



Coronavirus (COVID-19) - Risk Assessment

Activity being undertaken: **Summer Term**

This risk assessment has been based on and should be used alongside the government guidance below:

[Schools coronavirus \(COVID-19\) operational guidance](#)

[Coronavirus restrictions: what you can and cannot do](#)

[Actions for schools during the coronavirus outbreak](#)

[Actions for early years and childcare providers during the coronavirus \(COVID-19\) outbreak](#)

[Children of critical workers and vulnerable children who can access schools or educational settings](#)

[Addendum: recording attendance in relation to coronavirus \(COVID-19\) during the 2020 to 2021 academic year](#)

[Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#)

[Face coverings in education](#)

[Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus \(COVID-19\) outbreak](#)

[COVID-19: guidance for households with possible coronavirus infection](#)

The School has also rolled out Lateral Flow Device testing to all secondary age children and staff.

[Coronavirus \(COVID-19\) Lateral Flow Testing Risk Assessment](#)

| What are the hazards? | Who might be harmed and how? | What are you already doing? | What further action is necessary ? | Action by who? | Action by when? | Done |
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| Awareness of and adherence to policies and procedures | Anyone through the spread of the virus | <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"> Child Protection & Safeguarding Policy | Ongoing monitoring | Everyone | Ongoing | |

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| | | <ul style="list-style-type: none"> ○ Annex to Barrow Hills' Child Protection Policy ○ Health and Safety Policy ○ First Aid Policy (including details on infection control and administration of medication) ● All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> ○ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 ○ The Health Protection (Notification) Regulations 2010 ○ Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' ○ DfE and PHE (2020) 'COVID-19: guidance for educational settings' ● The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training ● The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> ○ DfE; NHS; Department of Health and Social Care; PHE ● Staff are made aware of the school's infection control procedures in relation to coronavirus ● Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/email – they are informed that they must not send their child to school if they have coronavirus symptoms or if they have tested positive in the last 10 days. or if another household member develops coronavirus symptoms. In all these circumstances the parents/carers should | | | | |
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| | | <p>inform the school of this and that they will be following the national Stay at Home guidance</p> <ul style="list-style-type: none"> • Pupils are made aware of the school’s infection control procedures in relation to coronavirus in that that they must tell a member of staff if they begin to feel unwell • Staff and pupils are made aware of the process for removing face coverings when pupils and staff who use them arrive at school, and this is communicated clearly to parents and staff. | | | | |
| <p>Prevention</p> <p>1. Minimise contact with individuals who are unwell with COVID-19 symptoms</p> | <p>Anyone through the spread of the virus</p> | <p>Staff are informed of the symptoms of possible coronavirus infection and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus</p> <ul style="list-style-type: none"> • Staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and anyone developing those symptoms during the school day is sent home. • If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’, which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms. • If a child is awaiting collection, they are moved, where possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. A window should be opened for ventilation. If it is not | <p>Ongoing monitoring</p> | <p>Everyone</p> | <p>Ongoing</p> | |

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| | | <p>possible to isolate them, they are moved to an area which is at least 2 metres away from other people.</p> <ul style="list-style-type: none"> • If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. • Everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. • PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) guidance. • In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital. • Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace. • Cleaning in non-healthcare settings guidance to be followed to clean the area. | | | | |
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| | | <ul style="list-style-type: none"> Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the First Aid Policy Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with Cleaning in non-healthcare settings guidance | | | | |
| <p>Prevention</p> <p>2. Good hand hygiene practice</p> | Anyone through the spread of the virus | <ul style="list-style-type: none"> The School will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Supervision of hand sanitiser use will take place due to risk around ingestion. Younger pupils and pupils with complex needs will continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative. The school will build hand washing routines into school culture, supported by behaviour expectations set out in the school Behaviour Policy. Pupils arriving at school wearing a face covering are instructed not to touch the front of their face covering during use or when removing them. They immediately wash their hands on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they take home with them, and then wash their hands again before heading to their classroom. Guidance on safe working in education, childcare and children's social care provides more advice. Sufficient handwashing facilities are available. Where a sink is not nearby, hand sanitisers are provided in classrooms and other learning environments. | Ongoing monitoring | Everyone | Ongoing | |
| <p>Prevention</p> <p>3. Good respiratory hygiene</p> | Anyone through the spread of the virus | <ul style="list-style-type: none"> 'Catch it, bin it, kill it' approach continues to be very important, suitable number of tissues and bins available in the school to support pupils and staff to follow this routine. | Ongoing monitoring | Everyone | Ongoing | |

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| | | <ul style="list-style-type: none"> • Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in a bin. • Pupils clean their hands after they have coughed or sneezed. • Younger pupils and those with complex needs are helped to follow this. • Individual Risk assessments to identify pupils with complex needs who struggle to maintain good respiratory hygiene. • From 17 May face coverings will no longer be recommended for secondary age pupils in classrooms or communal areas in all schools. Face coverings will also no longer be recommended for staff in classrooms. • In all schools the guidelines continue to recommend that face coverings should be worn by staff and visitors in situations outside of classrooms where social distancing is not possible (for example, when moving around in corridors and communal areas). • We will therefore adopt these new guidelines from 17th May and our secondary age children will no longer be required to wear face coverings in school. Please note that we still recommend face coverings are worn by children catching our bus to or from school. • The reintroduction of face coverings for pupils, students or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern. | | | | |
| Prevention 4. Enhanced cleaning | Anyone through the spread of the virus | <ul style="list-style-type: none"> • Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal. • More frequent cleaning of rooms and shared areas that are used by different groups • Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed. | Ongoing monitoring | Everyone | Ongoing | |

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| | | <ul style="list-style-type: none"> Toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. The COVID-19: cleaning of non-healthcare settings guidance is followed. Outdoor playground equipment should be cleaned more frequently. This includes resources used inside and outside by wrap around care providers. Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with Cleaning in non-healthcare settings guidance | | | | |
| <p>Prevention</p> <p>5. Minimise contact</p> | Anyone through the spread of the virus | <p>We acknowledge that social distancing within the school setting with very young children will be hard to maintain, but we will endeavour to implement the measures stated below as far as they are able, whilst ensuring children are kept safe and well cared for within their settings</p> <ul style="list-style-type: none"> The number of contacts between pupils and staff is reduced. This is achieved through keeping groups separate (in 'Bubbles') and through maintaining distance between individuals. The balance between the Bubbles and social distancing is based on: <ul style="list-style-type: none"> Pupils ability to distance; The layout of the school site; The feasibility of keeping distinct groups separate while offering a broad curriculum More information on groups can be found in COVID-19: Actions for schools during the coronavirus outbreak If staff or pupils cannot maintain distancing, particularly with younger pupils, the risk is reduced by keeping pupils in smaller class sized groups. All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try | Ongoing monitoring | Everyone | Ongoing | |

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| | | <p>and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</p> <ul style="list-style-type: none"> • Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. • Adults to avoid close face to face contact and minimise time spent within 1 metre of anyone. • Adults should maintain 2 metre distance from each other and from children where possible. • Pupils old enough should be supported to maintain distance and not touch staff and their peers. • Classrooms and other learning environments are organised to maintain space between seats and desks where possible. • Pupils are seated side by side and facing forwards, rather than face to face or side on. • Large gatherings such as assemblies are avoided, and groups kept apart. • The timetable is revised to implement where possible: <ul style="list-style-type: none"> ○ Plan for lessons or activities which keep groups apart and movement around the school site to a minimum; ○ Maximise the number of lessons or classroom activities which could take place outdoors; ○ Staggered assembly groups; ○ Break times (including lunch) are staggered so that all pupils are not moving around the school at the same time; ○ Drop-off and collection times are staggered and communicated to parents; ○ Parents' drop-off and pick-up protocols are planned and communicated so that they minimise adult to adult contact; • Pupils use the same classroom or defined area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. And are seated at the same desk; | | | | |
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| | | <ul style="list-style-type: none"> ● Mixing within education or childcare setting is minimised by: <ul style="list-style-type: none"> ○ accessing rooms directly from outside where possible; ○ one-way circulation; ○ staggering lunch breaks and pupils clean their hands beforehand and enter in the groups they are already in or pupils are brought their lunch in their classrooms; ○ the number of pupils using the toilet at any one time is limited; ● The use of shared space such as halls is limited and there is cleaning between use by different groups; ● The use of staff rooms and offices is staggered to limit occupancy. ● Visitors to the site, such as contractors to be fully briefed on the school's arrangements and follow site guidance on physical distancing and hygiene on or before arrival. Where visits can happen outside of school hours, they should. A record will be kept of all visitors. ● Classroom based resources, such as books and games, are used and shared within the Bubble; these are cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or Bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between Bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different Bubbles; ● Pupils limit the amount of equipment they bring into school each day, to essentials such as hats, coats, books, stationery and chrome books. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing is avoided. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources. | | | | |
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| | | <ul style="list-style-type: none"> • Staff and pupils have their own individual and very frequently used equipment, such as pencils and pens, these are not shared; • Physical Education classes should be kept in consistent groups and sports equipment thoroughly cleaned between use by different groups. Contact sport to be avoided. Outdoor sports to be prioritised and large indoor spaces used where not to ensure maximising distance between pupils and high levels of cleaning and hygiene. COVID-19: Guidance on phased return of sport and recreations. • Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. • The current advice is against domestic (UK) overnight and overseas educational visits at this stage see coronavirus: travel guidance for educational settings • We advise against educational visits at this time | | | | |
| Prevention 6. Where necessary, wear PPE | Anyone through the spread of the virus | <ul style="list-style-type: none"> • The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including: <ul style="list-style-type: none"> o where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained | Ongoing monitoring | Everyone | Ongoing | |

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| | | <ul style="list-style-type: none"> o where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used • Read the guidance on safe working in education, childcare and children’s social care for more information about preventing and controlling infection. | | | | |
| Response to infection 1. Test and trace | Anyone through the spread of the virus | <ul style="list-style-type: none"> • all secondary school age children and staff will have access to rapid coronavirus testing, known as 'lateral flow tests'. Read the Risk Assessment for Lateral Flow tests • A positive result from a lateral flow test will be followed by a PCR test • NHS Test and Trace process to be followed and understand how to contact their local Public Health England health protection team. Staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> o book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All pupils can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit o provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace o self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) • A small number of home testing kits available to be given directly to parents/carers collecting a child who has developed symptoms at school or staff who have developed symptoms at schools, where providing a test will increase the likelihood of them getting tested. | Ongoing monitoring Next steps - closure of a class, school or carry on? | Everyone | Ongoing | |

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| | | <ul style="list-style-type: none"> • The school will ask parents and staff to inform them immediately of the result of the test: <ul style="list-style-type: none"> o If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19 they can stop self-isolating. o If someone test positive they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. Other members of their household should continue self-isolating for the full 10 days. • In the event that demand for the testing exceeds national or local capacity, and testing for symptomatic school staff or pupils is delayed, the school will implement the current policy on self-isolation in line with public health guidance. This means that symptomatic staff or pupils will be asked to self-isolate in their homes for 10 days and 10 days for household members. | | | | |
| Response to infection 2 Managing confirmed COVID-19 case(s) | Anyone through the spread of the virus | <ul style="list-style-type: none"> • If someone has attended the site tests positive for COVID-19, the local health protection team will be contacted by the school. • The health protection team will provide guidance to support a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious and ensure they are asked to self-isolate. • Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since | Ongoing monitoring Next steps - closure of a class, school or carry on? | Everyone | Ongoing | |

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| | | <p>they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> o Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) o Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual o Travelling in a small vehicle, like a car, with an infected person <ul style="list-style-type: none"> • Records of pupils and staff in each group and any close contact that takes place between pupils and staff in different groups to be kept. This does not need to include every interaction a member of staff or pupil has. • Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating. | | | | |
| <p>Response to infection</p> <p>3. Contain any outbreaks</p> | Anyone through the spread of the virus | <ul style="list-style-type: none"> • If two or more cases are confirmed within 14 days or an overall rise in sickness absence where COVID-19 is suspected, there may be an outbreak and the local health protection will advise on any additional action required. • Follow local health protection advice, this may include a larger number of other pupils self-isolate at home as a precaution. • In consultations with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who tested positive. • Remote education plan in place | Ongoing monitoring Next steps - closure of a class, school or carry on? | Everyone | Ongoing | |
| Parental Engagement | Anyone through the spread of the virus | <ul style="list-style-type: none"> • Parents are told that they cannot gather at entrance gates or doors, or enter any of the buildings (unless they have a pre-arranged appointment, which should be conducted safely). | Ongoing monitoring | Everyone | Ongoing | |

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| Communication | Anyone through the spread of the virus | <ul style="list-style-type: none"> • Children, young people, parents, carers or any visitors, such as suppliers, are told not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection). • The designated member of staff reports immediately to the Head and Operations Manager about any cases of suspected coronavirus, even if they are unsure. • The Head (or Operations Manager) contacts the Department of Education Schools helpline immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. • Schools keep pupils and parents adequately updated about any changes to infection control procedures as necessary. • There is early communication with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers • Cleaning staff are briefed on the additional cleaning requirements and agree additional hours to allow for this | Ongoing monitoring | Everyone | Ongoing | |
| Managing School Transport | | <ul style="list-style-type: none"> • For more information on home to school transport, please refer to SCC guidance in safer working for home to school transport. • Where possible, transport arrangements are organised to cater for any changes to start and finish times. • Minibuses are cleaned frequently and always between bubbles including disinfectant aerosol with particular attention to door handles (inside and out), seat belts, the cockpit area and other areas that may be touched • use of hand sanitiser upon boarding and disembarking • organised queuing and boarding/exiting with the bus being filled from the rear seats forward • distancing within vehicles wherever possible • parents have been informed that children must wear face coverings on our dedicated transport run | Ongoing monitoring | Everyone | Ongoing | |

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| Emergencies | | <ul style="list-style-type: none"> • All pupil emergency contact details are up-to-date, including alternative emergency contact details, where required. • Parents are contacted as soon as practicable in the event of an emergency. • Pupil alternative contacts are called where their primary emergency contact cannot be contacted. • The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. | Ongoing monitoring | Everyone | Ongoing | |
| Partial school closure | Anyone through the spread of the virus | <ul style="list-style-type: none"> • The school communicates with parents via letter/email regarding any updates to school procedures which are affected by the coronavirus pandemic. • Pupils working from home are assigned work to complete to a timeframe set by their teacher. • The Head maintains their plan for pupils' continued education during partial school closure to ensure there is minimal disruption to pupils' learning – this includes their plan to monitor pupils' learning while not in school. • The Child Protection and Safeguarding Policy , Behaviour Policy and Staff Code of Conduct are adhered to at all times, even while working remotely. • The Head ensures all pupils have access to learning materials at home. • The Head works with the Head of IT to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required • The School manages the use of parents' and pupils' contact details in line with GDPR. | Ongoing monitoring | Everyone | Ongoing | |

Compiled by Rachel Barraud - Operations Manager

Agreed as suitable, sufficient and fit for purpose

Date 17 May 2021

This Risk Assessment MUST be reviewed within one year of the date above or earlier if significant changes take place