

Trust risk assessment for full school opening on 8th March 2021

Updated 18th March 2021

Refer to full guidance <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#soc>

Area of review	Actions to control risk	Residual Risk Rating (H,M,L)	Areas of concern/ Outstanding actions
Health and safety	Review health and safety risk assessments ensuring these are based on the Public Health System of Controls in the DfE guidance summarised in annex A below. More information about health and safety risk assessments in set out in annex A of the DfE guidance.	Overall health and safety risk rating is low	School plans incorporate the Public Health System of (12) controls, including operational detail to minimise contact between defined ‘bubbles’. Schools have reviewed their risk assessments against latest DfE operational guidance. All schools have rated Health and Safety as a low risk. The Bennett risk assessment for asymptomatic on-site COVID-19 testing of staff and pupils has been
	Ensure consultation of risk assessment has taken place with staff		
	Ensure statutory site checks are carried out, if required. If buildings are closed or have reduced occupancy, water stagnation can occur. This can increase the risk of Legionnaire’s Disease . Additional advice on safely reoccupying buildings can be found in the Chartered Institute of Building Services Engineers’ guidance on emerging from lockdown		
	Commission cleaning of school using guidance on cleaning non-health care settings - likely to include but not limited to toilets to be cleaned after each break and lunchtime, door handles, common equipment and vertical surfaces commonly touched cleaned more frequently, hand sanitiser at school entrance, lidded bins in every classroom		

	<p>Review arrangements to ensure good ventilation. Advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak. Refer to the system of controls for guidance on keeping occupied spaces well ventilated.</p> <p>Includes guidance and further links including suggestions to balance the need for increased ventilation while maintaining a comfortable temperature including:</p> <ul style="list-style-type: none"> • opening high level windows in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing. For more information see School uniform • rearranging furniture where possible to avoid direct drafts 		<p>updated in line with DfE requirements. Regular meetings held to review processes, review risk assessment and identify new risks. All test centre staff complete mandatory training, and follow infection prevention and control measures. Return of pupils has been staggered to enable testing with consent.</p>
	<p>Agree and communicate to staff procedures should a child or adult fall ill with the coronavirus on site, fall ill having recently been on site and/or if a number of people fall ill related to a particular site (use DfE guidance on the system of controls)</p>		
	<p>Ensure there is a critical path decision making process/ contingency plan in case of a local outbreak.</p>		
	<p>For secondary schools DfE recommend that face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Face coverings do not need to be worn by pupils when outdoors on the premises. It is also recommended, that face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.</p> <p>Schools have a duty to make reasonable adjustments for disabled pupils and students, to support them to access education successfully, and not guidance on exemptions from wearing face coverings.</p> <p>In primary schools, face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example,</p>		

	when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering.		
	Minimise contact between individuals and maintain social distancing wherever possible using measures included in annex A of the DfE guidance as appropriate		
	Review the arrangements for Covid-19 asymptomatic testing, particularly in relation to onsite testing facilities in secondary schools (see the Schools Covid-19 operational guidance). Ensure adequate risk assessments are in place as required by RPA.		
	Assess transport-related health and safety risks and how these can be mitigated.		
Pupils and parents	Assess parental confidence and ensure processes are in place to communicate clear and consistent expectations around school attendance to families ahead of 8 th March 2021.	Overall pupils and parents risk rating is low	All schools have rated this as a low risk.
	The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until 1 st April 2021. You will be able to request from parents a copy of the shielding letter sent to CEV children, to confirm that they are advised not to attend school or other educational settings whilst shielding guidance is in place.		
	Ensure appropriate support and arrangements are in place for pupils with EHC plans		
	Ensure that pupils most at risk of disengagement/most in need of additional support are identified and support is in place		
	Audit wider family services supporting mental health, bereavement, domestic violence etc in order to be able to signpost/refer families where required (Public Health England has published guidance on supporting children and young people's mental health , Every Mind Matters and advice for groups with specific mental health needs)		

<p>Workforce and HR</p>	<p>CEV staff are advised not to attend the workplace before 1st April 2021, and then to work from home where possible. Staff who are CEV will previously have received a letter from the NHS or their GP telling them this (no new letter is required), and there is guidance for everyone in this group. It provides advice on what additional measures individuals in this group can take. DHSC currently advises that CEV individuals should continue to shield even after they have been vaccinated. A further letter detailing guidance from 1st April 2021 has been sent to all those affected.</p> <p>Guidance on shielding and protecting people who are extremely clinically vulnerable is here.</p> <p>Those living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings.</p> <p>CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission.</p> <p>Follow the specific guidance for pregnant employees because pregnant women are considered CV. In some cases, pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply.</p> <p>Current evidence shows that a range of factors mean that some people may be at comparatively increased risk from coronavirus (COVID-19). Those at particularly high risk from a range of underlying health conditions should now have been included in the CEV group and will be receiving a letter to confirm this.</p> <p>For others who feel they may be at increased risk, where it is not possible to work from home, these staff can attend school as long as the system of controls set out in this guidance are in place.</p>	<p>Overall workforce and HR risk rating is low</p>	<p>All schools have rated this as a low risk. Individual risk assessments are updated for staff, in response to guidance.</p>
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	<p>Carry out individual staff risk assessments as required for those staff expected to return to school who may be at increased risk from COVID-19 (as above) as per Tenax template</p> <p>In light of this assessment, scrutinise how staff will be deployed and any additional protection measures needed to reduce risk of infection.</p>		
	<p>Consider use of supply teachers if necessary and applicable in your circumstances.</p>		
	<p>Determine whether staff training is required prior to the full return of pupils in March.</p> <p>Consider what arrangements might be put in place for staff wellbeing – see following links</p> <p>https://www.educationsupport.org.uk/resources/factsheets/how-leaders-can-promote-staff-wellbeing</p> <p>https://www.mentallyhealthyschools.org.uk/whole-school-approach/supporting-staff-wellbeing/</p>		
	<p>Ensure designated safeguarding leads (and deputies) are provided with more time, especially in the first few weeks of after 8th March, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children social care and other agencies where these are appropriate</p>		
Curriculum and timetabling	<p>Prepare plans for identifying the most important missed knowledge and how this will be covered, within a broad curriculum in all subjects</p> <p>Ensure the curriculum remains broad and ambitious and that all pupils continue to be taught a wide range of subjects</p>		

	<p>Ensure that there is a staffing plan and timetable including any special arrangements where necessary and practicable e.g. staggered starting and ending times of the school day, drop off and collection and/or break and lunch arrangements.</p>		
	<p>Review school plans for using the catch-up premium</p>		
	<p>Plan how remote education will be offered where a class, group or small number of pupils need to self-isolate (online learning resources here, Oak National Academy here, technology support here, guidance for parents on supporting home learning here, guidance for parents of children with SEND to support home learning here and EEF best evidence in remote learning can be found here - there is also a summary of findings and a toolkit to support home learning.</p>		
	<p>Review the approach to physical activity within the school day, ensuring pupils remain in consistent groups where possible, sports equipment is thoroughly cleaned between each use, contact sports are avoided and outdoor sports are prioritised where possible, and large indoor spaces used where not, maximising distancing between pupils and paying attention to cleaning and hygiene</p>		
	<p>Review your before and after-school provision and plan whether/ how to restart, in accordance with DfE guidance that before and after-school educational activities and wraparound childcare should be provided where this provision is necessary to support parents to work, attend education and access medical care, and to support pupil's wider education and training. Continue to work closely with any external wraparound providers which your pupils may use to try to keep children in the same bubble they are in during the school day, as far as possible.</p>		

Policies and procedures	<p>Consider whether enhanced safeguarding and welfare provision needs to be put in place – plan for the potential increase in disclosures and welfare needs including mental health</p> <p>Adopt & publish on website COVID19 annexes for following policies:</p> <ul style="list-style-type: none"> - Child protection and safeguarding - Attendance - Behaviour (inc Exclusions) - First Aid procedures <p>Review Pastoral/Welfare procedures</p> <p>Review, amend & communicate evacuation procedures and schedule fire drill for first week of return</p>	Overall policies and procedures risk rating is low	All schools have rated this as a low risk.
School kitchens, supply chains and contracts	<p>Agree plans to reopen school kitchens and request caterers to evidence compliance with the guidance for food businesses on COVID-19 and a risk assessment</p> <p>Reactivate and amend catering and/or cleaning contracts, and ensure suppliers bring staff out of furlough where necessary if this has not already been done</p> <p>Reactivate supply chains if this has not already been done</p> <p>Ensure there is free school meals provision over the holiday period</p> <p>Check suppliers know and understand the system of controls and hygiene arrangements</p> <p>Agree approach to any scheduled or ongoing building works in relation to safety</p>	Overall school kitchens, supply chain and contracts risk rating is low	All schools have rated this as a low risk.
Comms	<p>Agree & deliver plan to take staff through new arrangements (using Tenax training materials and any school specific procedures) including but not limited to:</p> <ul style="list-style-type: none"> • Arrangements for keeping staff and pupils safe • Staff deployment and attendance expectations • Curriculum and timetabling • Workload and wellbeing • Training 	Overall comms risk rating is low	All schools have rated this as a low risk.

	<p>Arrange regular opportunities to get feedback from staff on new arrangements Plan and agree communications to parents/carers so that they know arrangements (using Tenax template letters, publish on school website)</p>		
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Annex A: The Public Health System of Controls

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#soc>

The system of twelve controls is the set of actions schools MUST take, grouped into ‘prevention’ and ‘response to any infection.’

There is a lot of detailed guidance about the system of controls including how to group children, measures within the classroom, measures elsewhere and measures for arriving at and leaving school. Schools must work through the system of controls, adopting measures in a way that addresses the risk identified in their assessment, works for their school, and allows you to deliver a broad and balanced curriculum. If you follow the guidance set out here, you will effectively reduce risks in the school or groups of schools and create an inherently safer environment.

A. Prevention	You must always:
	1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
	2) Ensure face coverings are used in recommended circumstances.
	3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
	4) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.
	5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
	6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
	7) Keep occupied spaces well ventilated.
	In specific circumstances:
	8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
	9) Promote and engage in asymptomatic testing, where available.

B. Response to any infection	You must always:
	10) Promote and engage with the NHS Test and Trace process.
	11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
	12) Contain any outbreak by following local health protection team advice