

The Duston School

COVID-19: - Operational risk assessment September 2021 - Living with Covid and other acute respiratory infections

We recognise the risk posed by Coronavirus (COVID-19) and other acute respiratory infections to our staff, pupils and their families

Control measures to minimise the risk of infection and the transmission of these viruses are provided in this Risk Assessment.

We will put in place appropriate protective measures to ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils. We will share this Risk Assessment and its findings with employees and consult on its contents.

We will continue to comply with all relevant Health and Safety Legislation.

We have regard to advice and guidance issued by the DFE & UK Health Security Agency (UKHSA)

System of controls - This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection'.

Prevention:

- 1) minimise contact with individuals who are unwell with coronavirus and other acute respiratory infections.
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach

Operational risk assessment

Assessment conducted by:	S Strickland / S Connor	Job title:	Principal / Business Manager	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	1/4/2022	Review interval:	ongoing	Date of next review:	
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Related documents

Trust documents:	<p>Government guidance:</p> <p>https://www.gov.uk/coronavirus</p> <p>next steps for living with COVID-19</p> <p>https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities</p> <p>Providing remote education: guidance for schools</p> <p>Emergency planning and response for education, childcare, and children's social care settings</p> <p>Health protection in education and childcare settings</p> <p>COVID-19 Response: Living with COVID-19</p> <p>UK Health Security Agency (UKHSA) health protection in education and childcare settings</p> <p>DfE emergency planning and response</p> <p>DfE good estate management for schools</p> <p>DfE incident support helpline 0800 046 8687</p>
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Version No.	Page – Edits (page numbers may alter as later editions are made)
1	Original
2	1.2 C02 monitors distributed in accordance with government guidance 2.0 BASC (before & after school club) to resume to Primary phase students Spring term 2022 2.0 updated regarding international trips 2.0 updated regarding Indoor and Outdoor performances 3.1 Reception staff to ensure they have contact details for visitors 3.2 section updated in line with Government guidance including Omicron
3	1.1 update regarding remote meetings & assemblies 1.2 Sanitisation 2.0 update regarding trips & visits - Extra Curricular to continue 3.1 All visitors asked to confirm a negative LFT 3.2 Removed reference to number of days 5.2 Face Coverings recommendation
4	Updated to reflect advice Government changes effective 24 th February 2022
5	Updated to reflect advice Government changes effective 1 st April 2022

Operational risk assessment

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

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1. Identifying Capacity					
1.1 Capacity					
Normal timetable and mixing between classes will increase the risk of the virus spreading	H	<ul style="list-style-type: none"> Rotating break and lunchtimes Regular Promotion of good hygiene such as sanitisation, washing your hands and following advice to 'Catch it, Bin it, Kill it' Compliance with the UK Health Security Agency (UKHSA) measures set out in the latest government guidance Children with mild symptoms such as a runny nose, sore throat, or mild cough, who are otherwise well, can continue to attend school Children and young people who are unwell and have a high temperature should stay at home and where possible avoid contact with other people. They can go back to school when they no longer have a high temperature, and they are well enough If a child or young person has a positive COVID-19 test result they should try to stay at home and where possible avoid contact with other people for 3 days after the day they took the test. The risk of passing the infection on to others is much lower after 3 days if they feel well and do not have a high temperature Children and young people who live with someone who has a positive COVID-19 test result should continue to attend as normal Staff who have a positive COVID-19 test result should try to stay at home for 5 days after the day they took the test Vaccination promoted to staff and students Schools critical incident plan to be implemented in the event of an outbreak 	Y		L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Due to COVID-19 and other acute respiratory infections, the number of staff who are available is lower than that required to teach classes in school	M	<ul style="list-style-type: none"> • Contacts will no longer be legally required to self-isolate • Any staff who have a positive COVID-19 test result should try to stay at home for 5 days after the day they took the test in line with Government guidance • Vaccination promoted to staff and students • The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. Including all teaching and non-teaching staff (EY practitioners, DSL, SENCO, Pediatric 1st Aid/1st Aiders) • Risk assessments are undertaken for staff as necessary and in line with Government advice • Responsive to any issues with health and concerns and assessed accordingly with DFE guidance • Dedicated email for absence and covid concerns • Dialogue is held with Professional Associations/Trade Unions on the school's approach • Contact to be made with the UKHSA Health Protection Team if there is a higher than previously experienced and/or rapidly increasing number of staff or student absences due to acute respiratory infection or Evidence of severe disease due to respiratory infection, for example if a pupil, student, child or staff member is admitted to hospital • Schools critical incident plan to be implemented in the event of an outbreak 	Y	Lateral flow tests will no longer be issued by the school.	L
1.2 Organisation of teaching spaces / offices					
Teaching pupils in full classes will increase the risk of the virus spreading	H	<ul style="list-style-type: none"> • Pupils encouraged to observe hygiene guidance and Sanitise/ wash hands frequently • Staff advised to ensure all classrooms are well ventilated and doors open • Hand sanitiser to be available as required • Good respiratory hygiene is ensured by promoting the 'catch it, bin it, kill it' approach • Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents • Signage in classrooms 	Y		L

Operational risk assessment

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Ventilation	H	<ul style="list-style-type: none"> Staff advised to ensure all classrooms are well ventilated and doors open. If fire doors are kept open, this will only be when the room is occupied and the member of staff will be responsible for closing them when leaving the area or when fire alarm sounds. Staff will need to open their classroom windows in the morning on arrival. Ventilation is to be maintained either by mechanical ventilation adjusted to increase the ventilation rate where possible, and natural ventilation (fresh air) by opening windows. During occupied times windows should be opened enough to provide background ventilation, during unoccupied times (during the school day) windows should be fully opened. Internal and external doors can be kept open to assist as this will increase ventilation. CO2 monitors distributed in accordance with government guidance. Where installed, the setup of air conditioning systems will be reviewed and adjusted to maximise the intake of fresh air. <p>During cooler weather:</p> <ul style="list-style-type: none"> Windows are fully opened before rooms are occupied and during breaks. Windows are kept partially open when rooms are in use, windows are selected that are not directly next to work areas/pupils desks or high level windows are open fully and low level opened partially. Information has been provided to parents, carers and pupils to dress appropriately for cooler temperatures. Regular checks are made to ensure that arrangements are being followed. 	Y		L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
2. Curriculum, extracurricular and wrap around care					
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened	H	<ul style="list-style-type: none"> Normal timetable resumes The school has developed and will implement comprehensive Primary & Secondary 'catch-up' plans which will identify the learning gap for individual and groups of pupils in terms of curriculum and knowledge, and will put in place plans to address this 	Y		L
The resumption of Educational visits poses risks to infection control	H	<ul style="list-style-type: none"> The School will continue to consult the Government guidance (evisits coordinator) on educational visits and for international educational visits, schools should refer to the Foreign, Commonwealth and Development Office travel advice A separate risk assessment for each educational visit in line with government guidance will be undertaken to determine whether a visit can proceed. For international trips, this will include any requirement to self-isolate upon arrival back into the uk and the disruption this may cause to education 	Y		L
Pupils unable to access Wrap Around Care	M	<ul style="list-style-type: none"> Extra Curricular due to continue BASC (before & after school club) to resume to Primary phase students Any person arriving exhibiting symptoms of Covid or any other acute respiratory infection will be required to follow Government guidance 	Y		L

3. Communication and Management of Covid					
3.1 General Communication					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	H	<ul style="list-style-type: none"> Communications strategies for the following groups are in place: <ul style="list-style-type: none"> Staff Pupils Parents / Visitors Governors/Trustees Local authority/PFI Regional Schools Commissioner Professional associations Staff, pupils and parents have received clear communications informing them of current government guidance and the actions to take should anyone be unwell or display symptoms of COVID-19 or in the event of confirmed case of Covid 19 Procedures are in place to deal with any pupil or staff displaying symptoms at school Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders Parents and carers reminded to keep school aware of any changes to contact details 	Y		L
3.2 Management of Cases					
Transmission of COVID 19 on school site	H	<ul style="list-style-type: none"> Children with mild symptoms such as a runny nose, sore throat, or mild cough, who are otherwise well, can continue to attend school Children and young people who are unwell and have a high temperature should stay at home and where possible avoid contact with other people. They can go back to school when they no longer have a high temperature, and they are well enough If a child or young person has a positive COVID-19 test result they should try to stay at home and where possible avoid contact with other people for 3 days after the day they took the test. The risk of passing the infection on to others is much lower after 3 days if they feel well and do not have a high temperature. Children and young people who live with someone who has a positive COVID-19 test result should continue to attend as normal <ul style="list-style-type: none"> Any staff who have a positive COVID-19 test result should try to stay at home for 5 days after the day they took the test 	Y		L

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		<ul style="list-style-type: none"> Any person arriving at school exhibiting symptoms will be expected to return home immediately 			
The school is unprepared for a local lockdown should the rate of infection rise in the area	H	<ul style="list-style-type: none"> Contact to be made with the UKHSA Health Protection Team if there is a higher than previously experienced and/or rapidly increasing number of staff or student absences due to acute respiratory infection or Evidence of severe disease due to respiratory infection, for example if a pupil, student, child or staff member is admitted to hospital and critical incident plan followed. 	Y		L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
4. Cleaning and Hygiene					
Pupils forget to wash their hands / sanitise regularly	H	<ul style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently, also after coughing or sneezing; after using the toilet; before and after handling food Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently 	Y		M
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	H	<ul style="list-style-type: none"> Hand Sanitiser/soap will be available as required An audit of handwashing facilities and sanitiser dispensers is regularly undertaken and additional supplies are purchased as necessary Monitoring arrangements are in place to ensure Amey supplies of soap and hand towels are maintained throughout the day 	Y		L
Cleaning is not undertaken to the standards required resulting in spread of infection	H	<ul style="list-style-type: none"> An enhanced touch point cleaning plan is in place which minimises the spread of infection General cleaning standard monitored and issues raised 	Y		L

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Areas for concern		Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments
Ineffective management of potentially contaminated waste	H	<ul style="list-style-type: none"> Standard waste will continue to be managed in line with existing arrangements Any waste that is considered to be potentially infected/contaminated will be disposed of in accordance with UKHSA/ Government guidance 	Y		L
5. Medical, Safeguarding and PPE					
5. 1 First aid and Safeguarding					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts Students' safety at risk	H	<ul style="list-style-type: none"> First aid training arranged as required A programme for training additional staff is in place The rota of staff and outbreak management plan ensures coverage of a DDSL or access to the DSL 	Y		L
Possible contamination by close contact when providing first aid to persons in isolation room awaiting collection	H	<ul style="list-style-type: none"> When providing first aid to persons in isolation first aiders are advised to wear appropriate PPE Equipment to be sanitised between use Appropriate range of PPE is readily available goggles, aprons, gloves etc Normal procedures for First Aid, Intimate Care to be followed 	Y		L
5. 2 PPE & Isolation Area					
Medical rooms are not adequately equipped or configured to maintain infection control	H	<ul style="list-style-type: none"> Procedures are in place for medical / isolation areas to be cleaned as required Stock levels of first aid equipment / PPE maintained 	Y		L

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Insufficient or inappropriate PPE available or misuse of PPE	H	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely Disposable gloves, aprons, goggles/visors, and masks are available for use as identified required <p>Nominated persons to be responsible for ordering and restocking of supplies</p>	Y		L
6. Mental Health & Safeguarding					
6.1 Mental health concerns – pupil					
Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	M	<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with mental health issues. There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings) <p>Resources/websites to support the mental health of pupils are provided</p>	Y		L
6.2 Safeguarding					
Safeguarding measures do not minimise risk to pupils	H	<p>Contingency plans are in place, including arrangements for home/remote learning, pastoral care and safeguarding</p> <ul style="list-style-type: none"> A communication strategy for pupils, parents and staff in the event of an unforeseen lockdown is in place, building on the experience of the school closure period and taking advice from Public Health England Contact records for pupils, parents and staff are kept up to date 	Y		L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
6.3 Mental health concerns – staff					
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	H	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload Staff briefings and training have included content on wellbeing Staff briefings/training on wellbeing are provided Staff have been signposted to useful websites and resources Dedicated email to gather any staff concerns Share support websites and Westfield health information that staff are able to access to support their own wellbeing e.g. NHS General <ul style="list-style-type: none"> Well-being Advice: https://www.nhs.uk/conditions/stressanxietydepression/improve-mental-wellbeing/ NHS Every Mind Matters: https://www.nhs.uk/oneyou/everymind-matters/ 	Y		L
6.4 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	H	<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support Support is requested from other organisations when necessary 	Y		L

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7. Operational					
7.1 Review of fire procedures					
Fire marshals absent due to self-isolation	H	<ul style="list-style-type: none"> SLT to cover any Fire Marshall absences and have been briefed accordingly 	Y		L
Emergency plans do not reflect Covid-19 restrictions	H	<ul style="list-style-type: none"> Staff / pupils to be reminded of procedures and Fire drills to take place termly 	Y		L
7.2 Managing premises					
All systems may not be fully operational	H	<ul style="list-style-type: none"> Government guidance is being implemented where appropriate All systems have been recommissioned 	Y	PFI Contract	L
Statutory compliance has not been completed due to the availability of contractors during lockdown	H	<ul style="list-style-type: none"> All statutory compliance is up to date Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged 	Y	PFI Contract	L

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	H	<ul style="list-style-type: none"> Maintain a high standard of cleanliness and hygiene to mitigate risk of transmission Follow government guidelines as follows: https://www.gov.uk/government/publications/covid-19-decontaminationin-non-healthcare-settings 	Y	PFI Contract	L
Hiring of School Premises	H	<ul style="list-style-type: none"> The hirer has confirmed that they are following Government /UKHSA control measures for their activities evidence in their risk assessment The school and user have agreed and confirmed their responsibilities prior to use Amey responsible for cleaning of site including swimming pool 	Y		L
8. Finance					
8.1 Costs of the school's response to COVID-19					
The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties	M	<ul style="list-style-type: none"> Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced Academy finance team has been consulted to identify potential savings in order to work towards a balanced budget Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review Additional sources of income are under exploration The school's projected financial position has been shared with governors 	Y		L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
9. Governance					
9.1 Oversight of the governing body					
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	H	<ul style="list-style-type: none"> The governing body continues to meet regularly via online platforms The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation The Principal's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19 Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility 	Y		L
10. Additional site-specific issues and risks					
Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					
		<input type="checkbox"/>			
		<input type="checkbox"/>			