

Template risk assessment concerning the hazard:

## **Transmission of Coronavirus (COVID-19) on the school site** (in the context of the full opening of schools planned for September 2020)

### **ATLANTIC ACADEMY**

**Version:** 9. (30-08-2021)

**Original assessment date:** 15/7/2020

**Review date:** to be reviewed regularly by the Principal in the lead up to and following from the full opening of the school. Scheduled reviews to be no less than on a weekly basis up to 30 September 2020 with additional reviews to follow from any relevant update of government or Trust guidance and any relevant incident occurring in school.

<b>Review dates</b>	<b>Summary of key changes</b>
Review date 1	15/7/2020
Review date 2	24/8/2020
Review date 3	2/11/2020
Review date 4	12/11/2020
Review date 5	04/01/2021
Review date 6	01/03/2021
Review date 7	20/04/2021
Review date 8	17/05/2021
Review date 9	30/08/2021
Review date 10	

### **Introduction and general risk assessment**

This risk assessment specifically addresses the hazard of transmission of Covid-19 on the school site in the particular context of the plans for full re-opening from September with reference to guidance issued by the government on 2 July 2020.<sup>1</sup>

Those affected by the risk are pupils, staff and visitors to the school site.

In assessing the unmitigated risk and the amended risk after implementation of control measures, the following risk matrix is used.

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<sup>1</sup> Available from:

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

		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
Severity	Negligible	1	2	3	4	5
	Minor	2	4	6	8	10
	Moderate	3	6	9	12	15
	Major	4	8	12	16	20
	Extreme	5	10	15	20	25

## Assessment of the unmitigated risk

In assessing the unmitigated risk it has been taken into account that generally across the country the level of incidence of the disease is very significantly lower than it was at its peak in April 2020. Consideration has also been given to the level of incidence in the local authority area within which the school is situated. Accordingly, the likelihood of transmission of Covid-19 on the school site without mitigating measures is considered to be **POSSIBLE (3)**

The severity of any such transmission has to be considered with reference to the fact that while the great majority of incidents of the disease have relatively low level and short term impacts to health, **in a small but not insignificant minority of cases the disease has very significant impact on health, beyond the short term, and can even be fatal.** Accordingly, without mitigating measures the severity is assessed as **EXTREME (5)**.

The unmitigated risk is therefore assessed as **3 x 5 = 15**

## System of controls and assessment of the mitigated risk

The government guidance updated on 27 August confirmed the system of controls to be applied by schools. These have been incorporated in the detailed assessment contained in this document.

### Prevention:

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.

## Response to any infection - Stepping Measures up and Down

Contingency plans outline what to do if children, pupils, students or staff test positive for COVID-19, or how to operate if extra measures are applied to help break chains of transmission.

For most settings it will make sense to think about taking extra action if the number of positive cases substantially increases. Information on what circumstances might lead you to consider taking additional action, and the steps you should work through, can be found in the [contingency framework](#).

The contingency framework describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities

On the basis of full implementation of the control measures set out in this document, the risk is considered to be controlled to an extent such that the likelihood of transmission of the disease on the school site is assessed to be **UNLIKELY (2)**.

With the full opening of schools, it may not be possible to have the same extent of measures in place, as was possible in the summer term 2021, that enabled those most vulnerable to the disease to avoid coming on to the school site (e.g. by working from home in the support of remote learning). Subject to possible updated guidance from the government and other relevant bodies (e.g. the NJC for Local Government Services) the possibility of vulnerable staff working on the school site needs to be factored into the risk assessment. Even with risks to such staff of working on site managed as carefully as possible, their attendance on site means the severity measure of the assessment will remain high. Accordingly the severity measure is assessed to be **EXTREME (5)**. The mitigated risk is therefore assessed as:  $2 \times 5 = 10$

Risk factor	Control measures	Action: by whom / when	Action: completed / ongoing / outstanding
A) Attendance on the school site of individuals who are currently infected with Covid-19 and attendance on site of those extremely vulnerable to the disease	<p><b>1. Contingency plan: Promote measures to reduce the likelihood of members of the school community contracting Covid-19 outside the school setting.</b></p> <p>1.1 Communications to pupils, parents and staff to reinforce public health advice that they should follow outside the school setting.</p> <p>Action: Letter sent to parents 14/7/20 <a href="#">Primary &amp; Secondary</a></p> <p>Resend Letter sent to parents Thursday 03/9/20 <a href="#">Primary &amp; Secondary</a> including home school agreement google form to collate</p> <p>1.2 In relation to travel to attend school, advise that wherever possible, people should avoid public transport and car sharing (other than with fellow household members).</p> <p>Parents to be referred to: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></p> <p>Action: Letter sent to parents 14/7/20 <a href="#">Primary &amp; Secondary</a></p> <p>Resend Letter sent to parents Thursday 03/9/20 <a href="#">Primary &amp; Secondary</a> see website for further updates since including home school agreement google form to collate</p> <p>1.3 <b>Contingency plan:</b> Staggered start arrangements as set out in note 3, point 1 are intended to help promote safer travel to school arrangements (e.g. by helping to avoid busiest travel periods).</p>	<p>LBi/MHe</p> <p>LBi/MHe</p> <p>LBi/MHe</p> <p>LBi/MHe</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>

	<p><b><u>Staggered Start/End Timings of the day - Contingency Plan only</u></b></p> <table><tr><th>Year</th><th>Arrival</th><th>Collection</th></tr><tr><td>Reception - Year 2</td><td>8:40 - 8:50</td><td>14:40 - 14:50</td></tr><tr><td>Year 3 and Year 4</td><td>8:30 - 8:40</td><td>14:50 - 15:00</td></tr><tr><td>Year 5 and Year 6</td><td>8:20 - 8:30</td><td>15:00 - 15:10</td></tr><tr><td>Year 7, 8 and 9</td><td>8:30</td><td>14:45</td></tr><tr><td>Year 10 and 11</td><td>8:40</td><td>15:00</td></tr></table> <p><b>2. Contingency plan: Measures to minimise the likelihood of members of the school community who are currently infected coming on to school site.</b></p> <p>2.1 Parents will be sent a 'Home School Agreement' guidance letter outlining how the school intends to keep children and staff safe and with the provision that any pupil not complying with these expectations will not be admitted into school. The Home School Agreement will refer to an updated behaviour policy that will include particular pupil behaviour expectations and associated sanctions to support measures for the avoidance of transmission of Covid-19.</p> <p>Action: students have already signed this and any students causing issues in september will have a meeting with parent and Home/school agreement will be reissued Google form to go out on inset day 3rd September</p> <p>2.2 Clear and regular communication to parents, pupils and staff to reinforce self-isolation protocols, including the expectation that those with symptoms or living in a household with someone else who has symptoms must not come on to the school site. To include letters home, reminders in class, posters around school site. <b>Communications to parents should refer to relevant government guidance<sup>2</sup> to ensure they are ready and willing to book a test and self-isolate.</b></p> <p>Action: Letter sent to parents 14/7/20 Primary &amp; Secondary</p> <p>Resend Letter sent to parents Thursday 03/9/20 Primary &amp; Secondary including home school agreement google form to collate</p> <p><b>For settings testing pupils, students and staff in asymptomatic test after the summer holidays, this section only applies after the initial tests are complete. Cases identified in the test-on-return period should not trigger extra measures or escalation to the DfE helpline.</b></p>	Year	Arrival	Collection	Reception - Year 2	8:40 - 8:50	14:40 - 14:50	Year 3 and Year 4	8:30 - 8:40	14:50 - 15:00	Year 5 and Year 6	8:20 - 8:30	15:00 - 15:10	Year 7, 8 and 9	8:30	14:45	Year 10 and 11	8:40	15:00	<p>LBi/MHe</p> <p>LBi/MHe</p>	<p>Yes</p> <p>Yes</p>
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<sup>2</sup> 'Stay at home' guidance for households with possible or confirmed C-19 infection:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Advice on getting tested: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

Test and Trace guidance :

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus>

	<p>The Operational Guidance sets out the measures that all education settings should have in place to manage transmission of COVID-19 day to day. For most settings it will make sense to think about taking extra action if the number of positive cases substantially increases. This is because it could indicate transmission is happening in the setting. The thresholds, detailed below, can be used by settings as an indication for when to seek public health advice if they are concerned.</p> <p>For most education and childcare settings, whichever of these thresholds is reached first:</p> <ul style="list-style-type: none"> <li>• 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or</li> <li>• 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</li> </ul> <p><b><u>New Measures for responding to infection</u></b></p> <p>The Government has provided clear guidance which we will follow.</p> <p>Testing</p> <p>All settings should ensure their contingency plans reflect the possibility of increased use of testing by staff and, where they are already being offered testing, for pupils and students. This could include advice on more frequent testing, or on the reintroduction of asymptomatic test sites (ATS) (where they have been stood down).</p> <p>These measures may be advised:</p> <ul style="list-style-type: none"> <li>• for an individual setting only, by DsPH as part of their responsibilities in outbreak management, or</li> <li>• for settings across areas that have been offered an enhanced response package or are in an enduring transmission area, where settings and directors of public health decide it is appropriate</li> </ul> <p>These additional testing measures would need to be agreed with settings and we encourage DsPH to consult settings and work with them to identify what support may be needed to do this.</p> <p>Secondary schools and colleges should consider how ATS could be implemented in a way that does not negatively impact the education they provide to their pupils and students.</p> <p>DsPH should keep DfE informed of all cases where they are considering recommending ATS for an education setting, via their RPT and RSC.</p> <p>Face coverings</p> <p>Education settings should make sure their contingency plans cover the possibility that it may be advised that face coverings should temporarily be worn in settings in their area. This may include face coverings in communal areas and/or classrooms, for pupils, students</p>		
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	<p>and staff.</p> <p>Children of primary school age and early years children should not be advised to wear face coverings.</p> <p>Any guidance should allow for reasonable exemptions for their use.</p> <p>These measures may temporarily be advised: •</p> <ul style="list-style-type: none"> <li>• for an individual setting only, by DsPH as part of their responsibilities in outbreak management, or 13</li> <li>• for settings across areas that have been offered an enhanced response package, or are in an enduring transmission area, where settings and DsPH decide it is appropriate</li> </ul> <p>In all cases any educational and wellbeing drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission.</p> <p>Shielding</p> <p>Shielding is currently paused. In the event of a major outbreak or VoC that poses a significant risk to individuals on the shielded patient list (SPL), ministers can agree to reintroduce shielding. Shielding would be considered in addition to other measures to address the residual risk to people on the SPL, once the wider interventions are taken into account.</p> <p>Settings should make sure their contingency plans cover this possibility.</p> <p>Shielding can only be reintroduced by national government.</p> <p>Other measures</p> <p>Settings should make sure their contingency plans cover the possibility they are advised to limit:</p> <ul style="list-style-type: none"> <li>• residential educational visits</li> <li>• open days</li> <li>• transition or taster days</li> <li>• parental attendance in settings</li> <li>• live performances in settings</li> </ul> <p>Local authorities, DsPH and HPTs may recommend these precautions in individual settings or across an entire area.</p> <p>Attendance restrictions</p> <p>High quality face-to-face education remains a government priority. Attendance restrictions should only ever be considered as a short-term measure and as a last resort:</p> <ul style="list-style-type: none"> <li>• for individual settings, on public health advice in extreme cases where other recommended measures have not broken chains of in-setting transmission; or</li> <li>• across an area, on government advice in order to suppress or manage a dangerous variant and to prevent unsustainable</li> </ul>		
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	<p>pressure on the NHS.</p> <p>In all circumstances, priority should continue to be given to vulnerable children and young people and children of critical workers to attend to their normal timetables.</p> <p>Where measures include attendance restrictions, DfE may advise on any other groups that should be prioritised. Settings should make sure their contingency plans cover the possibility they are advised, temporarily, to limit attendance and should ensure that highquality remote education is provided to all pupils or students not attending.</p> <p>Action: SLT review on a daily basis through briefings</p> <p>Action: Letter sent to parents 14/7/20 Primary &amp; Secondary Individual discussions with Parents/pupils where necessary</p>		
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Risk factor	Control measures	Action: by whom / when	Action: completed / ongoing / outstanding
<p>B) Spread of infection of Covid-19 on school site</p> <p><i>Measures taken in relation to (A) above should minimise the number of infected individuals coming on to site but will not eliminate the possibility of this happening.</i></p> <p><i>General measures identified against (B) are to minimise the likelihood of any infected individual who is on site infecting others at school.</i></p> <p><i>The general measures in (B) are cross-referred to more detailed measures below.</i></p>	<ol style="list-style-type: none"> <li>1. Ensure good hygiene for everyone, (see Note 1)</li> <li>2. Maintain appropriate cleaning regimes. (See Note 2)</li> <li>3. Keep occupied spaces well ventilated.</li> <li>4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</li> </ol>		

<p>C) Risk of infection in the course of travel undertaken as part of school operations (e.g. school trips, staff attending off-site training, meetings, etc.)</p>	<ol style="list-style-type: none"> <li>1. No travel is to be undertaken as part of school operations unless approved by SLT member as absolutely essential with risk factors appropriately considered. Refer to guidance on 'Educational visits' referred to in the DfE 'full opening' document (footnote 1).</li> </ol> <p>Action: All non-essential trips suspended until further notice, any</p>		
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	essential trip will be individually risk assessed before agreement		
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D) Extent of Covid-19 infections in the local area/region	<p>1. Plans for the full opening of schools are made in the expectation of the extent of Covid-19 in the community being greatly lower than was the case when lockdown measures were implemented by the government.</p> <p>Action: Reopening letter secondary and Primary and constant communication with DC</p>		
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<p>Note 1: Referring to Risk Factor (B)</p> <p>Control measure: Ensure good hygiene for everyone,</p>		Action: by whom / when	Action: completed / ongoing / outstanding
<p>1. Regular reinforcement of the following guidance through communications home, reminders in class, posters in prominent places, etc.</p> <ul style="list-style-type: none"> <li>○ Wash hands regularly using soap and water for at least 20 seconds adopting hand washing technique recommended by NHS.</li> <li>○ In addition to regular washing of hands, hands to be washed in advance of meal time and after using toilet facilities.</li> <li>○ Use alcohol-based hand sanitiser if soap and water is not available.</li> <li>○ Avoid touching face/eyes/nose/mouth with unwashed hands.</li> <li>○ Cover coughs and sneezes with a tissue then throw it in the bin (or cough/sneeze into elbow if tissue not immediately available).</li> </ul> <p>Action: Wall suspended hand sanitizers throughout the building and students encouraged/reminded by staff and posters to use regularly. Direction of travel and zones supports this around the academy. Dedicated toilet and handwashing facilities identified for each zone.</p> <p>2. Provide additional hand washing facilities to the usual welfare facilities if a large spread out site.</p> <p>Action: More toilet and handwashing facilities are made available due to zoned areas. Welfare attendant/cleaner on site throughout the day to support extra cleaning required, cleaning regimes have been enhanced.</p> <p>3. Regularly clean the hand washing facilities and check soap and sanitiser levels.</p> <p>Action: Welfare attendant/cleaner on site throughout the day to support extra cleaning required, cleaning regimes have been enhanced.</p> <p>4. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Action: All bins are lidded and extra bins have been added</p> <p>5. Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>Action: All supplies are audited and tracked. Site store these securely and distribute/order when required</p>			



<p>6. Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant.</p> <p>Action: More toilet and handwashing facilities are made available due to zoned areas. Welfare attendant/ Cleaner on site throughout the day to support extra cleaning required</p> <p>7. Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush.</p> <p>Action: Welfare attendant/cleaner on site throughout the day to support extra cleaning required, cleaning regimes have been enhanced.</p>		
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<p>Note 2: Referring to Risk Factor (B)</p> <p>Control measure: Maintain appropriate cleaning regimes.</p>	<p>Action: by whom / when</p>	<p>Action: completed / ongoing / outstanding</p>
<p><b>Daily cleaning</b></p> <p>1. Use standard cleaning products to clean and disinfect frequently touched objects and surfaces, including:</p> <ul style="list-style-type: none"> <li>• Banisters</li> <li>• Classroom desks and tables</li> <li>• Door and window handles</li> <li>• Furniture</li> <li>• Light switches</li> <li>• Reception desks</li> <li>• Teaching and learning aids</li> <li>• Computer equipment (including keyboards and mouse)</li> <li>• Sports equipment</li> <li>• Outdoor playground equipment</li> <li>• Toys</li> <li>• Telephones</li> <li>• Fingerprint scanners</li> </ul> <p>2. Remove rubbish daily and dispose of it safely.</p> <p>Action: All of the above in point 2 &amp; 3 have been added to the daily tasks list</p> <p><b>Cleaning if there has been an outbreak of Covid-19 on site:</b></p> <p><b>7</b></p> <p>The following will be reviewed if there is any change to the government guidance relating to the cleaning of non-healthcare settings available from:  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>3. Clean and disinfect and disinfect surfaces the person has come into contact with, including:</p> <ul style="list-style-type: none"> <li>• Objects which are visibly contaminated with body fluids</li> </ul>		

<p> <ul style="list-style-type: none"> <li>• All potentially contaminated high-contact areas (e.g. bathrooms, door handles, telephones, grab-rails in corridors and stairwells)</li> </ul> <p>You don't need to specially clean public areas they've passed through briefly (e.g. corridors) which aren't visibly contaminated with body fluids.</p> <p>4. When cleaning hard surfaces and sanitary fittings, use either:</p> <ul style="list-style-type: none"> <li>• Disposable cloths, or</li> <li>• Paper rolls and disposable mop heads</li> </ul> <p>5. When cleaning and disinfecting, use either</p> <ul style="list-style-type: none"> <li>• A combined detergent/disinfectant solution at a dilution of 1,000 parts per million available chlorine</li> <li>• A household detergent, followed by a disinfectant with the same dilution as above</li> <li>• An alternative disinfectant, that's effective against enveloped viruses</li> </ul> <p>6. Make sure all cleaning staff:</p> <ul style="list-style-type: none"> <li>• Wear disposable gloves and apron</li> <li>• Wash their hands with soap and water once they remove their gloves and apron</li> </ul> <p>If there's a higher level of contamination (e.g. the individual has slept somewhere) or there's visible contamination with body fluids, <b>it may be necessary to provide cleaning staff with a surgical mask or full-face visor</b>. The local health protection team's risk assessment will let you know if you need this equipment.</p> <p>7. Wash any possibly contaminated fabric items, like curtains and beddings, in a washing machine. Clean and disinfect anything used for transporting these items with standard cleaning products.</p> <p>8. Launder any possibly contaminated items on the hottest temperature the fabric will tolerate.</p> <p>9. If items can't be cleaned using detergents or laundering (e.g. upholstered furniture), use steam cleaning.</p> <p>10. Dispose of any items that are heavily soiled or contaminated with body fluids.</p> <p>11. Keep any waste from possible cases and cleaning of those areas (e.g. tissues, disposable cloths and mop heads) in a plastic rubbish bag and tie when full.</p> <ul style="list-style-type: none"> <li>○ Place these bags in a suitable and secure place away from children and mark them for storage. Wait until you know the test results to take the waste out of storage.</li> <li>○ If the individual tests negative, put the bags in with the normal waste.</li> <li>○ If the individual tests positive, then you'll need a safe and secure place (away from children) where you can store waste for 72 hours.</li> <li>○ If you don't have a secure place, you'll need to arrange for a collection for 'category B' infectious waste from either: <ul style="list-style-type: none"> <li>- The local waste collection authority (if they currently collect your waste)</li> </ul> </li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- A specialist clinical waste contractor</li> </ul> <p>Action: Initial: is the company we use sanitary and clinical waste disposal</p> </p>		
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12. Ensure adequate supplies of cleaning resources including relevant items of PPE. Action: Site team to monitor stock and usage around academy		
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