

Coronavirus (COVID-19): Risk Assessment Action Plan

The Earls High School

Assessment conducted by: Jamie Fox	Job title: Head teacher	Covered by this assessment: Reducing the risk to staff students and visitors to the school site.
Date of assessment: 1 st March 2022	Date of next review: As required	In this document, the updated areas since the previous risk assessment are highlighted yellow.

The sole purpose of this risk assessment is to support schools in preparing for all pupils, in all year groups, to return to school full-time from the beginning of the autumn term **while reducing the risk of coronavirus transmission**. The risk assessment has been written in collaboration with a number of local authorities.

- For the purpose of this risk assessment, the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19). Schools must ensure that this risk assessment reflects the local setting and context of the school. Staff must be consulted with regard to this risk assessment (this must take into consideration all types of workers including agency workers, casual staff and contractors and any other adult on site as well as your permanent staff).
- This risk assessment is not exhaustive and is issued to schools as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/amended/added-to to reflect the school.**
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
 - For further reference, <https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>, including the documents at [Coronavirus \(COVID-19\): guidance for schools and other educational settings](#)

Key:	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concern. This list is not exhaustive, and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs.
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context.
Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.
Likelihood:	Could be L/M/H or numeric, depending on what is used in the school setting.
Responsible person:	The identified staff member(s) responsible for implementing the risk controls.
Completion Date:	The date by which required plans for controls will be in place.
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
The school lapses in following national guidelines and advice, putting everyone at risk	H	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care, PHE and trade unions, and review its risk assessment accordingly Risk assessment published on school and trust website Pupils updated via classrooms/email/text as necessary Any change in information to be shared with Chair of Governors and passed on to parents and staff by email 	L	L	FOX FOX FOX FOX	Ongoing Ongoing Ongoing Ongoing	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		As a result, the school has the most recent information from the government, and this is distributed throughout the school community.					
Poor communication with parents and other stakeholders	H	<ul style="list-style-type: none"> All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems Headteacher to share risk assessment with all staff Risk assessment plan and shared with parents via the school website. <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>	L	L	FOX FOX FOX	Ongoing Ongoing Ongoing	
Lack of awareness of policies and procedures	H	<ul style="list-style-type: none"> School leaders will ensure that all policies impacted on by coronavirus controls are updated All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy Infection Control Procedures First Aid Policy Intimate care policy Behaviour policy Staff absence reporting procedures 	L	L	WAD HoFs SLT	1 st June '20 and ongoing	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> - Detailed plans for reopening • 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. • Staff are made aware of the school's infection control procedures in relation to coronavirus via briefings in July and September 2021 • Parents are made aware of the school's infection control procedures in relation to coronavirus via email and notice at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus • Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from as they return to school 			WAD	Ongoing	
					RAM	12 th June 20	
					FOX	2 nd Sept 21	
					FOX	8 th June 21	
					RAM	Wb 6.9.21	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> Electronic briefing issued to staff as necessary. <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>			FOX	Ongoing	
Poor hygiene practice in school - general	H	<ul style="list-style-type: none"> Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school) Pupils to wash their hands with soap or hand sanitiser on entry to school/classrooms Teachers to reiterate key messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> Cover coughs and sneezes with a tissue, To throw all tissues in a bin To avoid touching eyes, nose and mouth with unwashed hands. Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, dining hall, classrooms and other key locations for staff, pupils and visitors Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance 	L	L	WAD RAM RAM WAD All staff & parents	12 th June 2020 15 th June & ongoing	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas Pupils and staff do not share cutlery, cups or food. Staff to bring in their own cups and utensils and all utensils are thoroughly cleaned before and after use. Cleaners are employed by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned frequently during the day and paper/hand towels are refilled regularly. Face coverings will be worn in indoor communal areas where social distancing cannot be maintained (this applies to both staff, students and visitors). This will include corridors but not classrooms. This will not apply to students who are exempt from wearing face coverings. <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>			<p>WAD</p> <p>All staff</p> <p>WAD</p> <p>All staff</p>		
Poor hygiene practice – specific – school entrance	H	<ul style="list-style-type: none"> Clear signage in place regarding social distancing Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors Areas touched to be wiped down 	L	L	WAD	8 th June and ongoing	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> Discourage parents from entering the school building Rearrange furniture in reception area to facilitate social distancing. Multiple entrances to the school site implemented with each year group having a specific entrance <p>As a result, staff are protected.</p>					
Poor hygiene practice – specific – office spaces.	M	<ul style="list-style-type: none"> Tissues/hand sanitiser to be available in office locations Each individual is responsible for wiping down their own work area before and after use in shared desks. <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>	L	L	FOX All staff	ongoing	
Poor hygiene practice – specific - spread of potential infection at the start of the school day.	M	<p>In line with government advice:</p> <ul style="list-style-type: none"> Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus Inform each year group and their parents of the allocated entrance and exit points to school and where they should go on arrival 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. 	L	L	FOX FOX	Ongoing 20 th July 21 and ongoing	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> • Soap and water is the best approach to this and schools should endeavor to ensure there are enough hand washing facilities available. The correct hand washing routine should be followed. • hand sanitiser 'stations' are an alternative and sufficient of these will be available so that all pupils and staff can clean their hands regularly between washings. • Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport • Issue information to pupils in relation to restrictions on their movement around the site • Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day. <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p>					
Poor hygiene practice – specific - end of the school day.	M	<ul style="list-style-type: none"> • Issue information to parents about departure procedures, including safe pick-up • Make parents and pupils aware of government recommendations with regard to transport. Inform parents 	L	L	FOX	20 th July 21	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<p>and pupils of restrictions and plans relating to school transport and potential road closures.</p> <p>As a result, the risk of infection is reduced as pupils and staff leave school.</p>					
Ill health in school.	H	<ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature and Loss of taste or smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell All staff are informed of the procedure in school relating a pupil becoming unwell in school All staff advised of the procedure in school if a member of staff becomes unwell. Ensure all staff absences are appropriately recorded. Any pupil who displays signs of being unwell is immediately referred to pastoral staff using on call procedures Any staff member who displays signs of being unwell immediately refers themselves to Sue Jacobs and is sent home 	L	L	<p>FOX</p> <p>FOX</p> <p>FOX</p> <p>FOX</p> <p>FOX</p> <p>FOX</p> <p>FOX</p> <p>FOX</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>1st June</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

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Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated. <p>As a result, any member of the school community who becomes unwell or carries the virus asymptotically, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p>			FOX	Ongoing	
An individual is tested and has a confirmed case of coronavirus.	M	<p>In line with government advice:</p> <ul style="list-style-type: none"> If a person displays symptoms they should have a PCR test. If they test positive they should isolate and not attend school for up to 10 days. Any student or member of staff showing covid symptoms or testing positive for Covid is advised to stay at home, avoid contact with others and obtain a PCR test. Also to make any close contacts aware, so that they can take the appropriate action; Close contacts, including members of the same household, are advised to minimise contact with the person who has COVID-19, minimise contact with others for ten days, (eg by working from home if possible). 	L	L	FOX	Ongoing	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> They may be released from isolation after 5 days with two negative lateral flow tests 24 hours apart (one on Day 5 and one on Day 6) <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</p>					
Insufficient staff to run face-to-sessions for pupils.	M	<ul style="list-style-type: none"> Staff to follow normal absence reporting procedures Leaders ensure there is a rota in place for cover in the instance that staff have to self-isolate. <p>As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.</p>	L	L	FOX	22.05.20	
Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.	M	<ul style="list-style-type: none"> Lunchtime to be staggered for different year groups Tables to be cleaned between year groups using lunchtime facilities Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness Pupils who bring a packed lunch, will have both indoor and outdoor space to eat. 	L	L	FOX FOX FOX FOX	8 th June 8 th June 8 th June 8 th June	

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		As a result, the risk of infection during unstructured time is reduced.					
Spread of infection in classrooms/shared areas.	M	<ul style="list-style-type: none"> Pupils to be directed to specific seats in classrooms Tissues and hand sanitiser to be located in each classroom/learning space Lidded bins to be emptied daily in classrooms. Doors to be kept open and where possible, windows to be opened to provide ventilation. Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc CO₂ monitors will be deployed as a way to monitor ventilation across the school. <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p>	L	L	class teacher WAD WAD Class teacher WAD	Ongoing Ongoing Ongoing Ongoing Ongoing	
Poor pupil behaviour increases the risk of the spread of the infection.	M	<ul style="list-style-type: none"> Pupils' individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary. Pastoral staff and leadership team will be available to support throughout the day using standard on-call process. 	L	L	TOU SLT	8 th June 15 th June	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		As a result, pupils and staff understand the behaviour policy/individual plans in context.					
Vulnerable pupils and pupils with SEND do not receive appropriate support.	M	<ul style="list-style-type: none"> Appropriate planning is in place to support the mental health of pupils Agree what returning support is available to pupils with SEND in conjunction with families and other agencies. <p>As a result, pupils with SEND and those concerned about returning to school are well supported.</p>	L	L	BER	Ongoing Ongoing	
Increased number of safeguarding concerns reported after lockdown.	M	<ul style="list-style-type: none"> Agree safeguarding provision to be put in place to support returning pupils Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns Follow up any referrals made by staff swiftly, while maintaining social distancing. Regular proactive contact for vulnerable students <p>As a result, safeguarding remains of the highest priority and practice.</p>	L	L	RAM RAM RAM RAM	8 th June Ongoing Ongoing Ongoing	
Cleaning is not sufficiently comprehensive.	M	<ul style="list-style-type: none"> Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening 	L	L	WAD WAD	Ongoing	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning Disposable gloves/wipes/sprays are next to photocopiers/printers etc Cleaners to act upon guidance normally linked to 'deep cleans' as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, toys in the Early Years). <p>As a result, high standards of cleanliness are maintained in school.</p>			WAD WAD WAD		
Contractors, deliveries and visitors increase the risk of infection.	M	<ul style="list-style-type: none"> All contractors to be checked to ensure that they are essential visitors prior to entry to the school Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils All contractors/visitors to wash hands either prior to or on entry to the school site Contractors and visitors are directed to specific/designated handwashing facilities All areas in which contractors work are cleaned in line with government guidance Contractors to bring own food, drink and utensils onto site. 	L	L	WAD WAD WAD WAD WAD	Ongoing Ongoing Ongoing Ongoing Ongoing	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> Staff who receive deliveries to the school to wash hands in line with government guidance after handling Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building Surfaces to be cleaned after any deliveries have been made. Parents' consultation evenings will take place by video link (School Cloud) and other parents' events will be done in a way that is risk assessed to allow social distancing. Face coverings and LFT will be recommended for parents before they visit school on these occasions. <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p>			WAD WAD WAD WAD WAD FOX	Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing	

School-specific arrangements relating to risk assessment that may need additional detail:

Capacity and organisation of teaching spaces	Detail given in Planning for September document (in staff handbook)
Arrival to and departure from school	Detail given in Planning for September document (in staff handbook)
Movement around the school	No specific risk assessment from September 2021.
Classroom allocations	No specific risk assessment from September 2021.
Timetable arrangements	No specific risk assessment from September 2021.
Role of teaching assistants	No specific risk assessment from September 2021.
Breaktime plan	Detail given in Planning for September document (in staff handbook)
Lunchtime plan	Detail given in Planning for September document (in staff handbook)
Catering staff	Catering operating normal hot food service.
Cleaning	Additional cleaning staff on duty all day.
Toilets	Cleaning staff on duty all day for deeper cleaning and total school top-up for sanitizer etc.
Staffroom and offices	No specific risk assessment from September 2021.
Transport	Guidance provided to parents and students regarding pupil transport rules. Walking, cycling and car travel encouraged.