



COVID-19: OPERATIONAL RISK ASSESSMENT 2021/22

December 2021 Update

The government have updated their COVID-19 operational guidance for schools for September 2021 [Schools COVID-19 operational guidance](#)

In summary:

The government's guidance for schools highlights 4 main control measures:

- **Ensure good hygiene for everyone**
- **Maintain appropriate cleaning regimes**
- **Keep occupied spaces well ventilated**
- **Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19**

Schools are required to continue to carry out and regularly review their own risk assessments and put in place proportionate control measures.

Schools are also required to have in place an outbreak management plan based on the operational guidance above and contingency planning guidance [Contingency framework: education and childcare settings](#).

It is no longer recommended that schools operate in bubbles and 'any decision to recommend the reintroduction of bubbles would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education'.

Close contacts will now be identified by NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.

Face coverings are no longer required but guidance recommends and expects that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet.

The risk assessment below is a live document and will be updated as part of a regular monthly review as well as in light of any local and/or national public health or government information or guidance. The 4 required control measures are addressed within the risk assessment alongside other school-based operations.

At all times, concerns about risk and/or arrangements in school should be addressed immediately with the Headteacher Beth Atkinson, or in her absence with Kay Coverdale Deputy Headteacher, Andrae Dent Assistant Headteacher or Jo Measor School Business Manager.



COVID-19: OPERATIONAL RISK ASSESSMENT 2021/22

Hazard Identified: Contraction of Coronavirus Disease (COVID-19)	How might people be harmed?
<p>Coronavirus disease 2019 (COVID-19) is an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). It has spread globally, resulting in an ongoing pandemic. Common symptoms include fever, cough and loss of smell and taste. While the majority of cases result in mild symptoms, some progress to acute respiratory distress syndrome (ARDS), multi-organ failure, septic shock and blood clots. The time from exposure to onset of symptoms is typically around five days but may range from two to fourteen days.</p> <p>The virus is primarily spread between people during close contact most often via small droplets produced by coughing, sneezing and talking.</p> <p>The droplets usually fall to the ground or onto surfaces rather than travelling through air over long distances. Less commonly, people may become infected by touching a contaminated surface and then touching their face.</p> <p>It is most contagious during the first three days after the onset of symptoms, although spread may be possible before symptoms appear, or from people who do not show symptoms.</p>	<p>Inhalation of coronavirus in small droplets expelled from the nose or mouth of persons coughing, sneezing, breathing who are shedding the COVID-19 virus and contact with surfaces contaminated with the COVID-19 virus and transfer to the body through touching eyes, nose and mouth. Transmission could result in possible infection, mild, moderate or serious illness and potential death through respiratory failure and /or associated complications. Mental health issues may present, e.g. stress and anxiety as a result of the COVID-19 pandemic, personal health and that of friends and family.</p>

Assessment conducted by:	B Atkinson	Job title:	Headteacher	Covered by this assessment	Staff, Pupils, Governors, Community, Contractors, Visitors
---------------------------------	------------	-------------------	-------------	-----------------------------------	--

Date of assessment:	13 th December 2021	Review interval:	Half termly minimum	Date of next review:	5 th January 2022
----------------------------	--------------------------------	-------------------------	---------------------	-----------------------------	------------------------------



COVID-19: OPERATIONAL RISK ASSESSMENT 2021/22

Related documents

Government guidance:

[Schools COVID-19 Operational Guidance - 19 July 2021](#)

[Actions for early years and childcare providers during the COVID-19 pandemic – 19 July 2021](#)

[Contingency Framework: Education and Childcare Settings - 25 June 2021](#)

[COVID-19: Actions for out-of-school Settings – 19 July 2021](#)

Governing Body Approval

Chair of Governors Steve Watson	1.09.2021
Governors F&S, Buildings, H&S committee	16.11.2021

Shared with Staff

As part of staff induction pack (signed for) and September staff briefing	1.09.2021 Updates shared via Sharepoint in HT weekly Diary Notes
---	---

RISK MATRIX

Risk rating High (H), Medium (M), Low (L)		Likelihood of Transmission		
		Probable	Possible	Remote
Likely impact	Major: Causes extreme ill health or fatality	H	H	H
	Severe: Causes serious ill health which may require medical intervention	H	M	L
	Minor: Causes minor ill health and/or emotional discomfort.	M	L	L



COVID-19: OPERATIONAL RISK ASSESSMENT 2021/22

Areas for concern	Who may be affected?	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/In Part)	Further action/comments	Residual risk rating (H/M/L)
1. ENSURE GOOD HYGIENE FOR EVERYONE						
1.1 Hand Hygiene						
Pupils forget to wash/sanitise their hands regularly and frequently	Staff Pupils Visitors		<ul style="list-style-type: none"> Children wash hands/hand sanitise on arrival in class daily Staff implement and supervise handwashing/sanitising regime throughout the day Lunchtime staff ensure hand sanitiser used on arrival in dining hall Additional handwashing stations available outdoors 	Y	<ul style="list-style-type: none"> Staff to note children who are allergic to sanitiser and ensure access to sink SBM to maintain stocks of hand sanitiser September staff briefing Caretaker to ensure regular replacement of soap in dispensers for outdoor sinks 	
Insufficient access to handwashing facilities for adults	Staff Visitors Governors Contractors		<ul style="list-style-type: none"> Hand Sanitiser in every classroom and team shared area Hand sanitiser at office reception window; replenished regularly Automated hand sanitiser dispenser on entry to school for visitors and staff Sanitiser in each class for staff to use regularly throughout the day Sink area in each shared area and staff toilets for staff to use regularly throughout the day 	Y	<ul style="list-style-type: none"> September staff briefing SBM to maintain stocks of tissues 	
1.2 Respiratory Hygiene						
People do not observe good respiratory hygiene and infectious droplets are spread	Pupils Staff Visitors Governors Contractors		<ul style="list-style-type: none"> The 'catch it, bin it, kill it' approach will continue to be promoted The e-Bug COVID-19 website including materials to encourage good hand and respiratory hygiene will be available for staff to share with pupils Classes will be stocked with tissues 	Y	<ul style="list-style-type: none"> September staff briefing with focus on the need to regularly remind children 	
2. USE OF PPE						

COVID-19: OPERATIONAL RISK ASSESSMENT 2021/22

Areas for concern	Who may be affected?	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/In Part)	Further action/comments	Residual risk rating (H/M/L)
Provision of PPE for staff where required is not in line with government guidelines	Staff Pupils		<p>Most staff in schools will not require PPE beyond what they would normally need for their work. The guidance on the use of PPE in education, childcare and children's social care settings provides more information on the use of PPE for COVID-19.</p> <ul style="list-style-type: none"> Government guidance on the use of PPE is communicated, understood, and sufficient PPE has been procured. PPE (masks, aprons, gloves) provided for staff dealing with all suspected positive cases. Staff instructed to don PPE for any intimate care of pupils and any incidence of sickness and dispose of appropriately. Update – staff and visitors to wear face coverings in communal areas inside school beyond their own team 	Y	<ul style="list-style-type: none"> September staff briefing Staff/pupils who want to continue to wear face coverings are able to do so with awareness of how to put on and take off correctly and ensure safe storage. SBM to maintain stocks of appropriate PPE ie disposable face masks, aprons, vomit containers, gloves 	
3. MAINTAIN APPROPRIATE CLEANING REGIMES, USING STANDARD PRODUCTS SUCH AS DETERGENTS						
Ongoing cleaning regime is not undertaken to the standards required to minimise spread	Pupils Staff Visitors Governors Contractors		<p>PHE has published guidance on the cleaning of non-healthcare settings</p> <ul style="list-style-type: none"> Cleaning staff, including caretakers have responsibility for full site cleaning daily (before and after school) Staff in each team maintain regular touchpoint wiping/spraying/fogging of their area (tables & door handles) Individual staff wipe down heavy-duty touch areas after use eg. photocopier, computer keyboard Self-sanitising door pads in place on doors in central areas Staff to use foggers and/or wipes to clean computer keyboards and mouse after use in computer suite 	Y	<ul style="list-style-type: none"> September staff briefing In liaison with caretaker, SBM to maintain stocks of appropriate cleaning materials 	
4. KEEP OCCUPIED SPACES WELL VENTILATED						



COVID-19: OPERATIONAL RISK ASSESSMENT 2021/22

Areas for concern	Who may be affected?	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/In Part)	Further action/comments	Residual risk rating (H/M/L)
Spaces are not well ventilated and there is minimal fresh air flow leading to increased risk of transmission	Pupils Staff Visitors Governors Contractors		<ul style="list-style-type: none"> Staff reminded about good ventilation – windows to be opened in all teaching spaces, communal spaces and office areas Classroom and office doors to remain open as far as is possible; hall doors to be opened where appropriate and safe to do so (staff training, worship, singing) 	Y	<ul style="list-style-type: none"> September briefing – priority Staff to identify areas for caretaker to open windows when opening school Update CO2 monitors delivered to school Oct 2021 – 1 per classroom 	
5. TESTING, SELF ISOLATION & MANAGING CONFIRMED CASES						
5.1 Managing symptoms						
Virus transmission within school due to staff/pupils (or members of their household) displaying symptoms	Pupils Staff Community Visitors Governors Contractors		<p>Follow PHE health advice on when to self-isolate</p> <ul style="list-style-type: none"> No-one should attend school if they have symptoms Staff with symptoms will be sent home immediately and advised to take PCR Child with symptoms will be moved to an isolation room (quiet rooms at end of corridors for KS1 & 2, Sensory room for reception and quiet room for nursery) pending collection. Member of staff will wait with child and should don PPE. Everyone must 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 after they have left to reduce the risk of passing the infection on to other people. Families will be advised to follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. 	Y	<ul style="list-style-type: none"> Regularly communicate symptoms and arrangements for collection with staff and parents via newsletters and email comms Parents will be advised to take child for PCR test and update school 	
5.2 Asymptomatic Testing						
Virus may be transmitted by staff who are not experiencing any symptoms	Pupils Staff Visitors Community Governors Contractors		<ul style="list-style-type: none"> Staff encouraged to continue to undertake twice weekly home tests Staff should report results to NHS online as well as confirming negative with school via paper slips on entry Staff must inform school of positive LFD test result and subsequently follow PHE guidance 	Y	<ul style="list-style-type: none"> Recommence 1st September 	

COVID-19: OPERATIONAL RISK ASSESSMENT 2021/22

Areas for concern	Who may be affected?	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/In Part)	Further action/comments	Residual risk rating (H/M/L)
5.3 Confirmatory PCR Tests						
Virus may be transmitted by infected people	Pupils Staff Visitors Community Governors Contractors		<ul style="list-style-type: none"> Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance. They should book a PCR test to check if they have COVID19. Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil or staff member can return to school, as long as the individual doesn't have COVID-19 symptoms. 	Y	<ul style="list-style-type: none"> September staff briefing 	
5.4 Test and Trace						
Close contacts are not identified and virus transmission potentially increases	Pupils Staff Community Visitors Governors Contractors		<ul style="list-style-type: none"> From Step 4, close contacts will be identified via NHS Test and Trace. School may be contacted in exceptional cases to identify close contacts, as currently happens in managing other infectious diseases. School will continue to have a role in working with health protection teams in the case of a local outbreak Update: Close contacts of all positive COVID-19 cases, whether Omicron or not, will be required to take lateral flow tests daily for 7 days but can attend work as long as they have no symptoms 	Y	<ul style="list-style-type: none"> September staff briefing 	
6. OTHER CONSIDERATIONS						
6.1 CEV Staff and Pupils						
Specific staff and pupils are more vulnerable to the virus	Pupils Staff		<ul style="list-style-type: none"> From 19 July, social distancing measures have ended in the workplace and it is no longer necessary for the government to instruct people to work from home. Staff in schools who are CEV should currently attend their place of work if they cannot work from home. 	Y	<ul style="list-style-type: none"> Individual care plan completed for any identified CEV pupils Any new staff (or existing staff where their health circumstances change) to 	

COVID-19: OPERATIONAL RISK ASSESSMENT 2021/22

Areas for concern	Who may be affected?	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/In Part)	Further action/comments	Residual risk rating (H/M/L)
			<ul style="list-style-type: none"> As per guidance, all CEV children school attend their school setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by the GP or clinician not to attend. Further guidance contained in Supporting Pupils At School With Medical Conditions Update: school staff not able to work from home must follow operational risk assessment and any updates 		inform HT if they come under the CEV so that Individual risk assessment process can be undertaken. <ul style="list-style-type: none"> HT to review CEV updates for Spring term 	
6.2 Admitting children into school						
Increased risk of transmission	Pupils Staff Community Visitors Governors Contractors		<p>In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others.</p> <ul style="list-style-type: none"> If a parent or carer insists on a pupil attending school, the headteacher can take the decision to refuse the pupil if, in their reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. The decision will be carefully considered in light of all the circumstances and current public health advice. 	Y		
6.3 Attendance						
Education is further disrupted by poor attendance at school	Pupils		<p>School attendance is mandatory for all pupils of compulsory school age and it is priority to ensure that as many children as possible regularly attend school.</p> <ul style="list-style-type: none"> Expectations clearly and regularly communicated with parents Daily absence monitoring will identify where additional attendance support is required EWO will support parents and carers as required; referral to LA will be made as necessary Update: staff required to isolate but who remain well eg on return from a holiday abroad (booked prior to announcement of changes) and awaiting PCR results – to work from home. For teachers this will mean providing lessons remotely via SeeSaw, for support staff this will be agreed with HT 	Y	<ul style="list-style-type: none"> September Newsletter 	
6.4 Travel and Quarantine						

COVID-19: OPERATIONAL RISK ASSESSMENT 2021/22

Areas for concern	Who may be affected?	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/In Part)	Further action/comments	Residual risk rating (H/M/L)
Education is further disrupted by poor attendance at school	Pupils		<p>Parents travelling abroad should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return.</p> <ul style="list-style-type: none"> Information shared with parents and carers at start of term Requests for leave of absence will be dealt with in line with school Attendance Policy Update: see above regarding working from home whilst waiting for required PCR test results Update: when booking travel abroad, staff to take into account the impact of any required isolation and PCR testing. 	Y	<ul style="list-style-type: none"> September Newsletter 	
6.5 Remote Education						
Education is further disrupted by self isolation / restricted attendance	Pupils		<p>Schools subject to the remote education temporary continuity direction are required to provide remote education to pupils covered by the direction where their attendance would be contrary to government guidance or legislation around COVID-19.</p> <p>The remote education provided should be equivalent in length to the core teaching pupils would receive in school.</p> <ul style="list-style-type: none"> Teachers will prepare and deliver remote learning via SeeSaw as during partial closures/lockdowns 2020-21 SEND, Safeguarding and Engagement checks will be carried out as required during any periods of self isolation for pupils; senior leaders will follow up where concerns are raised and involve professionals and agencies working with families where necessary Update: as a precautionary measure, teachers to bring laptops into school and switch on for updates prior to breaking up for Christmas 	Y	<ul style="list-style-type: none"> September staff briefing SBM to Register new pupils and staff onto SeeSaw Y6 staff and Reception staff and new staff to receive SeeSaw training Pupil use of SeeSaw to be refreshed in September and capacity maintained through setting of homework via SeeSaw 	
6.6 Pupil Well Being & Support						
Pupils experience a variety of emotions in response to the COVID-19 pandemic and these may impact negatively on academic and social development	Pupils		<ul style="list-style-type: none"> Staff briefed to be vigilant and to report any concerns to SENDCo/Well-BEING Champion, Kay Coverdale and Team Leader Children can be referred to specialist services procured by school: ABC 	Y	<ul style="list-style-type: none"> Kay Coverdale to reintroduce BU programme to provide early, preventative support Additional ABC support to begin from September 2021 	



COVID-19: OPERATIONAL RISK ASSESSMENT 2021/22

Areas for concern	Who may be affected?	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/In Part)	Further action/comments	Residual risk rating (H/M/L)
6.7 School Meals						
Pupils in receipt of FSM are isolating	Pupils		<ul style="list-style-type: none"> School admin staff will alert school cook when a child in receipt of FSM is self-isolating so that packed lunches can be prepared Families will be invited to collect packed lunches; where this is difficult, a member of staff may be able to deliver lunches or vouchers may be offered as an alternative 	Y	<ul style="list-style-type: none"> Brief admin staff and cook on return to school (1.9.21) 	
6.8 Educational Visits						
Venues do not have adequate measures in place to support good hygiene or ventilation	Pupils Staff		<p>School should undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment.</p> <ul style="list-style-type: none"> Staff to have initial discussion with HT before any plans for an education trip are made Staff to ensure that risk assessment and details of trip are handed in to SBM for checking and then to HT for approval at least 5 weeks before trip is due to take place Venue and Provider risk assessments will be required 	Y	<ul style="list-style-type: none"> September staff Briefing SBM to update School risk assessment template to include hygiene and ventilation 	
7. SCHOOL SPECIFIC MANAGEMENT OF SCHOOL DAY						
Increased risk of transmission through large numbers of people gathering	Pupils Staff Community		<p>Arrival and Dismissal</p> <ul style="list-style-type: none"> Drop-off and collection 'time windows' to ease congestion: 8.30 – 9.00am for drop-off and 3.00-3.15pm for collection Children will be allocated specific entrance and exit points to ease congestion and flow of people around the school site HT/DHT/AHT will be on reception gate duty between 8.30 and 9.00am The wearing of masks is now a personal choice and staff, parents, carers, visitors on site are welcome to do so in and around school. Government guidance recommends the use of face masks in crowded areas. 	Y	<ul style="list-style-type: none"> Information to parents 16.7.21 Reminder 1.9.21 	
Increased risk of transmission through contact with multiple persons	Pupils Staff Community		<p>Minimising Contacts</p> <ul style="list-style-type: none"> Parents and carers requested to be mindful of observing personal space / social distance when approaching a member of staff on the yard Parents and carers encouraged to email teacher directly or email/ring the school office with queries 	Y	<ul style="list-style-type: none"> Information reminders to parents 1.09.21 and September newsletter September staff briefing 	

COVID-19: OPERATIONAL RISK ASSESSMENT 2021/22

Areas for concern	Who may be affected?	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/In Part)	Further action/comments	Residual risk rating (H/M/L)
			<ul style="list-style-type: none"> Parents will continue to have access to teacher's direct work email as well as email details for HT/DHT Autumn term consultations will be virtual via SchoolComms. 			
Increased risk of transmission through contact with multiple persons	Pupils		<p>Mixing in School - Pupils Graduated return to full groups to support children mixing in larger numbers</p> <ul style="list-style-type: none"> Designated play areas will remain but will be larger (ie separate play areas for nursery, reception, KS1 and KS2. Children can mix freely outside within these areas – no need for hi-viz vests (these should be kept in case needed for outbreak management plan) All children will eat their dinner in the dining hall but timings will be staggered so that children are in the hall a year group at a time Full school assemblies will continue via Microsoft Teams on Fridays. Assemblies in the hall will be for year groups only in the first instance. This will support staff and children in revisiting appropriate behaviours and routines for gathering. All other assemblies will be class assemblies. Consistent groups can mix for some elements of the curriculum from WB 13th September ie set maths/S&S for KS2, phonics for rec & KS1 	Y	<ul style="list-style-type: none"> September staff briefing 	
Increased risk of transmission through contact with multiple persons Different levels of confidence in returning to increase in contacts during working day	Staff		<p>Mixing in School - Staff Staff will move across classes/areas to meet the operational needs of the school. Whilst there is no longer a requirement for staff to socially distance at school, it is acknowledged that not all staff will feel confident returning to pre-pandemic practices in all things. Therefore, where possible, a graduated or alternative approach is offered:</p> <ul style="list-style-type: none"> Staffroom spaces for lunch and breaks remain in team areas (EY in staffroom) Training and meetings will take place in large and well-ventilated spaces and where possible/appropriate will be virtual Update: Staff meetings via Teams Staff advised to continue to observe social distance as much as possible and to be aware of colleagues preferences for/against face to face contact Update: staff and visitors to wear face coverings in communal indoor areas beyond their own team 	Y	<ul style="list-style-type: none"> September staff briefing 	
Staff experience a variety of emotions in response to the COVID-19 pandemic	Staff		<p>Staff Wellbeing</p> <ul style="list-style-type: none"> All staff encouraged to raise concerns directly with HT or line manager as appropriate; leaders explicitly check in with team members; HT check in with leaders; CoG check in with HT 	Y	<ul style="list-style-type: none"> September staff briefing 	



COVID-19: OPERATIONAL RISK ASSESSMENT 2021/22

Areas for concern	Who may be affected?	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/In Part)	Further action/comments	Residual risk rating (H/M/L)
			<ul style="list-style-type: none"> • Staff to alert HT of any changes to health and where necessary individual risk assessments will be completed and adaptations made • HR guidance will be sought and followed in relation to individual risk assessments • Advice and guidance will be sought from Occupational Health as necessary • Staff with pre-existing Vulnerability Certificates (CEVs) will not need further assessment unless circumstances change 			