aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and you must comply with international travel legislation and 	MED		✓

			<p>should have contingency plans in place to account for these changes.</p> <ul style="list-style-type: none"> • The school should have a contingency plan in place to account for any changes in the government travel list. • Full risk assessments must be undertaken, ensure any United Kingdom Health Security Agency (UKHSA) or Local Health advice (such as hygiene and ventilation requirements) are included in it. • Consider whether to go ahead with planned international educational visits at this time, recognising the need to isolate and test on arrival back into the UK. • All travellers arriving into the UK will need to isolate and get a PCR test by 'day two' after arrival. They may end their isolation once they receive a negative result. If the result is positive, they should continue to isolate and follow rules on isolation following a positive test. Unvaccinated arrivals aged over 18 will follow the existing, more onerous, testing and isolation regime. • All Red list arrivals will enter quarantine. 			
Mandatory certification	Students Staff Visitors	Infection control	<ul style="list-style-type: none"> • Schools are not required to use the NHS COVID Pass. From 27 January, mandatory certification is no longer in place and so venues and events are not required by law to use the NHS COVID Pass as a condition of entry, but some may do so voluntarily. Further information on this is available: Using your NHS COVID Pass for travel abroad and at venues and settings in England - GOV.UK (www.gov.uk) • 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 	MED		✓

			<p>thresholds</p> <ul style="list-style-type: none"> 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. 			
Wraparound care	Pupils	Infection control	<ul style="list-style-type: none"> Ensure the provider is following the relevant after-school clubs guidance to reduce the risk of infection https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak Consideration should be given to the latest government advice regarding the specific activity being undertaken and venue visited. Pupils should be encouraged to attend settings close to where they live or go to school, ideally within walking or cycling distance. Where they attend venues further afield, they should follow latest guidance https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers Wraparound childcare providers can offer provision to all children, without restriction on the reasons for which they may attend. Wraparound childcare and other organised activities for pupils may take place in groups of any number. You should ensure that key contractors are aware of your setting's control measures and ways of working. Ensure you have enough staff available to meet the required ratio. 	MED		✓
Performances	Staff Pupils	Infection control	<ul style="list-style-type: none"> Consider carrying out performances on Zoom where 	MED		✓

	Others		<p>possible.</p> <ul style="list-style-type: none"> • If it is not possible, limit the number of attendees (one parent per child, year groups etc.) Audience to be socially distanced and wear face masks throughout the performance. • Keep venue well ventilated. • Hand sanitiser to be available and parents actively encouraged to use. • Frequent cleaning of touch points. • Encourage parents to carry out a Lateral Flow Test before attending. 			
Out of school settings Parents attendance	Pupils Parents Staff Others	Infection control	<ul style="list-style-type: none"> • Ensure the provider is following the relevant after-school clubs guidance to reduce the risk of infection https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak. • Parents are no longer limited to specific number attendance. • Ensure up to date contact information is available in the event of an emergency. • Keep a record of where and when your child attends a setting to help NHS Test and Trace identify contacts. Out of school settings will not be expected to undertake contact tracing. • Individuals are not required to self-isolate if they are a close contact of someone with COVID-19, instead they will be advised to follow the Stay at Home Guidance. Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk) 	MED		✓

			<ul style="list-style-type: none"> • They will not need to wear a face covering within the setting. • Check with the provider that they are following the relevant guidance to reduce the risk of infection. • If the number of positive cases substantially increases, please refer to the Outbreak Management Plan. 			
Measures for Places of Worship	Pupils Parents Staff Others	Infection control	<ul style="list-style-type: none"> • All places of worship should follow and keep up to date with the latest guidance. COVID-19: guidance for the safe use of places of worship - GOV.UK (www.gov.uk) 	MED		✓
Measures for Community centres, village halls, and other multi-use community facilities	Pupils Parents Staff Others	Infection control	<ul style="list-style-type: none"> • All Community centres, village halls, and other multi-use community facilities should follow and keep up to date with the latest guidance. COVID-19: Guidance for the safe use of multi-purpose community facilities - GOV.UK (www.gov.uk) 	MED		✓
Measures for grassroots sport participants, providers and facility operators	Pupils Parents Staff Others	Infection control	<ul style="list-style-type: none"> • All grassroots sport participants, providers and facility operators should follow and keep up to date with the latest guidance. Guidance on coronavirus (COVID-19) measures for grassroots sport participants, providers and facility operators - GOV.UK (www.gov.uk) 	MED		✓