



Coronavirus (COVID-19): Risk Assessment Action Plan for opening from 2.9.20 for St Peter's CE (VC), Bratton, Telford

Assessment conducted by: Mark Davis	Job title: Principal	Covered by this assessment: St Peter's Bratton Church of England Academy
Date of assessment: 31.08.21	Date of next review: 5.09.22 or earlier if guidance changes	This document was written on 31.08.21 Reviewed 13.10.21 Reviewed 08.11.21 Reviewed 29.11.21 (following Omicron variant discovery in UK) Reviewed on 09.02.22 Reviewed on 10.03.22 Reviewed on 03.05.22

- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- Summer 21, the current advice is contained in
 - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>
 - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf
- When implemented in line with a revised risk assessment, these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.
- Implementing the system of controls, creates a safer environment for pupils and staff where the risk of transmission of infection is substantially reduced. The way to control this virus is the same, even with the current new variants.
- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf

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.						
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context.						
Impact:	Described as low, medium or high						
Likelihood:	Described as low, medium or high IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.						
Responsible person:	The identified staff member(s) responsible for implementing the risk controls Head Teacher/ Principal Sign ...MJDAVIS... Date ...02.09.21..... Chair of Governors sign ...JWardle... Date02.09.21						
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	high	To ensure that all relevant guidance is followed and communicated: <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, Telford & Wrekin Council advice and review its risk assessment accordingly Information on the school website is updated. Pupils updated via adults working with them and messages sent via Parentmail to parents. Any change in information to be shared with the Chair of Governors, consulted with employees directly, or through a safety representative that is either elected by the workforce or 	<u>low</u>	<u>medium</u>	<u>Mark Davis</u>	<u>Ongoing</u>	

		<p>appointed by trade union and passed on to parents and staff by email</p> <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</p>					
Poor communication with parents and other stakeholders	High	<ul style="list-style-type: none"> All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems Updates to risk assessments are shared with staff via internal email. Parents notified of risk assessment plan and shared with parents via website along with other key documents such as Remote Education Plan and Coronavirus Outbreak Management Plan <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>	<u>low</u>	<u>medium</u>	<u>Mark Davis</u>	<u>1.9.21</u>	
Lack of awareness of policies and procedures	High	<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 Policy ➤ First Aid Policy 	<u>low</u>	<u>medium</u>	<u>Behaviour/ intimate care – Emma Oakley</u> <u>Infection control – mark Davis</u> <u>First aid – Hazel Griffiths</u>	<u>1.9.21</u>	

		Pupils are made aware of the school's infection control procedures in relation to coronavirus As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.					
Extremely clinically vulnerable (high risk) individuals	high	Shielding has now ended. If CEV staff are advised to start shielding again individual plans and arrangements will be put in place.	<u>low</u>	<u>medium</u>	<u>Emma Oakley</u>	<u>1.9.21</u>	
Clinically Vulnerable staff and pupils	high	CV staff and pupils follow the same infection control measures as others. However, the option remains to reintroduce individual risk assessments on the advice of Public Health or government.	<u>low</u>	<u>medium</u>	<u>Emma Oakley</u>	<u>1.9.21</u>	
Those who are not double vaccinated	Low	Staff are alerted to cases of covid 19 in school and therefore the appropriate action can be put in place, based on national guidance at the time, for anyone who is not double vaccinated.	<u>Low</u>	<u>Low</u>	<u>Mark Davis</u>	<u>8.11.21</u>	
Poor hygiene practice in school - General	high	<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) Multiple sinks have been installed at each of the entrances being used to 	<u>medium</u>	<u>medium</u>	<u>Mark Davis</u>	<u>1.9.21</u>	

		<p>enable children to wash their hands before entry to the building..</p> <ul style="list-style-type: none"> • 20 fixed wall sanitiser dispensers wall mounted around school to encourage regular use. These are filled with 70% alcohol sanitiser and are regularly topped up. • Pupils to wash their hands with soap after break times and lunchtimes for no less than 20 seconds and before eating. Snack is eaten after break to reduce number of handwashes needed. • Soap dispensers have now been made fixed wall dispensers at every sink. • School to use the E-Bug material • Teachers to reiterate key messages around good hygiene and infection control on an ongoing basis: <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. • Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste 					
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		<p>disposal bins are supplied in all toilets and kitchen areas</p> <ul style="list-style-type: none"> • Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas • All utensils are thoroughly cleaned before and after use • Follow T&W cleaning in school guidance • School staff are aware that cleaning materials are kept in the cleaning cupboard opposite the Pastoral Room and paper towels in store 2. • 2 stage cleaner is marked held in the cleaning cupboard. EN14476 compliant. • Stocks of blue roll, hand sanitiser, soap, antibacterial wipes are all held in the cleaning cupboard. • 2 stage cleaner (EN14476 compliant) and disposable blue roll kept in each classroom + gloves, tissues. • Specific cleaning station identified by signage in each classroom. • School has a weekly delivery set up of cleaning consumables. • Each wing will have a suite of laptops so that wherever possible these are just shared with the wing • Staff do not need to share computers. Each room has a computer/screen to teach from and all teachers, tas, 					
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		<p>administrators are provided with a personal device – laptop or surface pro.</p> <ul style="list-style-type: none"> • Each block of desks has a box of tissues. • Signs at staff use sinks identifying use of elbows and towels to operate. • Cleaning station next to radios with signage. • Increased wipe down signage at each photocopier and equipment held here. • Soft furnishings of staff room to be sprayed down weekly with suitable spray. <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p> <p>Parental events and visits will be reintroduced for the summer term.</p>					
Face coverings		Neither staff, pupils or visitors need to wear a mask. Should guidance change, this may be reintroduced at short notice.					
Poor hygiene practice – specific – school entrance	high	<ul style="list-style-type: none"> • Barriers/screens to be used by office staff when dealing with parents/visitors/contractors – glass shutters to be kept closed. • Areas touched to be wiped down 	<u>medium</u>	<u>medium</u>	<u>Mark Davis</u>	<u>1.9.21</u>	

		<ul style="list-style-type: none"> • Reduce the amount of people accessing reception area at any one time – only 1 family in the reception at once. • School will follow LA cleaning guidance and the update due from PHE. • Inventory system used by school staff who sign in and out with badges wherever possible. • Hand sanitiser positioned next to inventory machine. • Hand sanitiser outside main school entrance. 					
Poor hygiene practice – specific – office spaces.	medium	<ul style="list-style-type: none"> • Tissues/hand sanitiser to be available in office locations • Staff to wash hands on arrival at school • Each individual is responsible for wiping down their own work area before and after use. • Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority 	<u>low</u>	<u>low</u>	<u>Mark Davis</u>	<u>1.9.21</u>	
Poor hygiene practice – specific - spread of potential infection at the start of the school day.	high	<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 • Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up 	<u>medium</u>	<u>medium</u>	<u>Mark Davis</u>	<u>1.9.21</u>	

		Each year group will have a dedicated collection area at the end of the school day.					
Poor hygiene practice – specific – toilet/changing facilities.	high	<ul style="list-style-type: none"> • Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron (see PPE guidance for schools) • All changing surfaces to be cleaned before and after each use • Nappies/soiled items to be disposed of in yellow bags • Staff to follow specific intimate care procedures 2 members of staff using PPE. No children in school require ongoing intimate care. • Any soiled clothes are put into a plastic bag (double bagged) and sent home. • Restrict numbers of children using the toilets at any one time as part of general pupil management. • Provide paper towels instead of blow dryers (less risk of aerosol). All areas have towel dispensers. 	<u>medium</u>	<u>medium</u>	<u>Emma Oakley</u>	<u>1.9.21</u>	

		<ul style="list-style-type: none"> Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority <p>As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.</p>					
System of Controls - Prevention	High	<p>Prevention You must always:</p> <p>Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.</p> <p>Ensure everyone is advised to clean their hands thoroughly and more often than usual.</p> <p>Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.</p> <p>Keep occupied spaces well ventilated.</p>	<u>Low</u>	<u>Low</u>	<u>Mark Davis</u>	<u>1.9.21</u>	
System of Control - Responsive		<p>Response to any infection</p> <p>.</p> <p>Follow advice from Health Protection hub in response to positive cases in school or any outbreak.</p>	<u>Low</u>	<u>Low</u>	<u>Mark Davis</u>	<u>1.9.21</u>	
Ill health in school.	High	<ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, 	<u>medium</u>	<u>medium</u>	<u>Mark Davis and Amanda Martin</u>	<u>1.9.21</u>	

		<ul style="list-style-type: none"> ➤ A high temperature – this means they feel hot to touch on their chest or back (they do not need to measure their temperature) ➤ A new continuous dry cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual) ➤ Loss of taste or smell. <ul style="list-style-type: none"> • Any pupil who displays signs of being unwell is referred to Hazel Griffiths. Pupils demonstrating coronavirus will be asked (by parents) to test. If the test is positive national guidance will be followed. • Where the named person is unavailable, staff ensure that any unwell pupils are moved to an empty room whilst they wait for their parent to collect them. School admin team to contact parents. Parents advised to follow the COVID-19 living with covid guidance. • If a pupil needs to use the bathroom, they should use a separate bathroom the single toilet opposite the hall which will be cleaned after use. • Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil 					
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		<p>is safe. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained</p> <ul style="list-style-type: none"> • If contact with a child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing, eye protection should also be worn • The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen • Unwell pupils who are waiting to go home are supervised in the medical room where they can be at least two metres away from others • 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, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p>					
Management of pupils	High	Currently no specific arrangements needed.	<u>low</u>	<u>medium</u>	<u>Mark Davis</u>	<u>1.9.21</u>	
A pupil or staff member is tested	high	In line with government advice:	<u>medium</u>	<u>medium</u>	<u>Mark Davis</u>	<u>Ongoing requirement</u>	

and has a confirmed case of coronavirus.		<ul style="list-style-type: none"> The pupil/ staff member will isolate as per national advice/ requirements. Cases in school settings do not need to be given to Ofsted. 					
Insufficient staff to run face-to-face sessions for pupils.	high	<ul style="list-style-type: none"> In the event of teacher absence, supply teachers will be used or the teacher will teach over teams with teaching assistant report. Or, teaching assistants will cover the class. <p>If none of those options are available and an alternative cannot be put in place, the class will be closed and revert to remote education.</p>	<u>low</u>	<u>medium</u>	<u>Mark Davis</u>	<u>1.9.21</u>	
Poor pupil behaviour increases the risk of the spread of the infection.	high	The school Behaviour Policy is followed. As a result, pupils and staff understand the behaviour policy/individual plans in context.	<u>low</u>	<u>low</u>	<u>Emma Oakley</u>	<u>01.09.21</u>	
Pupils with complex needs are not adequately prepared for a return to school or safely supported.	High	No additional actions beyond individual pupil plans are necessary.	<u>low</u>	<u>low</u>	<u>Emma Oakley</u>	<u>1.9.21</u>	
Vulnerable pupils and pupils with SEND do not receive appropriate support.	medium	<ul style="list-style-type: none"> Appropriate planning is in place to support the mental health of pupils 	<u>low</u>	<u>low</u>	<u>Emma Oakley and Amanda Martin</u>	<u>1.9.21</u>	
Increased number of safeguarding concerns.	High	<ul style="list-style-type: none"> Follow up any referrals made by staff swiftly, while maintaining social distancing. School has a high number of DSLs to give capacity. 	<u>low</u>	<u>low</u>	<u>Mark Davis</u>	<u>1.9.21</u>	

		As a result, safeguarding remains of the highest priority and practice.					
Emergency evacuation due to fire etc.	medium	<ul style="list-style-type: none"> Practice fire drill as per ongoing requirements. Leaders to communicate procedures to all staff 	<u>low</u>	<u>low</u>	<u>Amanda Martin</u>	<u>1.9.21</u>	
Cleaning is not sufficiently comprehensive.	Medium	<ul style="list-style-type: none"> Regular reviews and audits by the cleaning service 	<u>low</u>	<u>low</u>	<u>Mark Davis</u>	<u>1.9.21</u>	
Contractors, deliveries and visitors increase the risk of infection.	medium	<ul style="list-style-type: none"> 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 Staff who receive deliveries to the school to wash hands in line with government guidance after handling <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p>	<u>low</u>	<u>low</u>	<u>Hazel Griffiths</u>	<u>1.9.21</u>	
Parental visits to school	Medium	<ul style="list-style-type: none"> It is sometimes necessary and appropriate to talk to parents face to face in school. These should happen as needed. Parental events in school and gathering of the school community tother is expected to take place in the summer term, 	<u>low</u>	<u>low</u>	<u>Mark Davis</u>	<u>1.9.21</u>	

Professional Visitors	medium	<ul style="list-style-type: none"> Professional visitors are directed to specific/designated handwashing facilities All areas in which Professional visitor work are cleaned in line with government guidance 	<u>low</u>	<u>low</u>	<u>Hazel Griffiths</u>	<u>1.9.21</u>	
Breakfast club/After school provisions	High	Wrap around care operates as normal. Children are kept in smaller groups, rather than one large group.	<u>Low</u>	<u>Low</u>	<u>Mark Davis</u>	<u>1.9.21</u>	
Testing of staff and pupils and families.	Low	There is no recommendation for asymptomatic testing. In the event of an outbreak where this is a recommendation, staff and families will be alerted.	<u>Low</u>	<u>Low</u>	<u>Mark Davis</u>	<u>3.3.21</u>	

Staffroom and offices

Capacity limits are no longer in place. However, these spaces must be well ventilated and staff may wish to mask in crowded spaces.