

**CALDEW SCHOOL
COVID 19
RISK ASSESSMENT**

This risk assessment has been based on the model provided by Cumbria County Council and has been developed for schools and settings in consultation with trade unions and relevant service areas. It has been amended to reflect the needs of Caldew School. Controls shown follow current available guidance and best practice.

Headteachers and governing bodies are responsible for monitoring the advice and guidance available, ensuring risk assessments and safe working practices are updated where applicable and cascaded through to employees. They must ensure that compliance is monitored, and any emerging issues addressed appropriately.

This risk assessment refers to current national guidance, which is listed at the end of this document, and within accompanying guidance.

The school has consulted with both teacher and support staff trade unions.

We welcome feedback from staff on this risk assessment on an on-going basis. Any feedback should be sent to VJJ.

Likelihood:

Very unlikely, e.g. 1 in 1,000,000 chance of it happening
 Unlikely, e.g. 1 in 100,000 chance of it happening
 Possible, e.g. likely to occur during standard operations
 Likely, e.g. has been known to happen before
 Very likely, e.g. it is almost certain that something will happen

Severity:

Insignificant	No injury
Minor	Minor injuries requiring first aid
Moderate	First aid/RIDDOR reportable incident
Major	Serious injury/hospital attendance
Most severe	Disabling injury, long term ill-health or fatality

15-25 Unacceptable.

Stop activity and make immediate improvements

6-12 Tolerable

Look to improve within a specified timescale

1-5 Acceptable

No further action, but ensure controls are maintained

		Severity				
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Most Severe
Likelihood	5 Very Likely	5 Low Risk	10 Medium Risk	15 High Risk	20 High Risk	25 High Risk
	4 Likely	4 Low Risk	8 Medium Risk	12 Medium Risk	16 High Risk	20 High Risk
	3 Possible	3 Low Risk	6 Medium Risk	9 Medium Risk	12 Medium Risk	15 High Risk
	2 Unlikely	2 Low Risk	4 Low Risk	6 Medium Risk	8 Medium Risk	10 Medium Risk
	1 Very Unlikely	1 Low Risk	2 Low Risk	3 Low Risk	4 Low Risk	5 Low Risk

Location	<i>Caldew School</i>	Activity description	Infection prevention and control – during COVID-19 pandemic
Assessment date	<i>9/10/2021</i>	Assessor name	<i>V Jackson</i>
Assessment team members	<i>Paul Hammond Dave Foulkes</i>	Planned review date	<i>17/10/21</i>
Overall residual risk level following implementation of effective control measures	Medium risk <i>Step 4 of the Government Roadmap came into force on Monday July 19th, 2021</i> Professionals in Schools, Public Health, Health and Safety and LA services will continue to work closely with recognised trade union colleagues to promote safe working procedures, suitable safety controls and limit risk.	People exposed	All employees Pupils Visitors Contractors Members of the public Vulnerable children/adults Persons with pre-existing medical conditions First aiders New/expectant mothers
DfE helpline 0800 046 8687 (select option 1 for advice on action to take in response to a positive case)			
Assessment last updated	<i>9/10/2021</i>	Is this an acceptable risk?	Yes
<p>Training: All staff will receive training and information proportionate and relevant to the activity that is being undertaken.</p> <p>Monitor and review: This risk assessment and its implementation will be monitored on at least a weekly basis and will take account of any new or updated guidance and ensure that the control measures remain relevant and effective.</p> <p>Communication and consultation: Regular updates will be provided to all staff– feedback and comments will be welcomed. Copies of this risk assessment will be available on our school website.</p> <p>¹From 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. Instead, children 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 individuals to take a PCR test if advised to do so.</p>			

¹ [Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Hazard description and how people are at risk	Potential risk	Current control measures (those that are in place)	Additional control measures (to be identified and implemented)	Residual risk	Action details by whom by when
Hazards in relation to staffing and daily operation during COVID-19 pandemic	16	<ul style="list-style-type: none"> <input type="checkbox"/> We will continue to follow national and local government guidance, HR and Public Health advice in respect of staff returning to the workplace. <input type="checkbox"/> We will continue to plan for safe occupancy/staff ratios in the event that temporary measures are reintroduced such as social distancing and reduced classroom numbers <input type="checkbox"/> We continue to review, amend, update and communicate our school's Operations Risk Assessment <input type="checkbox"/> Staff Guide has been updated to include information and guidance on dealing with the current COVID-19 pandemic. <input type="checkbox"/> In the event of an outbreak, we will follow Local Health Protection advice. An outbreak is defined as 5 positive cases amongst closely mixing people. <input type="checkbox"/> We will inform Public Health via the ipc email address of any positive cases in school <input type="checkbox"/> Information posters highlighting the symptoms of COVID-19 are prominently displayed throughout the premises. <input type="checkbox"/> Ongoing communications (posters, emails, letters, inductions briefings toolbox talks) are provided to all employees, students, parents and visitors. <input type="checkbox"/> Staff and students are advised that they must not come into school if they have Coronavirus 	<ul style="list-style-type: none"> <input type="checkbox"/> Catch it Kill it Bin it Poster on Schools Portal <input type="checkbox"/> Posters and signage around school <input type="checkbox"/> Letter sent home to parents Aug 21 <input type="checkbox"/> Tissues in all classrooms 	9	<p>Site team by start of term</p> <p>VJJ</p> <p>Site team by start of term</p>

Hazard description and how people are at risk	Potential risk	Current control measures (those that are in place)	Additional control measures (to be identified and implemented)	Residual risk	Action details by whom by when
		<p>(COVID 19) symptoms (a high temperature, a new continuous cough, loss of taste or smell), or they have had a positive LFT.</p> <ul style="list-style-type: none"> □ People experiencing symptoms will be advised to take a PCR test. In the event they refuse to take a PCR test they will not be allowed back into the school for 10 days from the start of symptoms □ ²Staff and students travelling from abroad will adhere to travel legislation as set out in Government travel advice. □ Staff have been asked to take LF test on the morning before they return to school □ Students have all been offered on site LF testing prior to their return in September and a second test 3-5 days later □ Staff and students will be asked to voluntarily participate in asymptomatic twice weekly testing at home and will be provided with kits for future testing until at least the end of December. □ Individual risk assessments are completed for all Clinically Extremely Vulnerable staff and students with any extra precautions identified to minimise the risk of exposure to the virus. 	<ul style="list-style-type: none"> □ The headteacher reserves the right to refuse a students attendance in school if in their reasonable judgement the rest of the students and staff are at risk of possible infection. □ ³Staff and students with a positive LFT will be asked to self-isolate and take a PCR test. □ ⁴We have put in place a contingency framework for managing local outbreaks 		

² Those aged 11 to 17 need [proof of a negative COVID-19 test](#) to travel to England (children aged 10 and under are exempt from this) and those aged 5 to 17 must take a COVID-19 travel test on or before day 2. More information is provided in the government's [quarantine and testing guidance](#)

³ 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.

⁴ Model Contingency Framework document available on the Schools Portal [Crisis Management and Emergencies in Schools - All Documents](#) (cumbria.gov.uk)

Hazard description and how people are at risk	Potential risk	Current control measures (those that are in place)	Additional control measures (to be identified and implemented)	Residual risk	Action details by whom by when
		<ul style="list-style-type: none"> <input type="checkbox"/> Where necessary referrals will be made to our occupational health provider. <input type="checkbox"/> Normal absence and wellbeing reporting procedures are followed. <input type="checkbox"/> All staff will adhere to any instructions, advice, guidance, and site rules provided to them including hand and respiratory hygiene and where identified, social distancing and use of face coverings. <input type="checkbox"/> Staff are responsible for ensuring that they are up-to-date with their own routine immunisations. <input type="checkbox"/> Staff and students over the age of 16 where appropriate are encouraged to download the NHS COVID-19 app and follow the government guidance Use of the NHS COVID-19 app in education and childcare settings <input type="checkbox"/> We will continue to encourage staff to take up the offer of vaccination and will support them to attend booked vaccine appointments during term time. <input type="checkbox"/> <i>Staff and students are required to use face coverings in busy or crowded areas such as corridors and social spaces of the school and on school transport.</i> <input type="checkbox"/> <i>We will continue to encourage staff and students to clean hands regularly.</i> Additional hand washing facilities and hand sanitiser stations will be maintained around the school. 	<ul style="list-style-type: none"> <input type="checkbox"/> We recommend that staff pause the 'trace' function in certain situations. <input type="checkbox"/> ⁵We will support and encourage our young people (aged 16-18) to take up the offer of a vaccine when they are invited. Planned date for COVID vaccinations is 1st November 		

⁵ [Who can get the coronavirus \(COVID-19\) vaccine - NHS \(www.nhs.uk\)](https://www.nhs.uk)

Hazard description and how people are at risk	Potential risk	Current control measures (those that are in place)	Additional control measures (to be identified and implemented)	Residual risk	Action details by whom by when
Increase in the number of positive cases in the school community increasing the risk of in setting transmission	16	<ul style="list-style-type: none"> • Advice taken from local Public Health team • Staff advised to take twice weekly lateral flow tests • Face coverings are required to be worn in busy, crowded areas such as corridors and social spaces and school transport • We will advise parents that if there is a household case children should isolate for 5 days and the take a PCR. If this is negative they can return to school. Exemptions from this are children who have had a vaccination 14 or more days ago, where a child has had COVID with the last 90 days or where a risk assessment identifies that the benefits outweigh the risks for the child. • Parents advised to test students twice weekly • Parents advised that is their children are close contacts and develop wider symptoms eg sore throat they should go for a PCR test • Risk assessments for CEV people reviewed 	Letter sent home to all parents Students briefed Number of LFD kits to be monitored to ensure we have enough	12	VJJ KMC VJJ/PDH
Poor ventilation and heating risks	20	<ul style="list-style-type: none"> <input type="checkbox"/> The building will remain well-ventilated where possible using natural ventilation. <input type="checkbox"/> All classrooms in use will have natural ventilation <input type="checkbox"/> Classroom windows will be kept partially open to allow acceptable ventilation whilst maintaining a reasonable temperature as required by the Workplace (Health, Safety and Welfare) Regulations. <input type="checkbox"/> Classroom doors will be wedged open to maintain air flow 	<ul style="list-style-type: none"> <input type="checkbox"/> We will open high level windows where possible. <input type="checkbox"/> The fire doors of all unoccupied rooms will remain 	12	Teachers to open windows and doors every morning Teachers to ensure

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		<ul style="list-style-type: none"> <input type="checkbox"/> Classroom windows will be opened wider during breaks and lunchtimes when the rooms are empty, to air the rooms. <input type="checkbox"/> Heaters will be operating to maintain a reasonable temperature during cold spells, and we will encourage staff and students to wear extra layers and warmer clothing. <input type="checkbox"/> External doors (except fire doors) will be opened to ventilate corridors <input type="checkbox"/> Mechanical ventilation systems have been serviced and checked. <input type="checkbox"/> We will continue to follow HSE guidance and CIBSE guidance regarding ventilation and air conditioning. <input type="checkbox"/> CO2 monitors will be used to identify any classrooms where ventilation is an issue and the school will provide further guidance 	<p>closed when rooms are empty.</p>		<p>windows are open</p> <p>Site team to open external doors every morning</p>
Hazards relating to visitors coming into the setting (including parents, specialist, other professionals, contractors and supply teachers)	16	<ul style="list-style-type: none"> <input type="checkbox"/> Essential visits will be strictly managed on a case-by-case basis. <input type="checkbox"/> Visitors will only be allowed into school with a prior appointment. <input type="checkbox"/> All visitors at the discretion of the headteacher. Staff to check with a member of SLT before arranging for a visitor to come into school <input type="checkbox"/> Only 3 people allowed in reception at any one time <input type="checkbox"/> We will continue to ask visitors to sign in and use the hand sanitiser available at the entrance. <input type="checkbox"/> Visitors will be given a sticky label to wear. Lanyards will not be used. 	<ul style="list-style-type: none"> <input type="checkbox"/> Parents informed by letter about the need to make an appointment to come into school <input type="checkbox"/> Supply teachers to receive staff guide as part of induction <input type="checkbox"/> Signage in reception regarding symptoms and face masks 	9	<p>VJJ</p> <p>SLG</p> <p>Admin by start of term</p>

Hazard description and how people are at risk	Potential risk	Current control measures (those that are in place)	Additional control measures (to be identified and implemented)	Residual risk	Action details by whom by when
	16	<ul style="list-style-type: none"> <input type="checkbox"/> <i>We will continue where possible to check in advance with visitors that they are not experiencing symptoms.</i> <input type="checkbox"/> We will encourage all visitors to take a Lateral Flow Test prior to the visit. <input type="checkbox"/> We will ask visitors to wear a face mask when they are in the school <input type="checkbox"/> Effective contractor management procedures are in place to manage access for essential works/statutory maintenance/testing. <input type="checkbox"/> Key contractors, specialist, other professionals and supply teachers carrying out critical/essential works will be made aware of this risk assessment. <input type="checkbox"/> Supply teachers will be given a briefing on the procedures in operation at the school <input type="checkbox"/> Delivery drop-off points have been agreed and will remain in place until further notice. 	<ul style="list-style-type: none"> <input type="checkbox"/> Keep plastic barrier in main reception 		<p>PVH to manage contractors on site</p> <p>PVH to arrange delivery drop off points by start of term</p>
Hazards relating to close contact with asymptomatic persons	16	<ul style="list-style-type: none"> <input type="checkbox"/> Headteacher/SLT will continue to determine arrangements to manage student groups dependent on the school circumstances, <input type="checkbox"/> <i>Students and staff will be required to wear face masks in corridors and school transport.</i> <input type="checkbox"/> <i>Children will be encouraged not to touch staff where possible.</i> 	<ul style="list-style-type: none"> <input type="checkbox"/> We may reintroduce bubbles for temporary periods to reduce mixing between groups in the event of a local outbreak situation. 	9	

Hazard description and how people are at risk	Potential risk	Current control measures (those that are in place)	Additional control measures (to be identified and implemented)	Residual risk	Action details by whom by when
		<ul style="list-style-type: none"> <input type="checkbox"/> All staff who work with children with complex needs or who need close personal care will continue to try to maintain their distance and minimise time spent within 1 metre. <input type="checkbox"/> ⁶We will continue to follow government guidance regarding the use of ⁷face coverings. <input type="checkbox"/> We will continue to keep a small supply of face masks in the event of a change to local public health guidance due to any rise in cases. <input type="checkbox"/> We will continue to encourage all staff to undertake twice weekly home tests until the end of December 2021. <input type="checkbox"/> We will continue to encourage our students to undertake twice weekly home tests until the end of December 2021. <input type="checkbox"/> We will retain a small asymptomatic testing site on-site to offer testing to pupils who are unable to test themselves at home <input type="checkbox"/> One way system is in operation around the school to reduce crowding and congestion. This must be followed by staff and students. <input type="checkbox"/> Corridors will be ventilated by keeping external doors open (except fire doors) to allow fresh air in. <input type="checkbox"/> All classrooms have fresh air ventilation 	<ul style="list-style-type: none"> <input type="checkbox"/> ⁸Staff and students will be encouraged to asked to wear face coverings when moving around the school in corridors and communal areas. <input type="checkbox"/> Visitors will be asked to wear face coverings at all times on the school site <input type="checkbox"/> Secondary school staff can continue to maintain social distancing between themselves, their colleagues and their students. <input type="checkbox"/> We will continue to maintain records of all visitors to support the NHS Track and Trace 		

⁶ The government has removed 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.

⁷ Face coverings may still be included as part of a range of protective measures in secondary schools and colleges

⁸ [Face coverings: when to wear one, exemptions, and how to make your own](#)

Hazard description and how people are at risk	Potential risk	Current control measures (those that are in place)	Additional control measures (to be identified and implemented)	Residual risk	Action details by whom by when
		<input type="checkbox"/> All offices with multiple occupants have fresh air ventilation	programme where necessary.		
Hazards relating to close contact with symptomatic persons	12	<input type="checkbox"/> We will continue to follow public health advice on testing, self-isolation and management of confirmed cases of COVID-19. <input type="checkbox"/> We will send home anyone who develops symptoms, however mild whilst in school. <input type="checkbox"/> People experiencing symptoms will be advised to take a PCR test. In the event they refuse to take a PCR test they will not be allowed back into the school for 10 days from the start of symptoms <input type="checkbox"/> We will continue to make a space available to isolate any symptomatic students who is awaiting collection. <input type="checkbox"/> We will ensure that there is adequate ventilation in the room and a supply of PPE available in case close contact is necessary. <input type="checkbox"/> We will ensure that appropriate adult supervision is available. <input type="checkbox"/> We will ensure that the space is thoroughly cleaned once the student has been collected.	<input type="checkbox"/> ⁹ We will encourage staff to take a PCR test if they are contacted by NHS Track and Trace <input type="checkbox"/> We will engage with the NHS Test and Trace isolation hub <input type="checkbox"/> We will arrange for the students to be collected rather than use public/dedicated school transport.	8	
Hazards in relation to poor cleaning/ hygiene/waste management Inadequate cleaning and hygiene processes	9	<input type="checkbox"/> Supplies of hand sanitiser (60% alcohol) are available at all entrance points and at regular points around the school. <input type="checkbox"/> We will continue to follow the government guidance Cleaning of non-healthcare settings	<input type="checkbox"/> Student allergies identified where applicable.	6	

⁹ Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.

Hazard description and how people are at risk	Potential risk	Current control measures (those that are in place)	Additional control measures (to be identified and implemented)	Residual risk	Action details by whom by when
		<p>outside the home and ensure that regular cleaning continues.</p> <ul style="list-style-type: none"> <input type="checkbox"/> We will continue to encourage and remind about frequent and thorough hand-cleaning for all staff and students and maintain adequate supplies of soap and hand sanitiser. <input type="checkbox"/> We will continue to remind students to discard used paper towels in the bins provided. <input type="checkbox"/> Cleaning regimes will be maintained and will include regular cleaning of areas and equipment and frequently-touched surfaces as detailed in the current PHE guidance COVID-19 Cleaning in non-healthcare settings <input type="checkbox"/> We will continue to ensure that shared resources are cleaned regularly and rotated where possible. <input type="checkbox"/> We have copies of all relevant safety data sheets for sanitising products used. <input type="checkbox"/> Electric hand dryers are subject to planned maintenance as identified in manufacturers recommendations. <input type="checkbox"/> Arrangements are in place for the disposal of clinical waste and general lidded bins provided where required. <input type="checkbox"/> Classrooms will have anti vac wipes available so staff can wipe down desk and equipment if they feel the need <input type="checkbox"/> In the event of an outbreak or where necessary, we will agree on additional resources/cleaning regimes to ensure robust cleaning, including high contact touch points, is carried out. 	<ul style="list-style-type: none"> <input type="checkbox"/> Additional and washing facilities and hand sanitiser stations to be maintained <input type="checkbox"/> Additional cleaners on site as required <input type="checkbox"/> Classrooms to have surfaces wiped down twice per day <input type="checkbox"/> Wipes in classrooms. New stock can be obtained from site team 		<p>PVH</p> <p>DRF Cleaning schedule in place for start of term</p> <p>Site team by start of term</p>

Hazard description and how people are at risk	Potential risk	Current control measures (those that are in place)	Additional control measures (to be identified and implemented)	Residual risk	Action details by whom by when
		<input type="checkbox"/> We maintain a supply of cleaning materials that are stored away safely. We have safety data sheets for all of our cleaning products			
Hazards in relation to school catering	12	<input type="checkbox"/> All catering staff to wash hands on entry <input type="checkbox"/> Catering staff room only 2 people in room at a time <input type="checkbox"/> Staff work at designated area all day. No sharing of work stations <input type="checkbox"/> One way system in operation in kitchen and servery <input type="checkbox"/> Deliveries to be left outside <input type="checkbox"/> One member of staff to handle deliveries, put them away and get things out of fridges and store rooms <input type="checkbox"/> One member of staff to be responsible for washing up <input type="checkbox"/> Finger print system at tills will be sanitised between each student <input type="checkbox"/> Protective screens around tills to help protect staff.		8	
Hazards in relation to shortage of staff due to infection or isolation	12	<input type="checkbox"/> We have a staffing plan in place to ensure safe staffing levels are achievable, agreed, established, and monitored appropriate to group sizes/student needs and the activities required. <input type="checkbox"/> Ratios are based on appropriate risk assessments. <input type="checkbox"/> All employees are advised of and offered vaccination cover.	<input type="checkbox"/> Staffing levels will be monitored by the headteacher	4	

Hazard description and how people are at risk	Potential risk	Current control measures (those that are in place)	Additional control measures (to be identified and implemented)	Residual risk	Action details by whom by when
Hazards in relation to staff and pupils deemed high risk due to underlying or pre-existing health conditions, and pregnant women	12	<input type="checkbox"/> ¹⁰ Students - separate individual risk assessment/healthcare/behaviour management plans and external support is accessed where required to determine if the child or young person can safely attend the setting where one-to-one care or support is not available for them. <input type="checkbox"/> ¹¹ We will continue to follow the government guidance for Clinically Extremely Vulnerable (CEV) people and ensure that individual risk assessments are carried out and any additional measures put in place to ensure their safety. <input type="checkbox"/> We will acknowledge advice from the individual's clinician who has advised that a CEV person cannot attend the setting. <input type="checkbox"/> Pregnant women will have an individual risk assessment that includes measures to protect against COVID 19 <input type="checkbox"/> ¹² We will continue to encourage staff who may be at increased risk from COVID-19 to raise their concerns with the headteacher/SLT, who will explain the measures the school is putting in place to reduce the risk. <input type="checkbox"/> We will continue to follow the ¹³ Coronavirus (COVID-19) advice for pregnant employees	<input type="checkbox"/> Student health care plans to be amended <input type="checkbox"/> ¹⁴ We will support and encourage our pregnant staff to take up the offer of vaccination.	9	STT/LG/JG FCH in Sept PDH in Sept

¹⁰ [Supporting pupils at school with medical conditions](#)

¹¹ [Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#)

¹² [Protect vulnerable workers - Working safely during the coronavirus \(COVID-19\) pandemic \(hse.gov.uk\)](#)

¹³ Guidance provided by the HSE, The Royal College of Obstetricians & Gynaecologists and the Royal College of Midwives

¹⁴ [Pregnancy, breastfeeding, fertility and coronavirus \(COVID-19\) vaccination - NHS \(www.nhs.uk\)](#)

Hazard description and how people are at risk	Potential risk	Current control measures (those that are in place)	Additional control measures (to be identified and implemented)	Residual risk	Action details by whom by when
		<ul style="list-style-type: none"> <input type="checkbox"/> Individual risk assessments will be completed for all female staff who have given notification that they are pregnant. <input type="checkbox"/> We will ensure that remote access is available to any student who is unable to attend school due clinical or public health advice. 	<ul style="list-style-type: none"> <input type="checkbox"/> Pregnant employees must inform the headteacher 		
Hazards in relation to the use of transport and travel (public transport, dedicated school transport and educational visits)	16	<ul style="list-style-type: none"> <input type="checkbox"/> We will promote safe transport guidance to staff and parents and continue to encourage where possible to avoid/limit the use of public transport. <input type="checkbox"/> We will follow government guidance and continue to recommend that children and young people aged 11 and over wear face coverings when travelling to school on dedicated school transport. <input type="checkbox"/> All SEND children will have individual risk assessments in place for transport purposes. <input type="checkbox"/> Transport providers will continue to follow appropriate controls as highlighted in their code of practice. <input type="checkbox"/> Students who have travelled to school on public or dedicated transport will be reminded about good hygiene practices when putting on, removing and storing their face coverings. <input type="checkbox"/> ¹⁵We will refer to the EVOLVE website for additional guidance regarding the resumption of educational daytrips and residential visits. 	<ul style="list-style-type: none"> <input type="checkbox"/> Protocols will remain in place for drop off and pick up. <input type="checkbox"/> We will continue to record how everyone, travels to and from school (to support NHS Test and Trace). 	12	<p>Letter to parents VJJ Aug 21</p> <p>FCG to review transport RA in Sept</p>
Hazards in relation to pupil and staff wellbeing	9			6	

¹⁵ Local Authority schools must make use of the EVOLVE Notification and Approval System. They will be expected to follow the normal process of risk assessment and log all educational visits onto the EVOLVE database

Hazard description and how people are at risk	Potential risk	Current control measures (those that are in place)	Additional control measures (to be identified and implemented)	Residual risk	Action details by whom by when
and mental health Preventing ill health due to anxiety and work-related stress		<ul style="list-style-type: none"> <input type="checkbox"/> Where staff report work-related issues, individual stress risk assessments will be carried out in line with HSE guidance. <input type="checkbox"/> Staff will be referred to occupational health as early as possible. <input type="checkbox"/> Good communication measures are in place and maintained with staff. <input type="checkbox"/> We have access to useful links and sources of support through Promoting and supporting mental health and wellbeing in schools 			
Staff and students suffering from 'Post-COVID Syndrome' returning to work following COVID-19 infection	9	<ul style="list-style-type: none"> <input type="checkbox"/> Arrangements will be in place to ensure that any staff member returning to work following a COVID-19 infection and potentially suffering from 'Long COVID' is fully supported in their return to work. <input type="checkbox"/> Referrals to occupational health will be made where required. <input type="checkbox"/> Arrangements will be in place to ensure that any students returning following a COVID-19 infection and potentially suffering from 'Long COVID' is fully supported to resume their education. 	<ul style="list-style-type: none"> <input type="checkbox"/> Individual risk assessments to be carried out. <input type="checkbox"/> Your COVID Recovery Supporting your recovery after COVID-19 	6	
Hazards due to the lack of suitable PPE	9	<ul style="list-style-type: none"> <input type="checkbox"/> Local risk assessments/individual healthcare plans/ behaviour management plans reviewed and followed to identify ¹⁶PPE requirements in line with current guidance. <input type="checkbox"/> ¹⁷PPE to be fit for purpose/approved specification. 	Where required contact the call centre to order PPE 0800 783 1967 <i>(Manned from 09:00 – 17:00 Monday to Friday)</i>	4	

¹⁶ PPE provided free to SEND schools will continue as long as supplies continue to be provided at no cost.

¹⁷ PPE will be available to order **where required** (i.e., in the event of an Outbreak)

Hazard description and how people are at risk	Potential risk	Current control measures (those that are in place)	Additional control measures (to be identified and implemented)	Residual risk	Action details by whom by when
		<ul style="list-style-type: none"> <input type="checkbox"/> Where PPE/RPE is provided, staff are provided with training and instruction in its use. <input type="checkbox"/> Local compliance to be monitored by headteacher as far as reasonably practicable. <input type="checkbox"/> Guidance provided to staff in relation to the use and wearing of their own face coverings. 			
Hazards in relation to managing incidents and emergencies	9	<ul style="list-style-type: none"> <input type="checkbox"/> Emergency procedures have been reviewed to ensure that arrangements remain valid for fire safety management. <input type="checkbox"/> Suitable follow-up procedures to be taken following potential infection exposure incidents (in line with current Public Health England and updated HSE RIDDOR guidance circulated to schools). <input type="checkbox"/> Suitable first aid kits are in place, regularly checked and updated to include (where already not supplied) IIR surgical masks, rubber gloves and hand sanitisers for close contact first aid treatment. <input type="checkbox"/> First aiders for the premises are issued with current advice and guidance. <input type="checkbox"/> All staff are aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents, or incidents in line with existing school policy. 		4	PDH to do reminder training early Sept
Shared premises - lettings	9	<ul style="list-style-type: none"> <input type="checkbox"/> Suitable communication of this risk assessment and risk management for each occupant will take place. <input type="checkbox"/> Site rules for common areas are in place and communicated to relevant occupants/others. 		6	DF to put plan in place by Sept

Hazard description and how people are at risk	Potential risk	Current control measures (those that are in place)	Additional control measures (to be identified and implemented)	Residual risk	Action details by whom by when
		<input type="checkbox"/> Any areas of the school used by lettings will be cleaned after use.			

To be completed by the individual undertaking the risk assessment:			
Name:	Vicki Jackson	Job title:	Headteacher
Signature	V Jackson	Date:	9/10/21
To be completed by the headteacher:			
I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.			
Name:	Vicki Jackson	Job title	Headteacher
Signature:	V Jackson	Date:	9/1021

Useful links and guidance:

[Schools COVID-19 operational guidance](#)

[When to self-isolate and what to do - Coronavirus \(COVID-19\)](#)

[COVID-19 actions for out-of-school settings](#)

[SEND and specialist settings - additional operational guidance: COVID-19](#)

[The use of personal protective equipment \(PPE\) in education, childcare and children's social care settings, including for aerosol generating procedures \(AGPs\)](#)

Outdoor Education Advisory Panel advice on health and safety on educational visits: <https://oeapng.info>