

**COVID 19 – School General Risk Assessment-V1**

 School: West Vale Academy      Date of Risk Assessment: 01/09/21 updated 29/11/21, 03/01/22, 27/01/22, **28/02/22**

The Activity What are the Hazards?	Who might be affected?	What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?	Are there any further actions necessary?	Action by whom?	Action by When?	Done
<b>General Risk of Infection</b>	Staff, Pupils, Visitors	General Controls and instruction to staff throughout the school: - <ul style="list-style-type: none"> <li>➤ Increased cleaning regime throughout site, especially touch points.</li> <li>➤ Hand washing facilities in place with pupils and staff encouraged to use these regularly.</li> <li>➤ If it appears there is spread of COVID within the school (from person to person within the setting) the school will be contacted by Public Health. In this instance, Outbreak Management Plans should be actioned, working in partnership with Public Health – as per ‘Stepping Measures Up and Down guidance’.</li> <li>➤ Schools Covid-19 Operational Guidance <a href="https://www.gov.uk/government/guidance/actions-for-schools-during-the-coronavirus-outbreak">Actions for schools during the coronavirus outbreak - GOV.UK (www.gov.uk)</a></li> <li>➤ Non-fire doors can be propped open to allow ventilation.</li> <li>➤ Windows to be opened each morning to allow adequate ventilation</li> </ul>	<ul style="list-style-type: none"> <li>➤ Regular cleaning throughout the day.</li> <li>➤ Reminders of regular hand washing promoted in bathrooms.</li> <li>➤ Continue to promote “catch it, bin it, kill it” approach</li> <li>➤ Support and encourage the vaccine programme take up</li> <li>➤ Masks available for all in Reception area</li> </ul>	RP & SS	28/02/22	✓



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<b>Self-Isolation</b>	Staff, Pupils, Parents	<ul style="list-style-type: none"> <li>➤ Staff or pupils who become symptomatic, to isolate, obtain a PCR test and if positive to stay home and continue to self-isolate, following Government advice.</li> <li>➤ Staff or pupils who test positive using a lateral flow device (LFT) should self-isolate and seek a PCR test. If negative and no symptoms have developed, self-isolation can cease.</li> <li>➤ Following a positive test, staff and children should self-isolate for 10 days but may be able to leave self-isolation after 5 full days, if they test negative on lateral flow tests, on days 5 and 6, providing the tests are taken 24 hours apart.</li> </ul>				✓
<b>Ventilation</b>	Staff, Pupils, Visitors	<p>Need to balance the risk of transmission of the virus and a comfortable teaching environment which can be maintained by;</p> <ul style="list-style-type: none"> <li>➤ For natural ventilation the windows should be opened and in cooler weather should be opened</li> <li>➤ Allow flexibility for staff and pupils to wear additional suitable indoor clothing.</li> <li>➤ Open non- fire resisting doors to allow for air flow</li> </ul> <p><b>Control measures</b></p> <div style="background-color: #e0e0e0; padding: 5px;"> <p><b>You should:</b></p> <ol style="list-style-type: none"> <li>1. Ensure good hygiene for everyone.</li> <li>2. Maintain appropriate cleaning regimes.</li> <li>3. Keep occupied spaces well ventilated.</li> <li>4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</li> </ol> </div>	<ul style="list-style-type: none"> <li>➤ Staff to monitor electronic ventilation devices</li> </ul>	DG Teaching Teams Cleaning Staff	Ongoing	✓



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<b>Classrooms</b>	Staff, Pupils, Visitors	<ul style="list-style-type: none"> <li>➤ Classrooms to be regularly cleaned and cleaning supplies available in the classroom.</li> <li>➤ Pupils encouraged to wash their hands regularly</li> <li>➤ Windows opened to allow ventilation</li> </ul>		DG, Teaching Teams, Cleaning Staff	Ongoing	✓
<b>Provision in Early Years</b>	Staff, Pupils, Visitors	<ul style="list-style-type: none"> <li>➤ EYFS ratios still to be met</li> <li>➤ Promotion of handwashing with staff.</li> </ul>		EYFS Staff	Ongoing	✓
<b>Corridors</b>	Staff, Pupils, Visitors	<ul style="list-style-type: none"> <li>➤ Regular cleaning of touch points</li> </ul>		DG, Support Staff	Ongoing	✓
<b>Toilet &amp; Cloakrooms</b>	Staff, Pupils, Visitors	<ul style="list-style-type: none"> <li>➤ Available hand washing facilities with soap and warm water with encouragement to use these facilities regularly and prior to eating.</li> <li>➤ Regular cleaning of the toilet area touch points and recording of this</li> </ul>		DG	Ongoing	✓
<b>Playground &amp; Play Equipment</b>	Staff, Pupils, Visitors	<ul style="list-style-type: none"> <li>➤ Cleaning should take place more frequently than normal.</li> <li>➤ Also applies to resources used both inside and outside for wraparound care and out of school settings.</li> <li>➤ Staggered breaks and lunches ensures that children will come into contact with less pupils.</li> </ul>		Teaching Team & OOSC	Ongoing	✓
<b>Drop off/collection areas with parents</b>	Staff, Pupils, Visitors, Parents	<ul style="list-style-type: none"> <li>➤ Parents/ carers informed of their pickup/ drop off times and points.</li> </ul>		SLT	Ongoing	✓



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<b>Catering</b>	Staff, Pupils, Visitors	<ul style="list-style-type: none"> <li>➤ Hygiene standards to be maintained</li> </ul>		GKS	Ongoing	✓
<b>Reception Area</b>	Staff, Pupils, Visitors,	<ul style="list-style-type: none"> <li>➤ Encourage parents to contact the school by other means than face to face.</li> <li>➤ Hand sanitiser gel and masks available, if required</li> <li>➤ Regular cleaning of touch points in the entrance.</li> </ul>		Office Staff	Ongoing	✓
<b>Area for isolation/first aid and separate toilet</b>	Staff, Pupils,	<ul style="list-style-type: none"> <li>➤ Meeting room in entrance</li> </ul>		RP, SS, Office Staff	Ongoing	✓
<b>Clinically Vulnerable and Clinically Extremely Critically Vulnerable (CEV)</b>	Staff, Pupils, Visitors	<ul style="list-style-type: none"> <li>➤ As a minimum CEV staff are to follow the same guidance as everyone else, the key issue is consultation with any vulnerable staff as per HSE advice and it is always advisable to document this discussion and agreement.</li> <li>➤ If this is the case, a full risk assessment with the staff member should be undertaken and any discussion documented including the measures put in place to make the workplace as safe as possible for them.</li> <li>➤ The CEV guidance extends to staff who are more than 28 weeks pregnant (and those below 28 weeks with other health concerns), but again only where they are fully aware of the risk to themselves and their unborn baby if they catch COVID. If they still want to work, they need to agree with you the safest way of working and advice may be required from occupational health.</li> </ul>		RP, SS	Ongoing	✓

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<b>Staff Contingency Arrangements</b>	Staff, Pupils	<ul style="list-style-type: none"> <li>➤ Staffing protection plan in place</li> <li>➤ Staggered breaks and lunches to reduce the number of staff in the shared areas at any one time</li> </ul>	<ul style="list-style-type: none"> <li>➤ Ensure staff are aware of the reporting procedure to highlight if they have any symptoms.</li> <li>➤ Ensure there is a plan in place to have a suitable and sufficient staff ratio to pupils which may include having cover staff.</li> </ul>	RP, SS	Ongoing	✓
<b>Symptomatic Staff or Pupils</b>	Staff, Pupils, Visitors	<ul style="list-style-type: none"> <li>➤ Meeting room is available for anyone who is symptomatic so they can wait to be collected</li> <li>➤ Area in which symptomatic people are awaiting requires to be cleaned after use.</li> <li>➤ Those who require close supervision while awaiting collection should remain at a distance.</li> <li>➤ Those who become symptomatic should return home and avoid using public transport and where possible collected by guardian.</li> <li>➤ Preferable should use a separate bathroom which ust be cleaned using standard cleaning products before being used by anyone else.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Where there are work related positive COVID cases these may be HSE reportable and guidance from the schools H&amp;S advisors should be sought.</li> <li>➤ In an emergency call 999 if someone is seriously ill or injured or life is at risk.</li> <li>➤ Ensure enough PPE in both rooms.</li> </ul>	RP, SS, JW	Ongoing	✓
<b>Assembly &amp; Gatherings</b>	Staff, Pupils, Visitors	<ul style="list-style-type: none"> <li>➤ As mixing is permitted face to face assemblies and gatherings can go ahead</li> <li>➤ Children will all sit facing forward in their classes and windows will be open.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Conduct a risk assessment for larger school events.</li> <li>➤ Assess assemblies due to current number of cases across the school</li> </ul>	RP, SS	Ongoing	✓
<b>Transport Arrangements</b>	Staff, Pupils, Contractors	<ul style="list-style-type: none"> <li>➤ Children can be transported on the minibuses</li> <li>➤ The buses to have windows open to provide ventilation.</li> <li>➤ Those staff members travelling by public transport to have access to wash facilities with use encouraged</li> </ul>		RP, SS	Ongoing	✓



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<b>Personal Protective Equipment (PPE)</b>	Staff, Pupils	<ul style="list-style-type: none"> <li>➤ PPE required for personal care only.</li> <li>➤ PPE should be suitably stocked</li> </ul>	<ul style="list-style-type: none"> <li>➤ Inform staff of the requirements for PPE and provide information for their safe usage.</li> <li>➤ Individual risk assessments to be conducted if needed</li> </ul>	RP, SS, JW	Ongoing	✓
<b>Home Visits</b>	Staff, Pupils Families	<ul style="list-style-type: none"> <li>➤ Home visits can go ahead</li> <li>➤ Hand sanitiser provided for staff required to conduct home visits.</li> <li>➤ Where possible, conduct the visit on the doorstep and maintain a social distance.</li> </ul>		RP,SS, SL	Ongoing	✓
<b>Visitors &amp; Contractors in schools</b>	Staff, Pupils	<ul style="list-style-type: none"> <li>➤ Provide handwashing or hand sanitiser facilities for visitors/ contractors.</li> <li>➤ Visitors should be encouraged to socially distance</li> <li>➤ If visitors are meeting staff, do so in a room with increased ventilation and follow increased cleaning protocols.</li> </ul>		RP, SS, Office Staff	Ongoing	✓
<b>Physical Restraints/ Comforting, First Aid</b>	Staff, Pupils	<ul style="list-style-type: none"> <li>➤ Ensure wash facilities are available after a close contact event.</li> </ul>		RP, SS	Ongoing	✓
<b>Waste</b>	Staff, Pupils	<ul style="list-style-type: none"> <li>➤ Waste to be regularly removed from within the building and straight into the outdoor bins.</li> </ul>		DG	Ongoing	✓
<b>Educational Visits</b>	Staff, Pupils, Visitors, Public	<ul style="list-style-type: none"> <li>➤ Educational visit risk assessments will reflect the current restrictions with regards to COVID.</li> <li>➤ Risk assessments for trips must include a plan for when a staff member or child displays symptoms whilst on the trip.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Continue to review such guidance.</li> <li>➤ Ensure all educational trips have appropriate risk assessments established.</li> </ul>	RP, SS RTo	Ongoing	✓



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<b>Vulnerable Children</b>	Staff, Pupils, Parents	<ul style="list-style-type: none"><li>➤ Where pupils who are self-isolating are identified as vulnerable, regular contact must be maintained with access and full engagement in remote learning</li><li>➤ School will notify their social worker (if they have one)</li><li>➤ School will notify the Virtual School Head for looked-after children</li></ul>		RP, SS, Teachers	Ongoing	✓

Review and updates audit trail

Date	Update	Actions	Completed
19.07.21	- Outbreak management	- Establish an outbreak management plan in accordance with public health template	
19.07.21	- Bubbles permitted to be removed and mixing of pupils/ teachers permitted	- Update risk assessment	01/09/21
19.07.21	- Face covering no longer a requirement but encouraged.	- Update risk assessment	01/09/21
19.07.21	- From September international trips can go ahead if they have been previously deferred.	- N/A	N/A
19.07.21	- Self-isolation rules set to change 16 <sup>th</sup> August, school to review RA following this date.	- Update risk assessment	01/09/21
29.11.21	- Reintroduction of mandatory face coverings to be worn in communal areas and by all visitors	- Update risk assessment	29/11/21
03.01.22	- Close contacts in schools are now identified by NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.	- Update risk assessment	03/01/22
03.01.22	- Adults who are fully vaccinated and all children aged 5 and above who identify as a contact of someone with Covid-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal.	- Update risk assessment	03/01/22
03.01.22	- Schools are strongly encouraged to ask parents and other visitors to take a lateral flow device (LFD) test before entering the school.	- Update risk assessment	03/01/22
03.01.22	- Where pupils who are self-isolating are identified as vulnerable, regular contact must be maintained with access and full engagement in remote learning - Notify their social worker if they have one - Notify the Virtual School Head for looked-after children	- Update risk assessment	03/01/22
03.01.22	- Continue to provide free school meal support to any pupils who are eligible for free school meals and who are learning at home during term time	- Update risk assessment	03/01/22
03.01.22	- Following a positive test, staff and children should self-isolate for 10 days but may be able to leave self-isolation after 7 days, if they test negative on lateral flow tests on days 5 and 6, providing the tests are taken 24 hours apart.	- Update risk assessment	03/01/22



27.01.22	- The wearing of face coverings by visitors is now optional	- Update risk assessment	27/01/22
	- Staff are no longer required to wear face coverings when travelling around the school building ie - communal areas	- Update risk assessment	27/01/22
	- Following a positive test, staff and children should self-isolate for 10 days but may be able to leave self-isolation after 5 full days, if they test negative on lateral flow tests on days 5 and 6, providing the tests are taken 24 hours apart.	- Update risk assessment	27/01/22

**Assessors Name:** Richard Pawson      **Assessment Review Date:** 28<sup>th</sup> February 2022

Notes: It would be beneficial to maintain physical barriers where they are already installed to improve overall infection control and prevent them having to be re-established.

### **Further Guidance**

[Schools Coronavirus \(COVID-19\) Operational Guidance](#)

[Entering the UK and quarantine](#)

[Annex A: health and safety risk assessment](#)

[Additional Operational Guidance for Special Schools, Special post 16 institutions and alternative provision](#)

[COVID-19: suggested principles of safer singing](#)

[HSE – Ventilation and air conditioning during the coronavirus \(COVID-19\) pandemic](#)

[First Aid During the Coronavirus \(COVID-19\) pandemic](#)

[Information about the Coronavirus \(e-bug.eu\)](#)