

Risk Assessment – COVID-19 (v3)	04/2021	Coleridge Community College
Responsible Person	Ele Stoneham, Headteacher	
Other Persons Involved	Headteacher, SLT, Site Manager, Trade Union Rep, Chair of Governors	
Guidance Material Considered	<ul style="list-style-type: none"> • · DfE – Schools coronavirus (COVID-19) operational guidance (10 May) • · DfE - Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (10th May) • · DfE - Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak (10 May) • · DfE – Face coverings in education (10 May 2021) • · DfE - Safe working in education, childcare and children’s social care (1 March) • · BEIS - Working safely during coronavirus (COVID-19) Offices and Contact Centres (11 May) • · NHS - Test and Trace – How it works (13 May) • · PHE - COVID-19: cleaning in non-healthcare settings outside the home (16 October) • · CLEAPSS - COVID-19 guidance re science, design and technology • · AfPE – Coronavirus guidance and support re school sport • · OEAP – Coronavirus guidance re educational visits • · Music Mark – Guidance for Schools and Music Providers • DfE Asymptomatic Testing Procedures and Guidance – available through the DfE portal (secondary) and DfE portal (primary) 	

Covering staff and student H&S for the reopening of schools from 8 March 2021 and for those staff who will continue or need to work from home. The term 'school' is used throughout to refer to schools and early years settings as applicable.

To minimise the risk of infection to all persons, the following system of controls has been applied by the school/setting:

At all times

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend school
- 2) Ensure face coverings are used in recommended circumstances
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents
- 6) Minimise contact between across the setting/site and maintain social distancing wherever possible
- 7) Keep occupied spaces well ventilated

In specific circumstances

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary
- 9) Promote and engage in asymptomatic testing, where available

In response to any infection

- 10) Promote and engage with the NHS Test and Trace process
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community
- 12) Contain any outbreak by following local health protection team advice

A close contact is defined as:

- Anyone who lives with someone with COVID-19 symptoms or a positive test result (PCR or LFD)
- Anyone in a support bubble or childcare bubble as if they were part of the same household
- Anyone who has had the following contact with someone who has tested positive for COVID-19 via PCR or LFD test.
 - face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre skin-to-skin physical contact for any length of time
 - been within 1 metre for 1 minute or longer without face-to-face contact
 - sexual contacts
 - been within 2 metres of someone for more than 15 minutes (either as a one-off contact or added up together over 1 day)
 - travelled in the same vehicle or a plane

The symptoms of COVID-19 are: a new and continuous cough, or a high temperature, or a loss of or change in a person's normal sense of taste or smell

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place
Infection Control (people)	Staff, students, Visitors	Staff contracting COVID-19	<ul style="list-style-type: none"> ● An individual RA is available for those who feel they may be at higher risk from infection ● Clinically extremely vulnerable staff (CEV) are should attend school/work unless under specialist care or advised not to attend by their GP ● All staff should follow the school's infection control practices to minimise the risk of transmission ● Staff who are required to quarantine having recently visited a county outside the common travel area will not come into school ● Any other staff who are not required in school and who can continue to work from home will do so ● Staff are either taking part in asymptomatic testing in line with DfE guidance, or for those that have not volunteered, weekly health screening is being carried out through the Invenry login system. ● Any staff member with symptoms of COVID-19 is sent home to self-isolate for 10 full days and instructed to undertake a COVID-19 test. Their household members are also required to self-isolate pending the results of this test. ● Close contact self-isolation of staff and their contacts will continue even when an asymptomatic testing programme is in place. ● Where two or more cases occur within 14 days the school contacts the DfE helpline for advice on any further action required ● Where the PCR test returns a positive result: <ul style="list-style-type: none"> ○ The staff member self-isolates for 10 full days from the day after onset of symptoms and after that they can return if they feel well enough. They can return if a cough or anosmia persists beyond this time. ○ The staff member must notify the school of the test result immediately ○ The school will contact the DfE helpline for advice on any further action required ○ The school will carry out close contact tracing to identify any other staff or students who will be required to self-isolate ○ The school will review the case against the Group guidance on <i>COVID-19 and ARMS</i> to establish if it was likely that the infection was contracted as a result of occupational exposure and record it on ARMS if it was. ● If the PCR test result is negative the staff member can return to school when they feel well enough to do so. Any close contacts who were self-isolating can stop doing so. ● Where an LFD test returns a positive result: <ul style="list-style-type: none"> ○ (Home testing) self-isolate, arrange a PCR test, and follow the above if positive. If negative, return to work ○ All positive results from rapid tests, whether conducted at home or at school need to be confirmed with a PCR test within two days of the positive lateral flow test. Following a positive lateral flow test, a confirmatory PCR test should be booked immediately either online or by calling 119. Whilst awaiting the PCR result, pupils, students and staff and close contacts should continue to self-isolate. If the PCR test is negative, provided it was taken within two days of the positive LFT, it overrides the lateral flow test and pupils, students and staff can return to school or college, and close contacts and other household members can stop self-isolating. ○ The school must be notified of the test result in the case of testing from home ○ The school contacts the DfE helpline for advice on any further action required ○ Where two or more cases occur within 14 days the school contacts the DfE helpline for advice on any further action required

			<ul style="list-style-type: none"> ○ The school reviews the case against the Group guidance on <i>COVID-19 and ARMS</i> to establish if it was likely that the infection was contracted as a result of occupational exposure and record it on ARMS if it was. ● All staff must continue to follow the working safely measures, even if staff have received a recent negative test result, or had the vaccine
		<p>Students contracting COVID-19</p>	<ul style="list-style-type: none"> ● Any student with symptoms of COVID-19 should not attend school for 10 full days from day after the onset of symptoms and is expected to undertake a PCR test. The student/parents are instructed to notify the school immediately if a positive result is obtained. ● Where two or more cases occur within 14 days the school contacts the DfE helpline for advice on any further action required ● Where a positive result is obtained, the school will contact the DfE helpline or local Health Protection Team for advice on any further action required. ● A negative result means the student can return to school. ● Secondary students are eligible for enrolment on the asymptomatic testing programme (three tests on the return to school, twice weekly home tests after that) <ul style="list-style-type: none"> ○ (Home testing) self-isolate, arrange a PCR test, and follow the above if positive. If negative, return to work ○ (In school testing) student self-isolates for 10 full days from the day after the test. Any close contacts must also self-isolate ○ The school must be notified of the test result in the case of testing from home ● Where a student indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must self-isolate for up to 10 days. The symptomatic household member should arrange a test. If this test result is negative the student can return to school if they do not have any COVID-19 related symptoms.

			<ul style="list-style-type: none"> ● Clinically extremely vulnerable students are advised not to attend school at this time. Where they do attend, an individual care plan and a letter from the GP saying that they can attend has been obtained. ● Students who are required to quarantine having recently visited a county outside the common travel area must not come into school
		Visitors contracting COVID-19	<ul style="list-style-type: none"> ● All visitors to site carefully managed and identification details recorded and held for 21 days to support the Test and Trace process, through the use of the NHS 'Test and Trace' app. The QR code is displayed at reception. ● Details of any specific local procedures are communicated to all visitors before they come to site. Visitors can attend the setting, where necessary, but in line with infection control practices ● Parents are advised to drop children off alone, i.e. not to come with partners or family and not to congregate at the school entrance. ● Contractors attending while school is operational are notified that the school is operational and their access requirements reviewed on a case by case basis. ● Central office staff visiting schools are eligible for inclusion in asymptomatic testing but this is not a condition of entry and all normal infection control practices will still be followed.
Asymptomatic Testing Programme	Staff, students	Additional measures required to support testing that is carried out in a school that is an asymptomatic testing site (ATS), i.e. not tests that are carried out at home by either staff or students	<ul style="list-style-type: none"> ● All testing is carried out in strict adherence to the procedures contained in the "NHS How to Guide: Rapid Testing in Schools and Colleges" (the 'How to Guide') ● Training – The school has followed the 'How to guide'. All staff involved in the programme have completed the online training relevant to their assigned role(s) and have been signed off as competent by using the competency assessment templates provided by DfE/PHE. ● Premises – The area Dance Studio has been set up in compliance with the 'How to guide' The school has made provision for all materials required as detailed in the same. Testing areas are cleaned down before being returned to normal use. General safety of the premises, e.g. condition, slips and trips, is already managed and covered in other existing school risk assessments. ● Signage – the testing area has been clearly demarcated to support flow and to prevent unauthorised entry. ● Logistics – Participants will be brought to the area in line with social distancing regulations and line up to enter the room and exit through a separate door, down a separate staircase then go back to classroom for result. ● PPE – PPE requirements vary by role but will be provided in line with the DfE/PHE guidance. All testing staff are trained in correct donning and doffing procedures. PPE will be changed in line with the frequencies detailed in the 'How to guide' ● Storage of materials – testing kits are stored securely at a temperature between 2C and 30C. Prior to use all reagents will be brought up to 15C if necessary. Deliveries will be handled in accordance with the school's existing manual handling procedures. ● Waste – Healthcare waste is in line with the Government's recommendation have been established and Karen Chapman (site officer) will ensure that all waste is removed from site in a timely manner. ● Cleaning – Cleaning is carried out in line with the requirements and frequencies detailed in the 'How to guide' and the linked training modules. ● First Aid – the school will ensure that access to first aid provision is possible whenever asymptomatic testing is being carried out. ● Monitoring – the school's Quality Lead/Team Leader verifies the school is ready to start testing and carry out periodic monitoring to verify that the requirement standards are being maintained.

			<ul style="list-style-type: none"> • Testing – tests are self-administered under direction of the testing team. Where additional assistance is required arrangements are made to test at a time on a one to one basis. <p><u>Results</u></p> <ul style="list-style-type: none"> • Participants may return to work or class while awaiting their result. • Anyone in receipt of a positive LFD test result needs to self-isolate for 10 full days after the test. • Those undertaking home tests must report their results to Test and Trace and the school and in the case of a positive result, self-isolate and arrange a PCR confirmation test
Suspected / confirmed case in school	Staff/ students	Potential contamination of surfaces and for person to person spread	<ul style="list-style-type: none"> • Student/staff member sent home and instructed to arrange a COVID-19 test. The school may provide a PCR test kit where doing so may increase the likelihood of a test being completed. • Students with symptoms are isolated in a dedicated room (Radegund Hall Meeting room) with an open window. Where this is not possible, they are kept at least 2m away from all other persons. • If a bathroom is required while awaiting collection this will be cleaned and disinfected immediately after use using normal cleaning products • Cleaning and disinfection of the area is carried out in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings • Symptomatic students should either be collected by a family member or walk, cycle or scoot home. Where transport is required the school will have regard to the principles contained in Safe Working in Education Childcare and Children’s Social Care Settings • Any staff member who provided close-contact care (with or without PPE) is only required to self-isolate if the symptomatic person subsequently tests positive, they develop symptoms, they are instructed to do so by Test and Trace or PHE, or they test positive from an LFD test as part of a community or worker programme. • PPE, i.e. disposable face masks (type IIR), disposable gloves, disposable aprons and eye protection is supplied for providing care to suspected cases but is only required where 2m separation cannot be maintained.
Infection Control (practices)	Staff, students, Visitors	Operational practices in place to minimise the risk of the spread of infection	<p><u>Face Coverings</u></p> <ul style="list-style-type: none"> • Adults remain recommended for staff in areas where social distancing between adults is not practicable, emphasising that 2metre social distancing between adults should be practiced wherever possible. Face coverings aren’t recommended for staff in classrooms but staff can choose to wear them. • It is no longer recommended for students in classrooms or communal areas in school. • The school holds a small supply of disposable face coverings • Students, staff, and visitors are briefed in the safe wearing, removal and storage of face coverings including hand hygiene • Local Directors of Public Health may reintroduce requirements for wearing of face coverings, in response to local outbreaks. <p><u>Good Hand and Respiratory Hygiene</u></p> <ul style="list-style-type: none"> • Soap and running water or hand sanitiser is readily available • Hands are cleaned by all students, staff members and visitors, using soap or sanitiser on arrival, after break, when changing rooms, before and after eating, and after using the bathroom. • Skin friendly cleansing wipes used for those who need assistance in cleaning hands and sanitiser use supervised where necessary • ‘Catch-it, bin-it, kill-it’, promoted throughout school.

- The school provides tissues and sufficient bins to support disposal of waste.
- The school considers support for those who may have difficulty or those who spit or use saliva as a sensory stimulant
- Stock levels are regularly checked by site staff. There is also stock available in the staff room and additional requests can also be made via the helpdesk.

Cleaning

- A cleaning schedule is in place showing increased frequency with a focus on areas used by multiple groups and frequently touched surfaces in line with normal procedures and cleaning risk assessment. (Cleaner on extra duty from 11am to 1.30pm everyday) No requirement for additional PPE to be worn for routine cleaning.
- Cleaning following confirmed/suspected case carried out in accordance with PHE guidance [COVID-19: cleaning of non-healthcare settings](#)
- Where cleaning is contracted out the school maintains a record of what enhanced processes have been implemented.

Grouping and Measures Within Classrooms

- Consistent grouping practised as much as possible
- Mixing between groups is minimised and secondary students are encouraged to maintain social distancing within groups
- Mixing in wider groups for specialist subjects, wraparound care, or on transport is managed and minimised
- All staff can operate across multiple classes and year groups but will practise social distancing where possible.
- A record is made of group/bubble composition and any close contact that takes place between children and staff in different groups
- Staff endeavour to remain at the front of the class, 2m away from each other and children
- Students sit side by side and facing forwards where possible.
- Education and care support for those with complex needs is provided as normal.

Wrap-around provision/extra-curricular activities

- From no earlier than 12 April, all parents may access all wraparound provision without any restrictions on reasons for attendance. For indoor provision, where school day groupings/bubbles cannot be maintained, groups should be limited to no more than 15 children.
- From 29 March, inter-school sports competition can take place. Indoor competition should not take place until 12 April at the earliest in line with the return to wider indoor grassroots sport for under 18s.
- From 17th May, where wraparound activities are taking place indoors, they are able to take place in groups of any number. However, mixing between children needs to be minimised. The ability to maximise ventilation should be considered in determining group size with a maximum of 15, if ventilation is poor
- Performing Arts clubs will run following guidance on space and ventilation and instrument/resource sharing hygiene. Spaces will be aired throughout the session and aired and cleaned before being returned to normal school use.

			<p><u>Measures Elsewhere</u></p> <ul style="list-style-type: none"> ● Groups are kept apart where possible. Assemblies/worship are held one group at a time. ● Timetabling reviewed to keep groups apart and minimise movement around the site as much as possible. ● Break and lunch are established in zones to minimise mixing of groups with dining hall surfaces cleaned between groups. ● Staff spaces are reviewed against the guidance on Office and Contact Centres to support distancing and hygiene ● Staffroom use is minimised except where social distancing and enhanced cleaning can be reliably practised. <p><u>Other Considerations</u></p> <ul style="list-style-type: none"> ● Specific assessments are carried out for those with SEND needs to help with adjustments as necessary ● Supply/peripatetic teachers can move between schools but will minimise contact and socially distance as much as possible. ● Specialist staff e.g. therapists work as normal but must abide by the school's infection control practices ● Parents are informed of the processes in place for drop-off and collection, including discouraging gathering at the school gates ● Dual registered children can attend, but the two settings will liaise to agree controls. ● Equipment: <ul style="list-style-type: none"> ○ Personal items, e.g. pens and pencils will remain individual and be cleaned between users where this isn't possible ○ Classroom resources are used freely within the bubble/group, but are subject to regular cleaning ○ Resources shared between groups are cleaned frequently, i.e. always before being used by another group, or quarantined for 48 hours between use (72 hours for plastic items). ○ Outdoor play equipment is cleaned more frequently ○ Students are advised to limit the amount of equipment they bring to school ○ Resources can be taken home by students and staff and are subject to the same rules re cleaning and rotation as above. <p><u>Public Transport</u></p> <ul style="list-style-type: none"> ● Steps are taken to depress demand at peak times through a staggered finish time ● Walking, cycling, scooting to and from school are all promoted ● Face coverings are required by law on public transport for all over 11 years old.
<p>Infection Control (premises)</p>	<p>Staff, students, Visitors</p>	<p>Changes to or introduction of physical control measure to minimise the risk of the spread of infection</p>	<ul style="list-style-type: none"> ● Any unnecessary furniture removed to aid distancing between groups ● Demarcation of playground spaces, classrooms and offices where social distancing controls are difficult to manage ● Room capacities considered to ensure spaces cannot become suddenly overloaded by persons from different groups e.g. print rooms, lifts ● The whole school is kept well ventilated insofar as the ventilation systems allow and whilst maintaining a suitable teaching and working environment. Mechanical ventilation systems are set to 'fresh air' mode where possible. Single room systems continue to operate as normal

			<ul style="list-style-type: none"> • Windows are opened where possible, where temperature allows it, and where doing so does not create undue risks. Where no mechanical ventilation is provided, windows are fully opened at least at every break time to vent the room • Non-fire doors are propped open to support ventilation and to remove need for hand contact
<p>Delivery of 'higher risk' subjects</p>	<p>Staff, students</p>	<p>Delivery of lessons such as science, D&T, Drama and PE require students and staff to work in close proximity thereby increasing the risk of infection</p>	<ul style="list-style-type: none"> • Subject leads continually review their departmental risk assessments against sector specific guidance for the planned activities and update these accordingly. <ul style="list-style-type: none"> ○ CLEAPSS guidance referred to in planning science, D&T and Art ○ AfPE and national governing body guidance referred to in planning physical activities ○ Music Mark and DCMS Performing Arts guidance referred to in planning music, dance and drama <p>Music and Drama</p> <ul style="list-style-type: none"> • Consistent groupings are maintained wherever possible • Singing and wind and brass instrument playing takes place in larger rooms with players, singers, and any other persons 2m apart, and with ventilation maximised. Where possible outdoors if the weather permits. • Choirs and ensembles will only take place where social distancing and high levels of natural airflow can be maintained • Wind and brass players positioned so that air is not blown into another player • Backing tracks/accompanying music operated with volume levels as low as possible. • Microphones used where possible and amplification is required; if shared they are cleaned between each user • Performances may be carried out in line with DCMS guidance for the performing arts sector. • Robust handwashing practised, before and after handling equipment/instruments • Any shared equipment is cleaned regularly and always between users <p>Physical Activity</p> <ul style="list-style-type: none"> • Consistent groupings maintained • Equipment thoroughly cleaned between groups • Outdoor lessons prioritised where possible. Indoor spaces have natural ventilation maximised • Use of external facilities is risk assessed on a case-by-case basis • Team sports only carried out where NGB has published guidance on how this can be carried out safely and with this guidance implemented • Inter-school sport can now take place • Physical activity is encouraged at break and lunch time where it can be carried out within existing groups and with any equipment <p>Educational Visits</p>

			<ul style="list-style-type: none"> ● Educational day trips can resume from 12 April where carried out in line with COVID-19 secure guidelines ● Domestic residential educational visits can resume from 17th May. Children should be kept within their groups while on visits. ● International educational visits remain advised against
Anxiety, stress and worry	Staff, students (parents indirectly)	Those coming to work or school may be anxious, worried or stressed	<ul style="list-style-type: none"> ● The workforce and any Union reps have been involved in the development of this risk assessment and associated control measures ● This risk assessment and its findings have been shared with staff and published on the school website. ● Staff have access to Group's occupational health and counselling service
Intimate Care/Higher Dependency students	Staff, students	Intimate care brings people within close proximity of each other thereby increasing the risk of infection	<ul style="list-style-type: none"> ● Staff providing intimate care to use PPE as they would do normally for providing care in line with children's needs ● No specific PPE is required unless the child in question is symptomatic (see <i>Suspected/confirmed case in school</i> section).
Failure to follow local rules	Staff, students, Visitors	Persons fail to follow local rules due to lack of awareness or persons who violate local rules	<ul style="list-style-type: none"> ● Risk assessment developed in collaboration with staff and Union reps and shared with all parties ● All staff reminded of their duty to follow these control measures and to support staff or students who may fail to follow these in a constructive manner ● Transgressions will be escalated through existing behaviour/disciplinary arrangements
The school lapses in following national/ group guidelines and advice	Staff, students, Visitors	Lack of awareness leads to failure to follow required controls	<ul style="list-style-type: none"> ● Central office to ensure that Coronavirus pages on the Hub are kept updated ● Important updates/changes included in CEO's Heads Bulletins ● Regular key guidance updates issued by Group H&S Manager ● Headteacher to ensure that all relevant guidance is followed and communicated to staff ● Senior Leaders keep themselves up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly ● The LGB is kept informed on changes in guidance and school approach
Other Risk Assessments	Staff, students	Other risk assessment that aren't updated	<ul style="list-style-type: none"> ● Extra-curricular provision/wraparound care is carried out in line with the principles outlined in this risk assessment ● Fire safety procedures have been amended to support COVID-19 infection control arrangements ● Staff training schedule monitored and any slippage identified and managed

		and therefore become invalid	
Temporary Home Workers	Staff	Staff working from home having DSE issues, accidents or suffering wellbeing or stress issues	<p>DSE</p> <ul style="list-style-type: none"> • Staff are allowed to take home peripherals and chairs from office • Guidance on setting up a suitable workstation provided on HSE website • Additional equipment needs are reviewed on a case-by-case basis <p>First Aid/Accidents</p> <ul style="list-style-type: none"> • Any accidents to be logged onto ARMS and line manager to be notified <p>Wellbeing/Stress</p> <ul style="list-style-type: none"> • Guidance on wellbeing provided on Hub coronavirus pages – dedicated wellbeing section • Managers to maintain regular contact with their employees, preferably by video link.

Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By

Assessment completed by:	E. Stoneham	Date:	14/5/21	Date of next review:	Every 2 weeks
---------------------------------	--------------------	--------------	---------	-----------------------------	---------------