

Risk Assessment Cox Green School 26th January 2022

1st published 1st September 2020 and Reviewed 10th September 2020, Reviewed 8th October 2020, Reviewed 2nd November 2020, Reviewed 8th January 2021, 24th February 2021 4th March 2021 and 15th April 2021, 24th May 2021, 23 August 2021, 1st November 2021, 4th January 2022, 26th January 2022, 24th February 2022

Who is at Risk? Pupils, Staff and Pupils' families

How can the hazards cause harm? Illness, COVID 19 outbreak

The Risk assessment for children and staff is in light of recent government guidance and the following principals are adhered to:

- The school offer adheres to guidance from the DfE
- The offer to the most vulnerable pupils is at the heart of the school offer
- All pupils should have access to full time learning either at home or in school
- Open and clear communication to all stakeholders, particularly parents/carers
- The emotional well-being of pupils and staff is a priority, and this must be a focus for all decisions made
- No pupils or member of staff to come to school if unwell, coronavirus symptoms or any other symptoms
- Hygiene routines to be established and adhered to

The DfE latest documents and guidance webpage is updated regularly:

<https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>

- DfE Schools Coronavirus(COVID-19) operational guidance
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance>
- What parents and carers need to know about schools, colleges and other education settings during the coronavirus outbreak
<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers>
- SEND information
<https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance>
- People with Covid 19 and their contacts isolation rules
<https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts>

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Policies and procedures	H	<ul style="list-style-type: none"> • All staff and volunteers are aware of all relevant policies and procedures, including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - Premises Policy - Covid 19 Risk Assessment • Pupils are supported to understand and follow the updated guidance. • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - DfE (2022) 'Schools COVID-19 operational guidance' - DfE (2021) 'Health and safety: responsibilities and duties for schools' - HM Government (2022) 'COVID-19 Response: Living with COVID-19' - UK Health Security Agency (2022) 'COVID-19: people with COVID-19 and their contacts' • Staff, volunteers, parents, pupils, visitors and contractors receive any necessary information and training on measures that have been implemented that are relevant to their role, e.g. infection control and pupil wellbeing. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - United Kingdom Health Security Agency (UKHSA) - Department of Health and Social Care - The school's local health protection team (HPT) • The Leadership Team reviews relevant school policies to ensure they account for the latest provisions. 	Y	Headteacher	24/2/22	L

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Understanding of self-isolation advice	H	<ul style="list-style-type: none"> Staff, parents, pupils and visitors are informed of the national guidance regarding self-isolation from the UKHSA. It is no longer a legal requirement to self-isolate following a positive coronavirus test. However, the school expects Individuals with coronavirus to follow the government advice that they stay at home and may take an LFD test from five days after their symptoms started (or the day they tested positive if they did not have symptoms) and on the following day. If they have negative test results on consecutive days, and they do not have a temperature, they are able to return to school. 	Y	Headteacher	24/2/22	L
Close contact with confirmed coronavirus cases	H	<ul style="list-style-type: none"> From 24 February routine contact tracing conducted by NHS Test and Trace ends. From 24 February staff , parents and students who are close contacts of positive cases are not required to take daily tests or self-isolate. People who live in the same household as someone with coronavirus are at highest risk of becoming infected, and those who have stayed overnight in the same household are also at high risk. Individuals who live in the same household as someone with coronavirus or who have stayed overnight with them are encouraged to take precautions to reduce the risks to themselves and others. 	Y	Headteacher	24/2/22	L
Contact with individuals who develop coronavirus symptoms at school	H	<ul style="list-style-type: none"> The legal requirement to self-isolate if you have coronavirus ends on 24 February. However, the school expects Individuals with coronavirus to follow the government advice that they stay at home and may take an LFD test from five days after their symptoms started (or the day they tested positive if they did not have symptoms) and on the following day. If they have negative test results on consecutive days, and they do not have a temperature, they are able to return to school. 	Y	Headteacher	24/2/22	L

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		<ul style="list-style-type: none"> • If anyone develops coronavirus symptoms while at school, they are sent home and informed of the national guidance on what to do if you have symptoms or test positive for coronavirus. • Pupils being sent home after displaying symptoms who are awaiting collection by a parent are moved to a room where they can be isolated behind a closed door, with an open window for ventilation where possible. If it is not possible to isolate the pupil, they are moved to an area which is at least two metres away from others. If required, a member of staff supervises the pupil. • If the pupil needs to use the toilet while awaiting collection, they use a separate bathroom if possible. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else. • Emergency assistance is called immediately if the pupil's symptoms worsen, and they require further medical care. • PPE is worn by supervising staff if direct personal care is needed and they cannot maintain a distance of two metres. • In exceptional circumstances, where a pupil's parents cannot arrange to have their child collected, if it is age-appropriate and safe to do so, the child is directed to travel home alone with parental agreement. • Symptomatic individuals are directed to not use public transport to get home. • Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds with soap and running warm water or hand sanitiser. The area around the symptomatic individual is cleaned after they have left the premises. • Staff members who have helped someone with symptoms and any pupils who have been in close contact with them are informed that they do not need to self-isolate unless they develop symptoms themselves. 				

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Managing confirmed cases of coronavirus	H	<ul style="list-style-type: none"> • Where an individual in the school community tests positive for coronavirus, the school follows public health advice and procedures. • Individuals who test positive for coronavirus follow the UKHSA guidance on precautions to take. • Staff who have coronavirus are supported to work from home where possible. If this is not possible, the staff member and their manager discuss other options. • Individuals with coronavirus are informed that the government advises they stay at home and may take an LFD test from five days after their symptoms started (or the day they tested positive if they did not have symptoms) and on the following day. If they have negative test results on consecutive days, and they do not have a temperature, they are able to return to school. • Where required, relevant parents and staff are informed of the confirmed case; however, the name of the individual is not shared. • The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation. 	Y	Headteacher	24/2/22	L
PPE	H	<ul style="list-style-type: none"> • PPE is distributed to staff who require it. • Additional student risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties. • Used PPE is disposed of properly using bins provided around the school. Staff and pupils are told not to use recycling bins for the disposing of PPE. • All PPE waste is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag placed in the waste bins in the bin store. 	Y	Headteacher	24/2/22	L

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Hand cleaning and respiratory hygiene	H	<ul style="list-style-type: none"> Suitable handwashing and sanitising facilities are provided for individuals to wash their hands regularly. Adequate amounts of tissues and bins are available in the relevant areas. Handsanitiser is available at building entrances. Individual risk assessments are conducted for pupils with complex needs who struggle to maintain good respiratory hygiene. 	Y	Headteacher	24/2/22	L
Cleaning	H	<ul style="list-style-type: none"> The school maintains an appropriate cleaning schedule. 	Y	Headteacher	24/2/22	L
Testing	H	<ul style="list-style-type: none"> Staff, parents and pupils are informed that staff and pupils no longer need to take a lateral flow device (LFD) test twice a week at home. If an individual tests positive for coronavirus via an LFD or PCR test, they are told to follow the UKHSA guidance. 	Y	Headteacher	24/2/22	L
Attendance	H	<ul style="list-style-type: none"> The school informs parents and pupils that attendance is mandatory for all pupils, unless they are self-isolating. The attendance register is taken as normal and absences are followed up, in line with the schools Attendance and Punctuality Policy. Where a pupil is unable to attend the site because they are following clinical and/or public health advice, they are offered access to remote education immediately. Any concerns from staff, parents and pupils about being on the school site are discussed between appropriate individuals. Pupils who are reluctant or anxious to attend school are identified and relevant staff members develop plans to re-engage these pupils. The school works with the LA to engage with families who are abroad to understand the pupils' circumstances and their plans to return. The school will encourage families to return where they are able to, emphasising the benefits of regular school attendance and reminding them that school attendance is mandatory. 	Y	Headteacher	24/2/22	L

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Protecting high risk individuals	H	<ul style="list-style-type: none"> Separate risk assessments are undertaken where individuals are identified at significant high risk from Covid 19. 	Y	Headteacher	24/2/22	L
Transport	H	<ul style="list-style-type: none"> Students are expected to follow any requirements of individual transport providers on their way to and from school. 	Y	Headteacher	24/2/22	L
Catering	H	<ul style="list-style-type: none"> The school's kitchen is fully open and operates within usual legal requirements. The catering providers ensure the kitchen can remain fully open and food is prepared and delivered in line with any relevant sections of the government's 'Working safely during coronavirus (COVID-19)' guidance. 	Y	Headteacher	24/2/22	L
Remote learning	H	<ul style="list-style-type: none"> Remote learning is provided for pupils who are following clinical or government guidance to stay at home, e.g. where they are self-isolating. All such pupils not physically unwell are given access to remote education as soon as reasonably practicable. 	Y	Headteacher	24/2/22	L
Educational visits	H	<ul style="list-style-type: none"> Educational visits are conducted in line with government guidance. This includes the COVID-secure measures in place at the destination. A full and thorough risk assessment is made in relation to all educational visits to ensure they can be undertaken safely, and all trips are conducted in line with their risk assessment. 	Y	Headteacher	24/2/22	L
Extracurricular activities	H	<ul style="list-style-type: none"> The school works to provide extra curricular activities Parents are advised of the provision available. 	Y	Headteacher	24/2/22	L
Wellbeing	H	<ul style="list-style-type: none"> The school nominates a lead Wellbeing member of staff to disseminate the learning and practice to staff and pupils within the school. Staff are vigilant in discerning pupil mental health and report any concerns to the SAFE Team. Wellbeing support is delivered in line with the PD programme. 	Y	Headteacher	24/2/22	L
Safeguarding	H	<ul style="list-style-type: none"> The school's Safeguarding Policy is reviewed as necessary to reflect the current operations of the school. 	Y	Headteacher	24/2/22	L

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Communication	H	<ul style="list-style-type: none"> • The DfE’s advice helpline will be contacted in the case of a local outbreak for specific recommendations for their school. • The Headteacher puts into place any actions or precautions advised by the DfE’s helpline or local HPT if necessary. • The Headteacher liaises with the LA where necessary and includes any local guidance to staff as appropriate. • The school’s website is kept up-to-date with any important information regarding the running of the school during the coronavirus pandemic, e.g. local arrangements. • Parents and pupils are kept informed of any changes in regulation or school operational activities. • Staff and volunteers are informed of any changes in regulation or school operational activities. • The Headteacher liaises with the Governing Board about changes in regulation, operational activities or possible arrangements in the event of a local outbreak. • All staff, pupils, parents, visitors and volunteers are aware of the symptoms of coronavirus, what to do if they display symptoms, and what to do if others display symptoms. • The Leadership Team is actively present around the school to provide additional support, advice and reassurance. 	Y	Headteacher	24/2/22	L
Ventilation	H	<ul style="list-style-type: none"> • The school has a clear approach to increasing ventilation. • Particular consideration is given to ventilation when hosting events where visitors such as parents are on site, e.g. school productions. • The Site Manager checks that all ventilation systems, including fume extraction systems, are in working order in accordance with manufacturer’s recommendations, and that there are no blockages present in external or internal vents. 	Y	Headteacher	24/2/22	L

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		<ul style="list-style-type: none"> • Where mechanical ventilation is used, recirculatory systems are adjusted to full fresh air where possible. • Where possible, the windows of occupied rooms are open. In cold weather, where this causes issues with thermal comfort, the following mitigations are put in place where possible: <ul style="list-style-type: none"> – Classrooms are rearranged to minimise the discomfort caused by draughts from open windows, e.g. by moving desks and chairs – Students are permitted to wear coats – High level windows are opened in preference to low level windows, to reduce draughts – Ventilation is increased while the space is unoccupied, e.g. during break- and lunchtimes • The school uses CO₂ monitors provided by the DfE to help assess how well-ventilated spaces in the school are, and find a good balance of ventilation and thermal comfort. • To avoid inaccurate readings, CO₂ monitors are placed: <ul style="list-style-type: none"> – Away from ventilation outlets, such as grilles or windows. – At least 0.5 metres away from occupants of the space being monitored. • The school maintains a consistent CO₂ monitor reading value of 800ppm or under. • Where the CO₂ monitor reading exceeds 800ppm, ventilation is increased in the necessary spaces. • A separate risk assessment is carried out to cover the use of any poorly ventilated spaces. • The school has obtained air filtering units that are placed in smaller or harder to ventilate classrooms. 				
NHS COVID Pass	L	<ul style="list-style-type: none"> • The NHS COVID Pass is not used as a condition of entry for education or related activities, e.g. exams and extracurricular activities. 	Y	Headteacher	24/2/22	L

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Contingency planning	L	<ul style="list-style-type: none"> The school would obtain advice from the Local Health PCT and RBWM if restrictions need to be stepped up due to coronavirus, including the reintroduction of face coverings. 	Y	Headteacher	24/2/22	L

REVIEWS AND REVISIONS				
Review date	Name of Assessor	Is assessment still valid?	If not, list adjustments with details of who will action and by when	Notes
7/7/20	Gill Newman Cathrin Thomas	Yes	Reviewed and updates completed	
10/9/20	Gill Newman Cathrin Thomas	Yes	Reviewed and updates completed	
8/10/20	Cathrin Thomas Gill Newman	Yes	Reviewed and update to marking page	
2/11/20	Cathrin Thomas Gill Newman	Yes	Reviewed and updates regarding wearing of masks	
24/2/21	Cathrin Thomas Gill Newman	Yes	Reviewed and updates from DfE Schools Coronavirus operational guidance Feb 2021 – wearing of masks & Asymptomatic Mass testing.	
15/4/21	Cathrin Thomas Gill Newman	Yes	Review and updates regarding school trips and visits	
24 ⁵ /21	Cathrin Thomas Gill Newman	Yes	Review of face mask wearing by students and updated risk assessment accordingly Music tutors admitted to site for lessons.	
23/8/21	Cathrin Thomas Gill Newman	Yes	Changes to step 4 of Roadmap	
1/11/21	Cathrin Thomas Gill Newman	Yes	Updates following RBWM recommendations on masks in communal spaces and whole school assemblies	
4/1/22	Danny Edwards Gill Newman	Yes	Updates made as per government guidance to testing requirements and wearing of face coverings in schools.	

24/2/22	Danny Edwards Gill Newman	Yes	Updates made as per government guidance on living with Covid-19	