



New Haw Community School



COVID-19 RISK ASSESSMENT

Assessment conducted by: Senior Leadership Team (in consultation with Staff, Trustees and Local Governing Body)		Covered by this assessment: All staff volunteers, pupils and parents.
Date of assessment: Jan 22	Review interval: Ongoing and as directed by changes to procedures or departmental guidance.	Date of next review: As required

Related documents
Covid-19 Health & Safety Policy; Infection Control Policy; Business Continuity Plan; Supporting Pupils with Medical Conditions Policy; Staff Code of Conduct; GDPR Policy; Administering Medication Policy

RISK RATING

Likely impact	Likelihood of occurrence		
	Probable	Possible	Remote
Major Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
Minor Causes physical or emotional discomfort.	M	L	L



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Protective measures

The country's move to Step 4 of the roadmap marked a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. Many protective measures that have been in place in schools are now no longer required in normal circumstances. This risk assessment reflects these changes, setting out the protective measures which will remain in place.

	Risk rating prior to action H/M/L	Recommended controls/Mitigation and Protective Measures	In place? Yes/No or N/A	Actioned by when and by who?	Risk rating following action H/M/L
Awareness of and adherence to policies and procedures	M	<ul style="list-style-type: none"> • All staff, pupils 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 - Infection Control Policy - First Aid Policy - Covid-19 Contingency Plan • Pupils are supported to understand and follow relevant school policies and procedures, including but not limited to the following: <ul style="list-style-type: none"> - Health and Safety Policy - Infection Control Policy • 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 coronavirus (COVID-19) operational guidance' - DfE (2022) 'Actions for early years and childcare settings during the coronavirus (COVID-19) outbreak' - DfE (2021) 'Health and safety: responsibilities and duties for schools' • 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) 	Y	SLT	L

		<ul style="list-style-type: none"> - Department of Health and Social Care - The school's local health protection team (HPT) • Staff, parents, pupils and visitors are informed of the national legal requirements regarding self-isolation, including rules following returning to England from abroad. • Pupils and parents are made aware that staff and students over the age of 18 should follow the same self-isolation rules as those under 18 until six months after their 18th birthday, at which point they will begin to follow the same rules as adults. • Staff, parents, pupils and visitors are made aware of any changes to self-isolation rules. 			
Close contact with confirmed coronavirus cases	M	<ul style="list-style-type: none"> • Staff, parents and pupils are made aware that the following individuals who are identified as close contacts of someone with coronavirus should take a lateral flow device (LFD) test every day for 7 days instead of self-isolating: <ul style="list-style-type: none"> - Fully vaccinated adults – people who have had at least two doses of an approved vaccine over 14 days ago. - All children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status - People who are not able to get vaccinated for medical reasons - People taking part, or have taken part, in an approved clinical trial for a coronavirus vaccine • Staff and pupils are informed that they should report the results of their tests through the Online Reporting System and to the school. • Individuals who test negative should continue to attend school. Those who test positive must self-isolate. • The school works with pupils and their families to support pupils with SEND who may struggle to or are unable to self-test daily for 7 days, in order to agree on an appropriate testing route such as assisted swabbing. • Anyone over the age of 18 years and 6 months who is not fully vaccinated is made aware that they must self-isolate in line with 	Y	School Staff/SLT	L

		government guidelines if they are identified as a close contact of a positive case.			
Contact with individuals who develop COVID-19 symptoms at school	H	<ul style="list-style-type: none"> • If anyone develops coronavirus symptoms while at school, they are: <ul style="list-style-type: none"> – Sent home to begin isolation in line with the latest government guidelines. – Advised to follow the guidance for households with a possible or confirmed coronavirus case. – Advised to arrange a PCR test as soon as possible. • 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. • 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 with normal household disinfectant 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. 	Y	All staff	M

Managing confirmed cases of Covid-19	H	<ul style="list-style-type: none"> • Staff, pupils and parents are informed, via email, of how the school responds to confirmed cases of coronavirus. • Where an individual in the school community tests positive for coronavirus, the school follows public health advice and procedures outlined in the Infection Control Policy. • Individuals who test positive for coronavirus self-isolate in line with the latest government guidance. • 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	All Staff	M
PPE	M	<ul style="list-style-type: none"> • PPE is distributed to staff who provide intimate care for pupils, where a pupil becomes unwell with symptoms of coronavirus whilst in school and close contact cannot be avoided, and where the staff member is performing aerosol generating procedures. • Additional 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 and stored in a suitable and secure place, marked for storage for 72 hours. Following this period, it is put in the communal waste area. 	Y	Staff & Pupils	L
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. 	Y	Staff & Pupils	M

		<ul style="list-style-type: none"> • Visual aids are displayed throughout the school reminding pupils to wash their hands regularly and follow the 'catch it, bin it, kill it' approach. • Pupils are supervised, where appropriate, when using hand sanitiser. • Younger pupils and those with complex needs are supported to ensure they adopt good hand cleaning and respiratory hygiene practices. Individual risk assessments are conducted for pupils with complex needs who struggle to maintain good respiratory hygiene. 			
Cleaning	M	<ul style="list-style-type: none"> • The school maintains an appropriate cleaning schedule which includes the regular cleaning of areas and equipment. There is a particular focus on frequently touched surfaces. 	Y	Site Manager/Cleaners	L
Testing	H	<ul style="list-style-type: none"> • Staff are encouraged to test twice weekly at home. • Individuals with negative test results continue to attend school unless they have been advised by NHS Test and Trace or another health professional to stay at home. • Individuals undergoing testing are supplied with LFD test kits to self-swab and test themselves twice a week at home. • Staff are fully informed of the testing programme. • Parents and other visitors are asked to take an LFD test before entering the school. • Individuals report their results to NHS Test and Trace as soon as the test is completed, either online or by telephone. • If the test result is positive, staff inform the school of the result. • If an individual tests positive via an LFD test, they must self-isolate immediately. They do not need to take a confirmatory PCR test – the self-isolation period begins from the date of the positive LFD test. • Individuals who test positive via an LFD test should only get a confirmatory PCR test where one or more of the following criteria apply: <ul style="list-style-type: none"> - They are eligible for the Test and Trace Support Payment 	Y	All Staff	M

		<ul style="list-style-type: none"> - They have been advised to book a confirmatory PCR test as part of a research or surveillance programme - They have been advised to take a PCR test because they are in a clinically vulnerable group <ul style="list-style-type: none"> • Anyone in school who displays symptoms must self-isolate and is encouraged to arrange a PCR test. 			
NHS Test & Trace	H	<ul style="list-style-type: none"> • The school makes staff & parents aware that it is not responsible for Test and Trace contacting. This will be conducted by the NHS Test and Trace service. • The school makes staff & parents aware that the NHS Test and Trace service will inform staff and pupils if they have been in close contact with a positive case of coronavirus. • Staff members and parents are informed that they will need to engage with the NHS Test and Trace programme if they are contacted. • Staff are encouraged to download the NHS Test and Trace app – rules on mobile phones in school are relaxed to accommodate this. • Individuals are informed that, if they receive notification via the NHS Test and Trace app that they have been in close contact with a positive case, they must inform the school immediately. • Individuals who test positive are encouraged to report the result on the NHS Test and Trace app. • If a member of staff receives notification that they need to self-isolate, the school will consider the action that needs to be taken to ensure continuity of education. 	Y	SLT/Admin	M
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 Attendance Policy.. • Where a pupil is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education immediately. 	Y	All Staff/Admin	M

		<ul style="list-style-type: none"> 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 reengage 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. 			
Protecting clinically vulnerable individuals		<ul style="list-style-type: none"> In line with the latest guidance, pupils under the age of 18 who were previously considered to be clinically extremely vulnerable (CEV) are no longer considered CEV. 			
Catering	M	<ul style="list-style-type: none"> FSM or food parcels are provided for eligible pupils who are not attending school during term time where they: <ul style="list-style-type: none"> Are self-isolating. Have symptoms or a positive test result. Are not attending as a result of local restrictions advised by the government - 	Y	Admin	L
Educational Visits	M	<ul style="list-style-type: none"> Educational visits are conducted in line with government guidance. This includes system of controls and 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	SLT/Teaching Staff/Admin	L
Remote Learning	M	<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	SLT	L

Extracurricular Activities & Wraparound Care	M	<ul style="list-style-type: none"> • The school works to provide all before- and after-school educational activities and wraparound childcare for all pupils. • Parents are advised of the provision available. . • Wraparound provision is run in line with the current government guidance, i.e. is COVID-secure. • Parents are able to access wraparound and extracurricular provision for their children, without any restrictions on the reasons for which they may attend 	Y	SLT/Admin	L
Wellbeing	H	<ul style="list-style-type: none"> • Staff are vigilant in discerning pupil mental health and report any concerns to the SENCO • Wellbeing support is delivered in line with the <u>Social, Emotional and Mental Health (SEMH) Policy</u> and the Staff Mental Health & Wellbeing Policy. 	Y	SENCO/SLT/SEN CO Support Asst	M
Safeguarding		<ul style="list-style-type: none"> • The school's Child Protection and Safeguarding Policy is reviewed as necessary to reflect the current operations of the school. 			
Communication	M	<ul style="list-style-type: none"> • The Head of School contacts the DfE's advice helpline for specific recommendations for their school. • The Head of School puts into place any actions or precautions advised by the DfE's helpline or local HPT if necessary. • The Head of School liaises with the LA where necessary and updates members of the school community where required. • The school's website is kept up-to-date with any important information regarding the running of the school during the pandemic, e.g. local arrangements. • Parents are informed via email about the relevant information regarding the running of the school during the coronavirus pandemic. • The Executive Head liaises with the Trustees and Governors about possible arrangements for running the school during the pandemic, where necessary. 	Y	SLT/Admin	L

		<ul style="list-style-type: none"> All staff, pupils, parents, visitors and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms. 			
Ventilation	H	<ul style="list-style-type: none"> 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 are in working order, and that there are no blockages present in external or internal vents. 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 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 	Y	SLT/Site Manager	M
Contingency Planning		<ul style="list-style-type: none"> The school has a <u>Coronavirus (COVID-19): Contingency Plan</u> that can be implemented if restrictions need to be stepped up due to coronavirus, including the reintroduction of face coverings. 			

Name.....

Signed..... Date.....