

Risk Assessment Form

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| Description of the task/activity: | Covid-19 Post Step 4 (from 19th July 2021) Implementation from 23rd July (except contact tracing which will cease from 19th July 2021) Central Services and school based administrative and premises staff. School visitors and contractors | Location: | Beal High School Campus |
| Name of person(s) completing assessment: | Trevor Button | Job title(s): | Principal for and on behalf of the Trust Executive |
| Local reference no: | n/a | Risk Register No: | n/a |
| Date of this assessment: | 16th July 2021 | Date of signing: | 16th July 2021 |
| Date of next Review: | Review required if there is a significant change or Government guidance changes. | Signed by (Department Manager): |  |

| What is the hazard? | Who/what could be harmed and how? | Initial Risk Rating (H/M/L) | What effective control measures are currently in place? | Residual Risk Rating (H/M/L) | Are additional controls required (Yes/No) |
|-----------------------------------|-----------------------------------|-----------------------------|--|------------------------------|---|
| Being infected by the Coronavirus | Staff, students and visitors | | <p><u>Overview</u></p> <p>As the country moves to Step 4 of the roadmap, the government will continue to manage the risk of serious illness from the spread of the virus. This marks a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect</p> | 4 | |

Risk Assessment Form



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| | | | <p>themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people’s education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for two doses by mid-September. Our priority is for you to deliver face-to-face, high quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.</p> <p><u>Mixing and ‘bubbles’</u></p> <p>It is no longer necessary to keep children in consistent bubbles. These will not be needed for any summer provision (summer school).</p> <p><u>Tracing close contacts and isolation</u></p> <p>School based contact tracing will cease from 19th July 2021.</p> <p>From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.</p> <p>They will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all staff and students to take a PCR test if advised to do so.</p> <p>18-year-olds will be treated in the same way as children until 4 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same</p> | | |
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Risk Assessment Form



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| | | | <p>rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.</p> <p>From 16 August, the requirement for education staff who are fully vaccinated, and children under the age of 18, to self-isolate if they are a contact of a positive case will be removed. Instead, individuals will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would strongly encourage all individuals to take a PCR test if advised to do so.</p> <p>We will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public health might advise the school to temporarily reintroduce some control measures.</p> <p><u>Face coverings</u></p> <p>From Step 4, face coverings will no longer be advised for pupils, staff and visitors either in classrooms or in communal areas.</p> <p>From 19 July, the government is removing the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.</p> <p><u>In circumstances where face coverings are recommended</u></p> | | |
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Risk Assessment Form



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| | | | <p>If we have an outbreak, a director of public health might advise us that face coverings should temporarily be worn in communal areas or classrooms (by pupils staff and visitors, unless exempt). Our outbreak management plans will cover this possibility.</p> <p>In these circumstances, transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. Transparent face coverings may be effective in reducing the spread of COVID-19. However, the evidence to support this is currently very limited. Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles.</p> <p>The main benefit from a transparent face covering is that they can aid communication, for example enabling lip-reading or allowing for the full visibility of facial expressions, but this should be considered alongside the comfort and breathability of a face covering that contains plastic, which may mean that the face covering is less breathable than layers of cloth.</p> <p>Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They may protect the wearer against droplet spread in specific circumstances but are unlikely to be effective in preventing the escape of smaller respiratory particles when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately. The use of face coverings may have a particular impact on those who rely on visual signals for communication. Those who communicate with or provide support to</p> | | |
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Risk Assessment Form



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| | <p>Staff in pupil or public-facing roles</p> <p>Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects</p> | | <p>those who do, are exempt from any recommendation to wear face coverings in education and childcare settings.</p> <p>No student will be denied education on the grounds of whether they are, or are not, wearing a face covering.</p> <p><u>Stepping measures up and down</u></p> <p>The school will have an outbreak management plan outlining how we would operate if there were an outbreak in the school or local area.</p> <p>If we have several confirmed cases within 14 days, we may have an outbreak.</p> <p>We will call the dedicated advice service who will escalate the issue to our local health protection team where necessary and advise if any additional action is required, such as implementing elements of our outbreak management plan. We will reach them by calling the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.</p> <p>The contingency framework describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.</p> <p><u>Control Measures</u></p> | | |
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Risk Assessment Form



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| | | | <p>We will:</p> <ol style="list-style-type: none"> 1. Ensure good hygiene for all <p>Students and staff will be encouraged to regularly wash their hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.</p> <p>We will continue to encourage staff and students to maintain good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p> <p>Use of personal PPE – most staff in school will not require personal protective equipment (PPE) beyond what they would normally need for their work.</p> <ol style="list-style-type: none"> 2. Maintain appropriate cleaning regimes, using standard products such as detergents <p>We will maintain an appropriate cleaning schedule ensuring that all surfaces likely to be touched in areas used by staff or students are cleaned regularly with detergents. Toilets in use will be cleaned daily.</p> <ol style="list-style-type: none"> 3. Keep occupied spaces well ventilated <p>All windows that can be opened will be opened in any room that is being used and door wedges used to ensure doors, as long as they are not fire doors, are propped open to encourage circulation of air. Staff using rooms with doors wedged open to remove wedges in the event of a fire alarm.</p> <p>In cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks or when the room is empty to purge the air in the space.</p> | | |
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Risk Assessment Form



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| | | | <ul style="list-style-type: none"> • Open high level windows in preference to low level to reduce draughts • Increase ventilation while spaces are unoccupied <p>We can continue using most types of air conditioning systems as normal but, if there is a centralised ventilations system that removes and circulates air to different rooms then the user must turn off recirculation and use a fresh air supply.</p> <p>Mechanical ventilation systems will be adjusted to increase the ventilation rate where possible and adjusted to fresh air (or if not then operated as normal as long as they are within a single room and supplemented by an outdoor air supply.</p> <p>4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19</p> <p>When an individual develops COVID-19 symptoms or has a positive test:</p> <ul style="list-style-type: none"> • The school should be notified • They should not come into school • If anyone in school develops symptoms, however mild, they will be sent home and follow public health advice <p>Staff and students will be told to self-isolate if:</p> <ul style="list-style-type: none"> • They have any symptoms of COVID-19 (a high temperature, a new, continuous cough or a loss of or change to their sense of smell or taste • They have tested positive for COVID-19 • They are required to quarantine if arriving from England from abroad if required by ant travel restrictions in operation | | |
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Risk Assessment Form



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| | | | <p>Staff must book a test on the day on which symptoms are reported. Confirmation of this to be sent to Catherine Thomas Failure to book a test on the day symptoms are reported may mean that absence is unpaid.</p> <p>Students or staff reporting to the medical room with symptoms must have names and contact details recorded and a follow up contact made to confirm that the individual has booked a test and instructed not to attend school until the results of the test have been confirmed. Staff and parents will be told to inform the school immediately of the results of the test.</p> <p>From 16 August, the requirement for education staff who are fully vaccinated, and children under the age of 18, to self-isolate if they are a contact of a positive case will be removed.</p> <p>Instead, individuals will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would strongly encourage all individuals to take a PCR test if advised to do so.</p> <p>Staff or students over the age of 18 will still be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. The period of self-isolation remains as 10 days from the date of close contact.</p> <p>Anyone with symptoms should avoid public transport and wherever possible be collected from school by a member of their family or household if they do not drive.</p> <p>Contactless thermometers will be available for any member of staff or student who feels unwell when in school and they will be isolated and sent home if showing a high temperature.</p> | | |
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Risk Assessment Form



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| | | | <p>Reception and medical staff will be trained on responding to a suspected case of COVID-19 and also how to use PPE if required.</p> <p>If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary, further information on this can be found in the use of PPE in education, childcare and children’s social care settings guidance. Any rooms they use should be cleaned after they have left.</p> <p>The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p> <p><u>Asymptomatic testing</u></p> <p>Staff and students will be provided, on request, with home testing kits, if they are attending summer school.</p> <p>If staff or students wish to continue testing over the summer holiday they may collect sufficient home test kits from reception before the end of term in July 2021.</p> <p>All students will be offered 2 on-site lateral flow device tests, 3 to 5 days apart, on their return to school in the autumn term 2021. Students and staff should continue to undertake twice weekly home tests until the end of September 2021 when this will be reviewed.</p> <p><u>Confirmatory PCR tests</u></p> <p>Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance. They will also need to get a free PCR test to check if they have COVID-19.</p> | | |
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Risk Assessment Form

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| | | | <p>Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</p> <p><u>Attendance</u></p> <p>All CEV children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their GP or clinician not to attend.</p> <p>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 our school, we can take the decision to refuse the pupil if, in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Our decision will be carefully considered in light of all the circumstances and current public health advice.</p> <p>School attendance is mandatory for all pupils of compulsory school age and it is priority to ensure that as many children as possible regularly attend school.</p> <p>Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness).</p> | | |
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Risk Assessment Form



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| | | | <p><u>Remote Education</u></p> <p>We will maintain our capacity to deliver high quality remote education for the 2021/2022 academic year for any student unable to attend school.</p> <p><u>School workforce</u></p> <p>Clinically extremely vulnerable (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.</p> <p><u>Educational visits</u></p> <p>We will undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of the risk assessment</p> <p><u>Contingency Framework</u></p> <p>Local authorities, Directors of Public Health (DsPH) and PHE Health Protection Teams (HPTs) can recommend measures in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities. Where there is a need to address more widespread issue across an area, ministers will take decisions on an area-by-area basis. In most cases a “cluster” will be no more than 3 or 4 settings linked in the same outbreak.</p> | | |
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Risk Assessment Form

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| | | | <p>The government has made it a national priority that education and childcare settings should continue to operate as normal as possible during the coronavirus (COVID-19) pandemic.</p> <p>Measures affecting education and childcare may be necessary in some circumstances,</p> <p>for example:</p> <ul style="list-style-type: none"> • to help manage 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) <p>Any restrictions will be kept under review and will be lifted as soon as the public health and scientific advice says it is appropriate to do so. The guiding principle for any decision making will be that any restrictions to attendance on site are kept to a minimum.</p> <p>Attendance restrictions will only ever be considered as a last resort. Where measures include attendance restrictions, the DfE may advise on any groups that should be prioritised.</p> <p><u>School contingency plan</u></p> <p>Testing</p> <ul style="list-style-type: none"> • If Asymptomatic Testing Sites (ATS) are re-introduced the Lower site Sports Hall will be set up for testing as per January 2021 and agency staff re-employed to manage the | | |
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Risk Assessment Form



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| | | | <p>testing site. SLT will schedule tests as appropriate to minimise any disruption to learning.</p> <ul style="list-style-type: none"> • If advised to increase the use of home testing for staff and students we will communicate with parents and children to encourage this. <p>Face coverings</p> <ul style="list-style-type: none"> • If advised we will notify staff, students, and parents that face coverings should be temporarily worn more widely in the setting. This may include face coverings in communal areas (for students) and/or classrooms (for both students and staff). <p>Shielding</p> <ul style="list-style-type: none"> • In the event of a major outbreak or Variety of Concern (VoC) that poses a significant risk to individuals on the Shielded Patient List (SPL), ministers may agree to re-introduce shielding. If shielding is re-introduced, then guidance will be followed for staff and students with regards to working at home. <p>Other measures</p> <ul style="list-style-type: none"> • Residential educational visits may be limited if advised • Open days may be limited or cancelled as advised • Transition or open days may be limited or cancelled as advised • Parental attendance in school may be limited or cancelled as advised • Performances may be limited or cancelled as advised | | |
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Risk Assessment Form



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| | | | <p>Attendance restrictions</p> <p>Attendance restrictions will only be considered as a last resort.</p> <p>If advised to limit attendance we will follow the guidance below:</p> <p>If some attendance restrictions are needed, all vulnerable children and young people, children of critical workers, pupils in years 10, 11, 12 and 13, and other pupils who were due to take external exams this academic year will still be allowed to attend.</p> <p>If, by exception, attendance is restricted further, vulnerable children and young people and children of critical workers will still be allowed to attend.</p> <p>Workforce</p> <p>We will continue to implement the system of controls set out in our guidance. We will explain to staff the measures we are putting in place to reduce risks to staff, including how these protective measures have been reviewed as part of an updated workplace risk assessment.</p> <p>We will have regard to the guidance on clinically extremely vulnerable individuals.</p> <p>We will consider if the coronavirus (COVID-19) education contingency framework offers more opportunities for staff to work at home, given reduced numbers of students on site and the use of remote education for students scheduled to be at home.</p> <p>School meals</p> | | |
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Risk Assessment Form



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| | | | <p>The school will provide meal options for all pupils who are in school, and meals will be available free of charge to pupils who meet the free school meals eligibility criteria.</p> <p>We will also continue to provide free school meals via the voucher scheme for eligible pupils who are not attending school where they:</p> <ul style="list-style-type: none"> • are self-isolating • have had symptoms or a positive test result themselves • are a close contact of someone who has coronavirus (COVID-19) • are not attending as a result of implementation of local restrictions advised by government <p>Remote education provision</p> <p>A full programme of remote education will be provided to all students not attending school immediately following any restrictions on attendance.</p> <p>Safeguarding and designated safeguarding leads</p> <p>There will be no change to local multi-agency safeguarding arrangements, which remain the responsibility of the 3 safeguarding partners:</p> <ul style="list-style-type: none"> • local authorities • clinical commissioning groups • chief officers of police <p>If attendance restrictions are needed, all local safeguarding partners will be vigilant and responsive to all safeguarding</p> | | |
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| | | | <p>threats with the aim of keeping vulnerable children and young people safe, particularly as more children and young people will be learning remotely.</p> <p>Vulnerable children and young people</p> <p>Where vulnerable children and young people are absent, we will:</p> <ul style="list-style-type: none"> • follow up with the parent or carer, working with the local authority and social worker (where applicable), to explore the reason for absence and discuss their concerns • encourage the child or young person to attend educational provision, working with the local authority and social worker (where applicable), particularly where the social worker and the Virtual School Head (where applicable) agrees that the child or young person’s attendance would be appropriate • focus the discussions on the welfare of the child or young person and ensuring that the child or young person is able to access appropriate education and support while they are at home • have in place procedures to maintain contact, ensure they are able to access remote education support, as required, and regularly check if they are doing so <p>If we have to temporarily stop onsite provision on public health advice, we will discuss alternative arrangements for vulnerable children and young people with the local authority.</p> <p>Transport</p> <p>Transport services to education settings will continue to be provided as normal where children are attending education settings. The transport to school and other places of education: 2020 to 2021 academic year guidance remains in place.</p> | | |
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Risk Assessment Form



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| | | | <p>Educational visits</p> <p>Any attendance restrictions will be reflected in the visits risk assessment, and we will consider carefully if the educational visit is still appropriate and safe. Only children who are attending the setting should go on an educational visit.</p> <p>We will consult the health and safety guidance on educational visits when considering visits.</p> | | |
| | <p>Staff taking leave, transmission from touching contaminated objects</p> | | <p>The government has set a requirement for people returning from some countries to quarantine for 10 days on their return. The latest guidance on quarantine can be accessed at coronavirus (COVID-19): how to self-isolate when you travel to the UK.</p> <p>As would usually be the case, staff will need to be available to work in school during term time.</p> <p>There is a risk that where staff travel abroad, their return travel arrangements could be disrupted due to factors arising beyond their control in relation to coronavirus (COVID-19), such as the potential for reinstatement of lockdown measures in the place they are visiting.</p> <p>Depending on the circumstances any period of self-isolation due to quarantine or lockdown measures in places visited may be unpaid</p> | | |

Risk Assessment Form

Risk Rating Matrix

| | | Impact | | | | |
|--------------------|-------------------|-------------|--------|-------------|---------|--------------|
| | | 1. Very Low | 2. Low | 3. Moderate | 4. High | 5. Very High |
| Likelihood of Harm | 5. Almost Certain | 5 | 10 | 15 | 20 | 25 |
| | 4. Likely | 4 | 8 | 12 | 16 | 20 |
| | 3. Possible | 3 | 6 | 9 | 12 | 15 |
| | 2. Unlikely | 2 | 4 | 6 | 8 | 10 |
| | 1. Rare | 1 | 2 | 3 | 4 | 5 |

Matrix to calculate the likelihood and impact should the hazard be realised.

RAG Rating Matrix

| Risk Rating | Possible Action to be Taken |
|-------------------------|---|
| LOW (<4) | <ul style="list-style-type: none"> Department manager may accept risk Manage by routine processes Any costs to be funded within Directorate Hazard to be reviewed and updated at least annually. |
| MEDIUM (5-10) | <ul style="list-style-type: none"> Management action required to control risk as soon as reasonably practicable Monitor any action taken to ensure it has been effective in reducing the risk to an acceptable level Reviewed and updated at least every 6 months to ensure controls remain effective May necessitate bids for central funding. |
| HIGH (>12) | <ul style="list-style-type: none"> Immediate senior management action required to further control risk May halt work/task while additional controls are applied Copy of the risk assessment sent to Risk and Insurance Manager for inclusion on to the Corporate Risk Register Responsible Director to give priority for action/funding Monitor any action taken to ensure it has been effective in reducing the risk to an acceptable level To be reviewed and updated at least every month to ensure controls remain effective. |

Note:
 Inform the Risk and Insurance Manager of all **Medium** and **High** tasks (residual)
 Inform Strategic Health and Safety Board of all **High** rated tasks (>12 (residual))