

RISK ASSESSMENT FOR:	Coronavirus (COVID-19) Return to full on-site provision, January 2022
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This risk assessment should be read in conjunction with the Covid-19 addendum to the CNS Safeguarding Policy, Behaviour Policy and Health and Safety Policy

Assessment by: Castle Newnham Senior Leadership Team	Date of assessment: 8th March 2021 19 th May 2021 27th September 2021	Date of review: Review will be continuous and at least monthly In line with government and / or public health updates Stakeholders will be alerted to any updates
Signature:	10th January 2022	

Location of activity: South & North Sites

- Key risks:**
- Covid-19 could spread in the school setting and new variant has a higher transmission rate, sometimes asymptotically
 - Covid-19 - signs of symptoms and/or confirmed case/s could arise
 - Staffing - The school becomes in danger of closing its essential on-site provision
 - Cleaning - Stocks could become dangerously low due to national/local shortages putting school at risk of closure
 - General health and safety could be compromised
 - Site constraints - adaptations to make the site safe within Covid-19 guidelines could be physically prohibitive
 - Remote learning - potentially limited by need for staff to be deployed on site
 - External visitors - parent volunteers, site works and recruitment

Risk Value	Risk Rating
5	Very High
4	High
3	Medium
2	Low
1	Very Low

Covid-19 is spread in the school setting			
Who is at Risk?	How can the hazards cause harm?	Normal/DfE Control Measures	Risk rating
Pupils Staff inc. external contractors Parents	Covid-19 is a potentially serious and life-threatening illness, particularly to those in vulnerable categories	<p>Cleaning, hygiene and social distancing</p> <ul style="list-style-type: none"> ● follow the COVID-19: cleaning of non-healthcare settings guidance ● ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments ● all people and pupils on school site will be told to hand sanitise on arrival to school and encouraged to bring their own hand sanitiser wherever possible ● where possible, clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal ● where possible, all spaces should be well ventilated & doors should be propped open, where safe to do so, to limit use of door handles and aid ventilation ● get in touch with public sector buying organisation partners about proportionate supplies of soap, anti-bacterial gel and cleaning products if needed ● clean rooms and equipment between usage by different groups if needed. ● staff should explicitly re-teach the handwashing routines and refer to these regularly throughout each day ● wherever possible staff and pupils should follow government guidance on maintaining at least a 2m distance between themselves and another person. It is noted that this is more challenging for children in KS 1, Early Years and for some pupils with vulnerabilities. ● additional guidance for staff supporting pupils with SEND has been updated and distributed ● Regular, twice weekly testing (LFD) is available for all staff, including regular visitors. Secondary pupils will also be tested on their return to school 3 times if there is consent, then will have access to home tests as directed by DfE. ● Face coverings to be worn by all staff in communal areas ● face coverings to be worn by all in the secondary setting including in classrooms ● face coverings to be worn by visitors when moving through the school buildings (both sites). <p>Reduce mixing and numbers within education or childcare setting by:</p>	High - 4

		<ul style="list-style-type: none"> ● ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time ● Keeping groups separate from other groups as much as possible when there is an outbreak. ● create more staff room spaces to limit occupancy ● limit visitors wherever possible ● where a visit is unavoidable (such as urgent/time sensitive site work, high level recruitment or due to safeguarding concerns), visitors must adhere to hygiene and social distancing guidelines, to take a lateral flow test on the morning of their visit and to wear a mask at all times. Visitors should also notify the school if they display symptoms up to 48 hours following their visit to the school ● the use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings and refreshment areas are increased ● contact with parents is minimised and alternative arrangements are in place ● where staff cannot follow social distancing arrangements for a particular activity, the headteacher assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential ● first aid/children soiling - key staff will administer emergency first aid/support with appropriate measures in place, utilising available PPE. Where staff are unable to support sufficiently well, because of the number of children, or degree of need, then parents will be contacted to request they collect their child and take them home to support them. <p>Reduce the use of shared resources by:</p> <ul style="list-style-type: none"> ● Shared materials and surfaces should be cleaned and disinfected more frequently. ● Review and adjust existing transport arrangements for vulnerable pupils where necessary to avoid staffing shortages on site. ● Climbing frames and other fixed equipment will not be used by the children in a group where there is an outbreak. 	
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Covid-19 - Signs of symptoms and/or confirmed case/s			
Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Risk rating
Pupils Staff inc. external contractors Parents Anyone else who physically comes in contact with someone in relation to school	Infect other people	<p>If anyone becomes unwell with Covid-19 symptoms in an education or childcare setting, they must be sent home or collected (in the case of a child) and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. Parents of other children in the group will be notified if there are 3 or more positive cases in the group and advised to take their child to have a PCR test. Other members of the affected bubble will not be sent home, as per current guidance Coronavirus (COVID-19): implementing protective measures in education and childcare settings. The decision to act will be based upon the latest guidance on signs and symptoms and will be made by a member of the SLT. Cleaning the affected area after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>If a single child is awaiting collection, they should be moved to Head's office (South Site & North Site Primary), medical room (North Site secondary) where they can be isolated behind a closed door with a toilet and handwashing and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. The WC should be cleaned and disinfected using standard cleaning products before being used by anyone else. In the case that a whole bubble is awaiting collection they can remain in the classroom with the usual member of staff.</p> <p>In an emergency, follow usual CNS first aid procedures.</p> <p>When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to seek a test. All staff and students who are attending an education or childcare setting will have access to a test and are encouraged to get tested in this scenario. If a child or staff member tests positive, they must isolate for 10 days.</p> <p>Where the child, young person or staff member tests negative, they can return to their setting.</p> <p>As part of the (proposed) national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. Whilst current guidance does not require large groups to isolate, Public Health will advise as to the best possible course of action based on any cases within school.</p>	High 4

Staffing: The school is in danger of closing or partially closing because of low staffing levels

Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Risk rating
		<p>Staffing levels are monitored and are sufficient to ensure there are enough members of staff to supervise pupils in school and site maintenance/cleaning.</p> <p>There is a register of staff under the following headings administered by the schools HR department:</p> <ul style="list-style-type: none"> ● staff who have already had covid-19 (self diagnosis) ● staff who have tested positive ● staff who have tested negative ● staff with shielding letters ● staff who are absent for some other reason during the COVID 19 period ● None of the above <p>Regular reminders to staff to pass on relevant information for the register</p> <p>Where staffing levels are below what is required, some group sizes may increase to begin with. If there is an extreme level of reduced staffing, capacity for pupils in school may be reduced.</p> <p>SLT provision to be reviewed should any member of SLT become unwell or have to self-isolate.</p> <p>SLT members will minimise transmission by avoiding direct contact with pupils and staff where possible. Meetings will also be remote to avoid transmission between SLT members.</p> <p>Should staff display symptoms or test positive for Covid-19 on a LFD, they are instructed to go for a PCR test and not to attend work until a negative test has been obtained. If they test positive they must isolate for the appropriate time.</p>	

		<p>Staff who feel they have relevant clinical vulnerabilities should consult a member of SLT who will seek further advice where necessary and deal with each colleague on a case-by-case basis, including completing an individual risk assessment for the member of staff</p> <p>Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to a member of SLT. Staff are aware of how to report sickness and how they will be paid during their absence.</p> <p>Staff are encouraged to communicate remotely with non-staff members, where possible, and to minimise close-proximity interaction with staff, particularly in the staffroom.</p> <p>Where a member of staff must accompany or supervise a pupil showing symptoms of coronavirus, infection control procedures (i.e. handwashing, avoiding hand to mouth contact and disinfecting relevant areas) and social distancing arrangements are adhered to at all times.</p> <p>Assess capacity for cleaning in-line with cleaning staffing levels and close fully or partially as a result. Keep under review the workload associated with different ways of working.</p> <p>Ensure that remote learning is managed well.</p> <p>Review communications and ensure that staff are kept up-to-date and 'in touch'. Use remote communication strategies for meetings and for keeping in touch when needed. Continue to address social needs as well as organisational needs.</p> <p>Consider the mental health and wellbeing of staff. Sign post services which may be of support via email and around the school and on posters. There are also designated members of staff who are mental health first aiders.</p> <p>Continue with staff check ins (may be done remotely)</p> <p>Twice weekly staff testing is available to all colleagues who are working on the school site.</p>	
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Cleaning - Stocks are dangerously low due to National/local shortages, putting school at risk of closure

Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Risk rating
<p>Pupils</p> <p>Staff inc. external contractors</p> <p>Parents</p> <p>Anyone else who physically comes in contact with someone in relation to school</p>	<p>Risk of infection or spreading of the virus</p>	<p>Secure in advance and replenish regularly a good stock of soap, alcohol-based hand sanitiser and tissues, wherever possible encouraging staff and pupils to bring their own</p> <p>Adequate hand-washing facilities to enable staff and pupils to clean hands more often than usual with proper hand washing habits</p> <p>Secure in advance and replenish regularly a good stock of standard cleaning products to ensure that frequently touched surfaces are cleaned often</p> <p>Work according to government guidelines to replenish stocks of lateral flow tests and PPE</p>	<p>Medium 3</p>

General Health & Safety is compromised			
Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Risk rating
<p>Pupils</p> <p>Staff inc. external contractors</p> <p>Parents</p> <p>Anyone else who physically comes in contact with someone in relation to school</p>	<p>Inadequate health & safety support for pupils and staff</p>	<p>Keep the Health & Safety Policy under review and add this risk assessment as an appendix.</p> <p>Share risk assessment with following members of the governing body:</p> <ul style="list-style-type: none"> ● Chair of Governors ● Health & Safety Governor ● Safeguarding Governor <p>Share risk assessment with the Chief Education Officer</p>	<p>Medium 3</p>
		<p>Review PPE needs for all staff, consider contact risks and communicate with staff.</p> <p>If infection rates increase which means there are multiple outbreaks, masks and/or visors to be worn in all communal areas by all staff, other than those exempt.</p> <p>Ensure 'normal' health and safety / PPM checks continue as far as allowed within the constraints of this risk assessment.</p> <p>Review and add an addendum to the behaviour policy to take into account the potential for behaviour which may compromise safer practices and / or social distancing and alert parents to the consequences of non-compliance.</p>	

Site constraints - adaptations to make the site safe within Covid-19 guidelines are physically prohibitive			
Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Risk rating
Pupils Staff inc. external contractors Parents Anyone else who physically comes in contact with someone in relation to school	Possibility of increased risk of spread of virus	Review and make whatever physical changes and adaptations needed to the site. Review all site lettings and make decisions as to when these may need to be paused based on infectious rates. be re-started in line with government guidance on 'lockdown'. If this cannot be achieved, options can be discussed with the local authority.	Medium 3

Remote learning in the case of full or partial closure - potentially limited by the need for staff to be deployed on site			
Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Risk rating
Pupils	High numbers of children on site requiring teaching staff to support children on site would negatively impact remote learning offer	<p>Ensure clear message is given to parents that if there is an adult at home, to keep children at home wherever possible to keep numbers as low as possible on site</p> <p>Utilise support staff across the federation in the first instance to support children who are in school</p> <p>Where other staff absence or increased child numbers require the use teachers on site, consider spreading year group (primary)/subject department (secondary) teachers across different days to ensure others can 'pick up' the remote learning workload, or look for alternatives to ensure quality T & L in school.</p> <p>Where a member of staff falls ill, and depending on the department capacity to set learning for this member of staff, parents can be informed that remote learning in that area may be reduced accordingly.</p>	High 4