

## Heathfields Infant and Wilnecote Junior Academy COVID-19: Operational risk assessment

Please note: this risk assessment has been undertaken in conjunction with the DFE guidance

<b>Assessment conducted by:</b>	Kelly Williams	<b>Job title:</b>	Executive Leader	<b>Covered by this assessment</b>	Staff, pupils, contractors, visitors, volunteers
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<b>Date of assessment:</b>	08/12/2021	<b>Review interval:</b>	Termly	<b>Date of next review:</b>	09/04/22
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### Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence			
		Probable	Possible	Remote	
Likely impact	<b>Major:</b> Causes major physical injury, harm or ill-health.	H	H	M	
	<b>Severe:</b> Causes physical injury or illness requiring first aid.	H	M	L	
	<b>Minor:</b> Causes physical or emotional discomfort.	M	L	L	
Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
<b>1.1 Organisation of 'bubbles' in full class groupings</b>					
Mixing between classes will increase the risk of the virus spreading	H	<ul style="list-style-type: none"> <li>Mixing of staff and children will be limited throughout the school day. Where mixing needs to take place good hygiene measures will be followed including cleaning of equipment and hand washing. The School have a management plan which will be used if there are 5 positive cases within a 10 day period, this could result in a temporary introduction of bubbles. Advice will be taken from the outbreak team.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Unless except staff are encouraged to wear face masks when moving around school.</li> </ul>	M
The use of shared spaces and specialist classrooms increases the risk of infection	M	<ul style="list-style-type: none"> <li>The introduction of parents and visitors onto school site will be gradual and in line with all current government recommendations. This will only happen when cases are low. Children will be based in their main classroom and shared rooms will have timetabled if needed to help reduce risk. All spaces have access to cleaning products.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>The outbreak plan will be followed when cases within each setting reaches 5.</li> </ul>	L
<b>1.3 Staffing</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
<b>Due to COVID-19, the number of staff who are available is lower than that required to teach classes in school, supply teachers are difficult to obtain due to demand.</b>	H	<ul style="list-style-type: none"> <li>There is full compliance with the DfE system control measures set out in the latest government guidance.</li> <li>For vulnerable staff and pupils, concerns are discussed, procedures explained and risk assessments offered.</li> <li>A pregnancy risk assessment is in place for any pregnant staff.</li> <li>LFT are offered to all adults who work in school, LFT are encouraged to be taken with community members. LFT are taken twice a week, this will be increased if there is an outbreak in school, see the outbreak guidance.</li> <li>Volunteers will be made aware of the risk assessment guidance, contact details will be kept for track and trace purposes, LFT will be available.</li> <li>SLT will monitor staff ratios, including first aid and safeguarding training to ensure the site can safely open, if it is not safe classes will need to be closed.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>If class cover cannot be found then remote learning will be introduced.</li> </ul>	L
<b>Lateral Flow Testing to reduce the risk of passing infection to others'</b>	H	<ul style="list-style-type: none"> <li>All staff/adults working with the school establishment will be provided with LFT to be taken twice a week, Monday and Thursday</li> <li>Tests to be taken at home.</li> <li>Regular communication of any changes are made to all staff by the COVID coordinator</li> <li>Testing is safe for pregnant and vulnerable staff, if you have had a nose bleed the test may not work</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Vaccinated staff can continue to take the test</li> <li>Vaccinated staff can continue to work if someone in the class tests positive.</li> <li>LFT can be increased if there are more than 5 cases in the school.</li> </ul>	L
<b>1.5 Planning movement around the school</b>					
<b>Movement around the school risks contact between discrete class group bubbles</b>	H	<ul style="list-style-type: none"> <li>Cohorts remain in their home bases for most of their learning.</li> <li>Timetabling reduces movement around the school building.</li> <li>Staff moving between class groups observe social distancing and hygiene procedures at all times, where corridors are busy staff wear face masks.</li> <li>Appropriate duty rota and levels of supervision are in place.</li> </ul>	Yes		M
<b>1.6 Curriculum organisation</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
<b>Having missed on-site learning for an extended time, pupils will have fallen behind in their progress during school closures and achievement gaps will have widened</b>	M	<ul style="list-style-type: none"> <li>The school has developed and implemented a comprehensive 'catch-up' plan identifying learning gap for individual and groups of pupils in terms of curriculum and knowledge. This includes revised schemes of work, prioritising key elements of the curriculum, engaging in the National Tutoring Programme and additional planned intervention programmes. Teachers will continue to receive training on cognitive overload.</li> <li>Gaps in learning will continue to be assessed and addressed systematically in teachers' planning, and through DFE funding and Fierte tutoring.</li> <li>Remote learning continues if children are isolating but well enough to learn.</li> <li>Remote learning will be provided if a class needs to close.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>A focus is on narrowing the gap in learning of the vulnerable groups.</li> </ul>	L
<b>The resumption of non-overnight school visits poses risks to infection control</b>	H	<ul style="list-style-type: none"> <li>All school visits are considered on a case by case basis.</li> <li>A trip risk assessment will need to be written for each visit.</li> </ul>	Yes	<ul style="list-style-type: none"> <li></li> </ul>	L
<b>1.7 Staff workspaces</b>					
<b>Staff rooms and offices do not allow for observation of social distancing guidelines</b>	H	<ul style="list-style-type: none"> <li>Staff rooms will be open for all staff who wish to use it if positive cases are low. The number of staff using the staffroom is limited to 10.</li> <li>Staff are responsible for cleaning their own resources, storing them appropriately and cleaning up after themselves. Cleaning products will be available with a COSHH.</li> </ul>	Yes	<ul style="list-style-type: none"> <li></li> </ul>	L
<b>1.9 Governance and policy</b>					
<b>Governors are not fully informed or involved in making key decisions about reopening</b>	M	<ul style="list-style-type: none"> <li>Online meetings are held regularly with governors, where possible face to face meetings will take place</li> <li>Governors can visit the school with a prior appointment.</li> <li>Governing bodies are involved in key decisions on reopening.</li> <li>Governors are briefed regularly on the latest government guidance and its implications for the school and the Chair of Governors is kept fully informed.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>TEAMS allows for regular communication with governors.</li> </ul>	L
<b>1.10 Policy review</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	L	<ul style="list-style-type: none"> <li>All relevant policies have been revised to take account of government guidance on full reopening and its implications for the school. This applies particularly to guidance and policies on attendance and behaviour from September.</li> <li>Staff, pupils, parents and governors have been briefed accordingly.</li> </ul>	Yes	•	L
<b>1.11 Communication strategy</b>					
Key stakeholders are not fully informed about changes to guidance	H	<ul style="list-style-type: none"> <li>Communications strategies for the following groups are in place: <ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Parents</li> <li>Governors/Trustees</li> <li>Agencies</li> </ul> </li> </ul>	Yes	•	L
<b>1.13 Staff induction and CPD</b>					
Staff are aware of new procedures, leading to risks to health	H	<ul style="list-style-type: none"> <li>Staff receive updates on all changes including the Risk Assessment.</li> </ul>	Yes	•	L
New staff are not aware of policies and procedures	H	<ul style="list-style-type: none"> <li>Induction programmes are in place for all new staff</li> </ul>	Yes	•	L
<b>1.16 Responding to cases of COVID-19</b>					
The school is unsure how to respond when there are suspected or confirmed cases of COVID-19 amongst pupils or staff	H	<ul style="list-style-type: none"> <li>There is full compliance with the DfE system control measures set out in the latest government guidance.</li> <li>The school engages swiftly with PHE and the local H&amp;S Team if there are positive cases, a plan is in place for 5 or more positive cases.</li> <li>Advice is sought from the Trust/Local Authority/Public Health Teams and appropriate action is taken.</li> <li>Arrangements are in place for home and remote learning for pupils who are required to self-isolate.</li> </ul>	Yes	•	L
<b>2. Investing in health and safety arrangements and safety equipment to limit the spread of COVID-19</b>					
<b>2.3 Hygiene and handwashing</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	H	<ul style="list-style-type: none"> <li>Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.</li> <li>Touch points are cleaned on a frequent basis</li> </ul>	Yes	•	L
Pupils forget to wash their hands regularly and frequently	H	<ul style="list-style-type: none"> <li>Staff to remind pupils of the need to wash their hands regularly and frequently.</li> <li>Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently.</li> </ul>	Yes	•	L
<b>2.5 Testing and managing symptoms</b>					
Transmissions due to asymptomatic cases, especially of the new variants, put pupils and staff at risk and could result in some transmissions in schools going undetected	H	<p>Government Guidance indicates the risk for primary children is low.</p> <ul style="list-style-type: none"> <li>Any testing arrangements carried out in school are in line with government guidance and are covered by an appropriate risk assessment, with additional control measures in place as required.</li> </ul>	Yes	•	M
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	H	<ul style="list-style-type: none"> <li>Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school.</li> <li>This guidance has been explained to staff and pupils as part of the induction process.</li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>	Yes	•	L
<b>2.6 First Aid/Designated Safeguarding Leads</b>					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	H	<ul style="list-style-type: none"> <li>A programme for training additional staff is in place.</li> <li>Collaborative arrangements for sharing staff with other schools in the locality have been agreed.</li> </ul>	Yes	•	L
<b>4. Continuing enhanced protection for children and staff with underlying health conditions</b>					
<b>4.1 Pupils with underlying health issues</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
<b>Pupils who are clinically vulnerable or clinically extremely vulnerable do not attend school even though it is deemed safe to do so</b>	H	<ul style="list-style-type: none"> <li>All current government guidance will be followed.</li> <li>Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon.</li> </ul>	Yes	•	L
<b>4.2 Staff with underlying health issues</b>					
<b>Staff who are clinically vulnerable or clinically extremely vulnerable do not return to work even though it is deemed safe to do so</b>	H	<ul style="list-style-type: none"> <li>All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated.</li> <li>Current government guidance is being applied.</li> </ul>	Yes	•	L
<b>5. Enhancing mental health support for pupils and staff</b>					
<b>5.1 Mental health concerns – pupils</b>					
<b>Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</b>	H	<ul style="list-style-type: none"> <li>There are sufficient numbers of trained staff available to support pupils with mental health issues.</li> <li>There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.</li> <li>Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings).</li> <li>Resources/websites to support the mental health of pupils are provided.</li> </ul>	Yes	•	L
<b>5.2 Mental health concerns – staff</b>					
<b>The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</b>	H	<ul style="list-style-type: none"> <li>Staff are encouraged to focus on their wellbeing.</li> <li>Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.</li> <li>Staff briefings and training have included content on wellbeing.</li> <li>Staff have been signposted to useful websites and resources.</li> <li>Staff need to utilise the toolkits available to them to support their well-being.</li> </ul>	Yes	•	M
<b>5.3 Bereavement support</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
Pupils and staff are grieving because of loss of friends or family	H	<ul style="list-style-type: none"> <li>Support is requested from other organisations when necessary.</li> </ul>	Yes	•	L
<b>6. Operational issues</b>					
<b>6.1 Review of fire procedures</b>					
Fire procedures are not appropriate to cover new arrangements	H	<ul style="list-style-type: none"> <li>Fire procedures to be reviewed and revised where required, due to:               <ul style="list-style-type: none"> <li>Children no longer being placed in bubbles</li> </ul> </li> <li>Staff and pupils have been briefed on any new evacuation procedures.</li> <li>Incident controller and fire marshals have been trained and briefed appropriately.</li> </ul>	Yes	•	L
Fire evacuation drills	H	<ul style="list-style-type: none"> <li>Plans for fire evacuation drills are in place and regular fire drills will take place</li> </ul>	Yes	•	L
<b>6.2 Contractors working on the school site</b>					
Contractors on-site whilst school is in operation may pose a risk to infection control	H	<ul style="list-style-type: none"> <li>Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue.</li> <li>Due diligence is carried out prior to any contractors attending site, and methods statements and risk assessments are obtained and reviewed.</li> <li>Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times.</li> </ul>	Yes	•	L
<b>9. Additional site-specific issues and risks</b>					
Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
Lettings	H	<ul style="list-style-type: none"> <li>• Lettings are to take place outside of normal school hours to reduce the risk of contacts</li> <li>• Lettings groups to share their own risk assessment with the school, this should identify how they are reducing contacts, cleaning procedures, good hand hygiene and ventilation.</li> <li>• Only rooms with ventilation should be let.</li> <li>• The premises staff will ensure the building is accessible and agree on a designated entry and exit point.</li> <li>• The lettings group should share their own fire evacuation changes with the group</li> <li>• Keep occupied spaces well ventilated.</li> </ul>	Yes	•	M