

Responsible Person	Richard McGuire, Executive Principal
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Other Persons Involved	Melanie Irving, Business Manager Lisa Bewley, Associate Principal Working Groups of all staff including all Middle Leaders, Professional Organisations Representatives, Senior Leaders.
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Guidance Material Considered	Guidance Document	Latest Update	Key Updates (not exhaustive)
	DfE Actions for Early Year and Childcare Providers During the Coronavirus (COVID-19) Outbreak	24 February	<ul style="list-style-type: none"> • Updates to section on tracing close contacts and self-isolation. Confirmed that contacts are no longer required to self-isolate or advised to take daily tests and that contact tracing has ended. Link to general UKHSA guidance added. • Updates on what to do when someone develops symptoms or has a positive test – links to general UKHSA guidance added. • Updated guidance for staff and children who were classed as CEV or who have weakened immune systems with links to UKHSA guidance.
	DfE - Actions for Schools Coronavirus (COVID-19) Operational Guidance	24 February	<ul style="list-style-type: none"> • Updates to section on tracing close contacts and self-isolation. Confirmed that contacts are no longer required to self-isolate or advised to take daily tests and that contact tracing has ended. Link to general UKHSA guidance added. • Updates on what to do when someone develops symptoms or has a positive test – links to general UKHSA guidance added. • Updated guidance for staff and children who were classed as CEV or who have weakened immune systems with links to UKHSA guidance.
	DfE Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak	24 February	<ul style="list-style-type: none"> • Updates to section on tracing close contacts and self-isolation. Confirmed that contacts are no longer required to self-isolate or advised to take daily tests and that contact tracing has ended. Link to general UKHSA guidance added. • Updates on what to do when someone develops symptoms or has a positive test – links to general UKHSA guidance added. • Updated guidance for staff and children who were classed as CEV or who have weakened immune systems with links to UKHSA guidance.
	Contingency framework: education and childcare settings	21 January	<ul style="list-style-type: none"> • No updates at this time.

A risk assessment covering school/setting operation [from September 2021](#)

A revised system of control measures is in effect

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

The symptoms of COVID-19 are a new and continuous cough, or a high temperature, or a loss of or change in a person's normal sense of taste or smell

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place
Infection Control (people)	Staff, Pupils, Visitors	Staff contracting COVID-19	<ul style="list-style-type: none"> • If a staff member has Covid-19 they should self-isolate. They should follow the advice on Gov.Uk regarding how to manage their self isolation process. • The academy will step up measures if it is identified that a specific outbreak of Covid-19 is in occurrence. The risk assessment will be redrafted at this point.
		Pupils contracting COVID-19	<ul style="list-style-type: none"> • Any student who has Covid-19 should self-isolate. They should follow the advice on Gov.Uk regarding how to manage their self isolation process. • The academy will step up measures if it is identified that a specific outbreak of Covid-19 is in occurrence. The risk assessment will be redrafted at this point.
Infection Control (practices)	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection	<p><u>Good Hand and Respiratory Hygiene</u></p> <ul style="list-style-type: none"> • Hands are cleaned regularly by all pupils, staff members and visitors and soap and running water or hand sanitiser is readily available for this purpose. • 'Catch-it, bin-it, kill-it', promoted throughout school.
			<p><u>Cleaning</u></p> <ul style="list-style-type: none"> • A cleaning schedule is in place with an emphasis on frequently touched surfaces • Cleaning following confirmed/suspected case carried out in accordance with PHE guidance COVID-19: cleaning of non-healthcare settings

			<p><u>Boarding Schools</u></p> <ul style="list-style-type: none"> • Arrangements are in place for the management of suspected and confirmed cases in boarding accommodation. • Travel plans for international students are reviewed to identify students travelling from or through red-list countries and they are advised not to travel. • Anyone who does travel from or through a red-list country will be required to self-isolate in a quarantine hotel, with a parent or guardian, and is liable for the costs associated with this. • Students travelling from countries where travel is permitted will be allowed to quarantine in their own accommodation. <p><u>Outbreak Management Plans</u></p> <ul style="list-style-type: none"> • Mechanisms are in place for the rapid deployment of enhanced control measures, e.g. face coverings, bubbles, should the school be advised to do so by a relevant body (central government, Local Director of Public Health) • The academy has produced a Covid 19 Contingency Plan which will be used in conjunction with advice from Public Health.
Infection Control (premises)	Staff, Pupils, Visitors	Changes to or introduction of physical control measure to minimise the risk of the spread of infection	<ul style="list-style-type: none"> • The whole school is kept well ventilated insofar as the ventilation systems allow and whilst maintaining a suitable teaching and working environment. • Mechanical ventilation systems are set to ‘fresh air’ mode where possible. • Single room ventilation systems continue to operate as normal • Windows are opened where possible, where temperature allows it, and where doing so does not create undue risks. • Where no mechanical ventilation is provided, windows are fully opened at least at every break time to vent the room • Non-fire doors are propped open to support ventilation and to remove need for hand contact
Anxiety, stress and worry	Staff, pupils (parents indirectly)	Those coming to work or school may be anxious, worried our stressed	<ul style="list-style-type: none"> • The workforce and any Union reps have been consulted in the development of this risk assessment and associated control measures. • This risk assessment and its findings have been shared with staff and published on the school website. • Staff have access to Group’s occupational health and counselling service
Failure to follow local rules	Staff, Pupil, Visitors	Persons fail to follow local rules due to lack of awareness or persons who violate local rules	<ul style="list-style-type: none"> • All staff reminded of their duty to follow these control measures and to support staff or pupils who may fail to follow these in a constructive manner • Transgressions will be escalated through existing behaviour/disciplinary arrangements

<p>The school lapses in following national/ group guidelines and advice</p>	<p>Staff, Pupil, Visitors</p>	<p>Lack of awareness leads to failure to follow required controls</p>	<ul style="list-style-type: none"> • Important updates/changes included in CEO's Heads Bulletins • Regular key guidance updates issued by Group H&S Manager • Headteacher to ensure that all relevant guidance is followed and communicated to staff • Senior Leaders keep themselves up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly • The LGB is kept informed on changes in guidance and school approach
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Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By
<p>The use of CO2 detectors for identifying poorly ventilated spaces will be kept under review pending further information from DFE.</p>	<p>January 2022</p>	<p>January 2022</p>	<p>Geoff Metcalfe</p>
<p>Additional Guidance from Local Public Health regarding self isolation and siblings</p>	<p>24th September</p>	<p>24th September</p>	<p>Richard McGuire</p>
<p>Changes to Covid Guidance in school following DfE announcement on 28th November 2021 regarding the Omicron variant.</p>	<p>29th November</p>	<p>29th November</p>	<p>Richard McGuire</p>
<p>Changes to Covid Guidance following DfE announcement in January 2022 regarding the wearing of face coverings in lessons</p>	<p>5th January</p>	<p>4th January</p>	<p>Richard McGuire</p>
<p>Change to Covid Guidance following the removal of national restrictions in February 2022</p>	<p>28th February</p>	<p>28th February</p>	<p>Richard McGuire</p>

<p>Assessment completed by:</p>	<p>Richard McGuire, Executive Principal</p>	<p>Date:</p>	<p>27th February, 2022</p>	<p>Date of next review:</p> <p>On direction of PHE following localised outbreak.</p>
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