

COVID-19 Risk Assessment

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| Trust: | Lincoln Anglican Academy Trust | | Academy: Spalding Parish CE Day School | | |
| Date of Assessment: | 01/09/2021 | Assessed By: (detail all involved) | Diane Mulley, Emily Hill, Kim Bird, Sam Boccock, Jo Crossley, Grahame Cowdell | | |
| Date Authorised: | 02/09/2021 | Authorised By: (detail all involved) | Diane Mulley, Emily Hill, Kim Bird, Sam Boccock, Jo Crossley, Grahame Cowdell | | |
| Date Communicated | 02/09/2021 | How Communicated? | Face to Face | | |
| Planned Review Date: | | Date Reviewed: | | Reviewed By: (detail all involved) | |

Hazard: Contraction of Coronavirus COVID-19

Coronavirus disease 2019 (COVID-19) is an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). Believed to have originated in Wuhan, a city in the Hubei province of China, the first COVID-19 cases were reported in December 2019. It has since spread globally, resulting in an ongoing pandemic.

Common symptoms include fever, cough, fatigue, shortness of breath, and loss of smell and taste. While the majority of cases result in mild symptoms, some progress to acute respiratory distress syndrome (ARDS), multi-organ failure, septic shock and blood clots. The time from exposure to onset of symptoms is typically around five days but may range from two to fourteen days.

The virus is primarily spread between people during close contact most often via small droplets produced by coughing, sneezing and talking.

The droplets usually fall to the ground or onto surfaces rather than travelling through air over long distances. Less commonly, people may become infected by touching a contaminated surface and then touching their face.

It is most contagious during the first three days after the onset of symptoms, although spread may be possible before symptoms appear, or from people who do not show symptoms.

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| Who might be harmed: Employees, pupils, contractors or visitors and their family members. | How might people be harmed Inhalation of coronavirus in small droplets expelled from the nose or mouth of persons coughing, sneezing, breathing who are shedding the COVID-19 virus; contact with surfaces contaminated with the COVID-19 virus and transfer to the body through touching eyes, nose and mouth. Transmission could result in possible infection, mild, moderate or serious illness and potential death through respiratory failure and / or associated complications. |
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Assessed Risk: Risk is a combination of the likelihood of occurrence and severity of injury or illness arising from the hazard. Each criteria is assigned a score of 1 to 5 based on the detail below. The two scores are then multiplied and the resultant number plotted on the matrix to determine the assessed risk.

| Hazard | Likelihood | Severity | Assessed Risk | Likelihood of Occurrence | | | | | Hazard Severity | | | | | |
|------------------|-----------------|---------------|---------------|---|---|--------|--------|--------|-----------------|--------|----------|--------|-----------|--------|
| | | | | 1 | 2 | 3 | 4 | 5 | Negligible | Slight | Moderate | High | Very High | |
| Without controls | Very Likely (5) | Very High (5) | High (25) | Very Unlikely (A freak combination of factors required for an incident to result) | 1 | Low | Low | Low | Low | Low | Low | Low | Low | Low |
| | | | | Unlikely (A rare combination of factors required for an incident to result) | 2 | Low | Low | Low | Low | Medium | Medium | Medium | Medium | Medium |
| | | | | Possible (Could happen when additional factors are present but otherwise unlikely to occur) | 3 | Low | Low | Medium | Medium | High | High | High | High | High |
| | | | | Likely (Not certain to happen but an additional factor may result in an incident) | 4 | Low | Medium | Medium | High | High | High | High | High | High |
| | | | | Very Likely (Almost inevitable that an incident would result) | 5 | Medium | Medium | High | High | High | High | High | High | High |
| With controls | Possible (3) | High (4) | Medium (12) | | | | | | | | | | | |

This risk assessment has been prepared with reference to existing legislation, COVID-19 protocols and sector specific UK Government Guidance 'Working Safely during COVID-19' together with the provision of background and supporting detail obtained through online or telephone discussions.

To fulfil your legal duties you must ensure that risk controls reflect what you are doing now, and further actions are allocated to named individuals, with a date for implementation and a date when signed off. The risk assessment must be implemented within the business and communicated to your employees and others (visitors or contractors) who may be affected. If you have more than 50 employees, UK Government Guidance suggests publishing the document on your website. This COVID-19 risk assessment will need to be maintained and periodically reviewed in line with changes in your business activities as well as updates in UK Government Guidance.

| Identified hazards | Initial risk rating | Existing control measures | Residual risk | Comments |
|---|---------------------|--|---------------|--|
| <p>COVID-19 introduced to the school by staff</p> | <p>High</p> | <ul style="list-style-type: none"> • Staff should test at home twice weekly using lateral flow test kits. • Anybody who displays symptoms of COVID-19 or receives a positive result from a lateral flow test should be told not to come into school and should be advised to self-isolate and arrange a PCR test, informing the school of the test result, and should follow all guidance issued by NHS Test & Trace in the event of a positive test result. • Staff displaying symptoms should be refused entry to the school. • The member of staff should not return to school until their isolation period comes to an end and symptoms have gone, or if the only symptom is a cough or anosmia, which can last for several weeks. • Anybody who displays symptoms of COVID-19 whilst at the school should be sent home immediately, waiting alone in a closed room with an open external window if being collected. The room should be thoroughly cleaned after they have left. • Anybody displaying symptoms of COVID-19 and returning home should be told to avoid public transport. • Staff who live in the same household as someone with COVID 19 or who have been identified as close contacts by NHS Test and trace are not required to self-isolate if any of the following apply: <ul style="list-style-type: none"> • They are fully vaccinated • They have taken part in or are currently part of an approved COVID vaccine trial • They are not able to get vaccinated for medical reasons. • If the above apply, they should take a PCR test and continue to attend work as normal. If the PCR test returns a positive result, they should be told not to come into school and follow all guidance issued by NHS Test and Trace. • Staff returning from overseas should be advised to follow government advice at the time regarding self-isolating and testing upon entry to the UK. | <p>Medium</p> | <ul style="list-style-type: none"> • All staff to remain vigilant to potential symptoms, responding promptly in line with risk assessment and liaising with SLT for support as required. • Use of isolation room/separate toilet for anyone displaying symptoms until parents/carers can be contacted. • Additional cleaning of the isolation area when used and any other areas. • All staff have been encouraged to participate in LFD testing, with all those who have opted in having been issued with tests. • Full instructions and video demonstrations shared. • Staff are testing twice weekly, typically on a Sunday and Wednesday, excepting a few whose working patterns don't align with this. • All tests taken are recorded on a central record accessible by the SLT. |

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| <p>COVID-19 introduced to the school by pupils (primary schools)</p> | <p>High</p> | <ul style="list-style-type: none"> • Anybody who displays symptoms of COVID-19 or receives a positive result from a lateral flow test should be told not to come into school and should be advised to self-isolate and arrange a PCR test, informing the school of the test result, and should follow all guidance issued by NHS Test & Trace in the event of a positive test result. • Pupils displaying symptoms should be refused entry to the school. • The pupil should not return to school until their isolation period comes to an end and symptoms have gone, or if the only symptom is a cough or anosmia, which can last for several weeks. • Anybody who displays symptoms of COVID-19 whilst at the school should be sent home immediately, waiting alone/with one designated supervisor (who should wear a face covering) in a closed room with an open external window if being collected. The room should be thoroughly cleaned after they have left. • Anybody displaying symptoms of COVID-19 and returning home should be told to avoid public transport. • Pupils who live in the same household as someone with COVID 19 or who have been identified as close contacts by NHS Test and trace should take a PCR test and continue to attend school as normal. If the PCR test returns a positive result, they should be told not to come into school and follow all guidance issued by NHS Test and Trace. • Pupils returning from overseas should be advised to follow government advice at the time regarding self-isolating and testing upon entry to the UK. | <p>Medium</p> | <ul style="list-style-type: none"> • All staff to remain vigilant to potential symptoms, responding promptly in line with risk assessment and liaising with SLT for support as required. Queries from parents can also be referred to SLT. • Use of isolation room/separate toilet for anyone displaying symptoms until parents/carers can be contacted. Staff advised to follow guidance if supporting during pupils during this time. • Where pupils are returning from overseas, staff to liaise with SLT/Attendance Officer to ensure that relevant quarantine periods, in place at the time, are adhered to. |

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| COVID-19 introduced to the school by pupils (secondary schools) | N/A | <ul style="list-style-type: none"> • All pupils should be tested on site using lateral flow test kits at the start of the Autumn Term. Two tests should be carried out, 3-5 days apart. • Return of pupils at the start of the Autumn Term should be staggered to allow the first round of testing to be completed before lessons begin. • Pupils who receive a positive test result should be sent home and told to arrange a PCR test. • Pupils should test at home twice weekly using lateral flow test kits. • Anybody who displays symptoms of COVID-19 or receives a positive result from a lateral flow test should be told not to come into school and should be advised to self-isolate and arrange a PCR test, informing the school of the test result, and should follow all guidance issued by NHS Test & Trace in the event of a positive test result. • Pupils displaying symptoms should be refused entry to the school. • The pupil should not return to school unless the PCR test returns a negative result and symptoms have ended. • Anybody who displays symptoms of COVID-19 whilst at the school should be sent home immediately, waiting alone/with one designated supervisor (who should wear a face covering) in a closed room with an open external window if being collected. The room should be thoroughly cleaned after they have left. • Anybody displaying symptoms of COVID-19 and returning home should be told to avoid public transport. • Pupils who live in the same household as someone with COVID 19 or who have been identified as close contacts by NHS Test and trace should take a PCR test and continue to attend school as normal. If the PCR test returns a positive result, they should be told not to come into school and follow all guidance issued by NHS Test and Trace. • Pupils returning from overseas should be advised to follow government advice at the time regarding self-isolating and testing upon entry to the UK. | N/A | N/A |

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| Infected persons (lessees/tenants, visitors, contractors, bin men, deliveries, etc.) could introduce COVID-19 into the school | High | <ul style="list-style-type: none"> Persons attending/visiting the premises should be told not to attend if they or anyone they live with have symptoms of COVID-19. Signage to this effect should be displayed at points of entry to the school. Visitors, contractors and couriers should be provided with timeslots so that the number of people attending the premises at any one time can be minimised as much as possible. Maintenance, etc. visits should be scheduled for outside of normal school hours where possible. Large deliveries should be avoided to enable them to be collected by a single person. Where “two-person collection” is necessary, consistent “teams” of two people should be used. Alcohol based hand sanitiser gel should be used before entering the school. This should be provided at all points of entry. A “drop box” should be provided to enable letters, etc. to be delivered in a contactless way. Contactless payment should be used instead of cash payments. A Perspex screen should be considered as a barrier at the counter between the receptionist and visitors. Alcohol based hand sanitiser gel should be used before and after using touch screen visitor management systems or visitor books. Pens intended for shared use in reception (e.g. with visitor books) should be removed. Alcohol based hand sanitiser gel should be used after signing delivery receipts, etc. Handshakes should be avoided when greeting visitors. | Medium | <ul style="list-style-type: none"> COVID guidance in place shared with visitors/contractors prior to accessing school building so clear re expectations. All contractors/visitors to site to complete visitor declaration prior to access. LFD testing encouraged prior to visits where relevant. All contactors/visitors to site must adhere to current guidance. Where possible visits to be site to be undertaken outside of the school day. Parents encouraged to use alternate means for communication where possible, e.g. speaking to staff on playground, email, phone. |
| Pupils or staff that are potentially more vulnerable to COVID-19 due to underlying health conditions | High | <ul style="list-style-type: none"> An individual risk assessment should be carried out and acted upon for all persons who are considered Clinically Extremely Vulnerable (as defined by Public Health England). Government guidance on Supporting Pupils at School with Medical Conditions should be followed. | Medium | <ul style="list-style-type: none"> Risk assessments completed as appropriate for relevant stakeholders. Risk assessments reviewed/ updated on regular basis to take account of any changes. All staff to be vigilant in ensuring any risk assessments are followed in line with Government guidance. Site Manager to continue to monitor provisions /purchase additional PPE as required. |

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| Spread of COVID-19 within the school | High | <ul style="list-style-type: none"> • Staff and pupils should be told to thoroughly clean and/or sanitise their hands on arrival at the school and regularly throughout the day. • Hand sanitiser points should be provided at points of entry to the school and at strategic points elsewhere. • Staff should supervise hand sanitiser to reduce the risk of ingestion by pupils. Skin friendly cleaning wipes should be considered as a safer alternative if required. • Staff should help small children and pupils with complex needs to clean their hands properly. • Hand washing regimes should be built into the school's daily regime. • The "catch it, bin it, kill it" approach should be followed with appropriate posters displayed. • Sufficient tissues and bins should be provided. • Additional support/explanation in respect of hand washing should be provided to younger children and those with complex needs. • Pupils should be encouraged to wash their hands after using the toilet. • An enhanced cleaning regime should be put in place with additional focus on cleaning frequently touched surfaces/equipment (i.e. at least twice a day). • Public Health England published guidance on the cleaning of non-healthcare settings should be followed. • Poorly ventilated spaces should be identified with steps put in place to improve air flow. • Particular consideration should be given to adequate ventilation when events (e.g. school plays) are held. • Where mechanical ventilation systems cannot be set to "full fresh air", they should be deactivated if they serve more than one room. • Mechanical ventilation systems should be set to "full fresh air". • Mechanical ventilation systems should be checked to confirm that their operation meets existing government guidance on fresh air levels. • External doors, external windows and internal doors should be left open (without compromising fire protection or security). • HSE guidance on air conditioning and ventilation during the COVID-19 pandemic and CIBSE COVID-19 guidance should be followed. • CO2 monitors (when received) should be used to measure CO2 levels in the school, with action taken if levels are too high. • The use of face coverings is recommended to all persons in enclosed/crowded spaces. • Face coverings should be worn in designated areas if advised by Public Health England. • The school must provide full information to NHS Test & Trace if contacted. | Medium | <ul style="list-style-type: none"> • All children to hand sanitise on way into classroom, removing pinch points at toilets at beginning of day. Hand sanitiser accessible at various points throughout school. • All staff to ensure that they are following guidance in place. • All staff and children to use a tissue or elbow to cough/sneeze and bins for tissue waste. • Cleaning schedule in place and shared with site/cleaning team. • Site Team monitoring cleaning schedule and cleanliness of all areas of school, reviewing where necessary. • Windows in all rooms open (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). • Internal doors open to assist with creating a throughput of air. • Open external doors may also be used (where safe to do so). • All adults encouraged to wear facemasks in enclosed/crowded spaces or if advised by PHE. • Seating plans (including updates) shared with SLT to support any liaison with NHS Test and Trace. |

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| Confirmed case of COVID-19 in the school community | High | <ul style="list-style-type: none"> NHS Test & trace will identify and advise of any close contacts that are asked to self-isolate. Instructions received by the school from NHS Test & Trace must be followed. Individuals that are identified as close contacts should be advised to arrange a PCR test. Individuals that are not exempt from self-isolation in accordance with the latest government guidance should not attend school until the result of the PCR test is known. Individuals that receive a positive result from a PCR test must not attend school and should self-isolate in accordance with government guidance. | Medium | <ul style="list-style-type: none"> Risk Assessments/advice from NHS Test and Trace to be adhered to by all stakeholders. Stakeholders to make SLT aware of any contact from NHS Test and Trace. SLT to communicate with stakeholders as relevant. |
| COVID-19 outbreak in the school community | High | <ul style="list-style-type: none"> An Outbreak Management Plan, based on the government's contingency framework, has been prepared. | Medium | <ul style="list-style-type: none"> Outbreak Management Plan to be adhered to by all staff. PHE contacted in relation to confirmed positive case or for advice in line with OMP. |
| COVID-19 contracted on public/private transport to/from school | High | <ul style="list-style-type: none"> Individuals using public, shared or school arranged transport to/from school should be advised to follow all rules issued by the service provider and to wear face coverings whilst using transport. | Medium | <ul style="list-style-type: none"> Admin staff continuing to monitor arrangements for pupils. For children who arrive via taxi, hand sanitiser located in the Front Entrance to be used before entering the building. |
| 1 st aiders or persons providing intimate care being exposed to COVID-19 | High | <ul style="list-style-type: none"> Personal protective equipment should be provided for staff to use when attending to someone with COVID-19 symptoms and where two metres distance cannot be maintained. Personal protective equipment should be provided in accordance with intimate care needs. Personal protective equipment type/needs should be assessed and provided. Instruction and training in the fitting, use and removal of personal protective equipment should be provided. | Medium | <ul style="list-style-type: none"> PPE to be worn when undertaking first aid that may involve close contact. Site Manager to continue to monitor provisions /purchase additional PPE as required. |
| Pupils' education adversely affected due to the impact of COVID-19 | Medium | <ul style="list-style-type: none"> Where a pupil is required to self-isolate or cannot attend the school as a result of COVID-19, they should be provided with work and support to ensure continuation of their education at home whilst absent if they are well enough to do so. High quality remote education should be provided that is equivalent in length to the core teaching pupils would receive in school. The school should work collaboratively with parents and carers to put in place reasonable adjustments to enable pupils with special educational needs and disabilities to successfully access remote education. | Low | <ul style="list-style-type: none"> Planned learning added to Teams on weekly basis so accessible for pupils who are not in school due to any periods of self isolation. Regular communication (CTs initially) with families to support access to provision. |
| Pupils' education adversely affected due to the use of face coverings | High | <ul style="list-style-type: none"> In situations where the use of face coverings has been deemed necessary (e.g. enclosed/crowded spaces or if advised by Public Health England), the use of visors as an alternative to face coverings should be considered where a person relies on lip reading, clear sound or facial expression to communicate. | Medium | <ul style="list-style-type: none"> Visors to be used, where relevant, for face mask exemptions or where not deemed appropriate. |

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| Individuals are exempt from wearing face coverings (e.g. for medical or communication reasons) | High | <ul style="list-style-type: none"> The use of visors should be considered. | Medium | <ul style="list-style-type: none"> Visors to be used, where relevant, for face mask exemptions or where not deemed appropriate. |
| Pupil wellbeing affected | Medium | <ul style="list-style-type: none"> Provision should be made to monitor and address emotions such as anxiety, stress and low mood. | Low | <ul style="list-style-type: none"> Consistent approach used to monitor pupil wellbeing. Clear plan in place and shared with relevant staff for identified vulnerable pupils. |
| Pupils/parents anxious about attending school | Medium | <ul style="list-style-type: none"> Clear and consistent expectations around school attendance should be communicated to families (and relevant health professionals). Pupils who appear reluctant or anxious about attending school, or who appear disengaged, should be identified and plans should be developed to re-engage with them. Additional resources should be put in place for those families who may need additional support to secure regular attendance. Where a pupil has support from a Social Worker, they should be notified in the event of non-attendance. Staff should monitor pupils' wellbeing following their return and raise any concerns. Government guidance on the extra mental health support for pupils and teachers should be consulted and followed. | Low | <ul style="list-style-type: none"> Consistent approach used to monitor wellbeing/attendance. Pupils identified and families contacted. Support plans to be developed where appropriate. Clear plan in place and shared with relevant staff for identified pupils. |
| Staff wellbeing affected | Medium | <ul style="list-style-type: none"> Provision should be made to monitor and address emotions such as anxiety, stress and low mood. All measures that are being put in place should be explained to staff. Staff should be involved in the development and implementation of control measures. Government guidance on the extra mental health support for pupils and teachers should be consulted and followed. Supervisors should monitor their staff and raise any concerns. Staff should be encouraged to raise any concerns with their supervisor. Staff should be advised to contact the confidential wellbeing hot line should they have any concerns, and to report these to a supervisor where appropriate. Staff should be given contact details for the Education Support Partnership. Supervisors should maintain regular contact with any staff that are working from home or self-isolating. | Low | <ul style="list-style-type: none"> Weekly bulletin for staff to replace daily briefings. Wellbeing continues to be high profile with SLT aware of potential concerns/worries. Consistent approach to be used to monitor wellbeing with Phase Leaders/Line Managers raising any concerns within their teams with SLT. Mechanism in place for staff to raise concern about others via leadership team. Use of Teams to offer support where appropriate. |

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| Staff shortages as a result of COVID-19 | Medium | <ul style="list-style-type: none"> Required staffing ratios should be maintained. It should be ensured that any redeployed staff have the appropriate checks in place to allow them to engage in regulated activity. Where there are concerns about staffing capacity, this should be addressed by the school leadership team. Supply teachers should be engaged from the Trust's preferred supplier list. The use of longer term contracts should be considered to reduce the number of different supply teachers attending site. School leaders should discuss leave arrangements with staff to ensure that travel arrangements, and any subsequent quarantine period, do not impact on staffing arrangements. Where a member of staff is required to self-isolate during term time, home-working should be enabled where possible. | Low | <ul style="list-style-type: none"> Staffing levels currently sufficiently adequate to meet requirements. Some flexibility within current staffing model to allow staff to be redeployed. Supply staff will be considered where staff shortages still remain, e.g. as a result of long term absence. |
| Exposure to COVID-19 during Educational Visits | High | <ul style="list-style-type: none"> Educational visits, should be subject to full and thorough risk assessment ensuring that any advice from Public Health England, such as hygiene and ventilation requirements, is included in the risk assessment. Specialist advice available from Evolve should be obtained and followed. International visits are not recommended at this time due to potential complications arising from travel lists and international travel policy. | Medium | <ul style="list-style-type: none"> Educational visits to be only considered where current COVID advice is in place. CTs/staff to liaise with SLT with regards to risk assessment prior to any visits being planned/undertaken. Pre risk-assessment must be undertaken and approved prior to any educational visit being booked. |
| Exposure to COVID-19 at wrap around care provision | High | <ul style="list-style-type: none"> Up to date government guidance for extra-curricular provision and interaction with third party providers of wrap around care should be followed. | Medium | <ul style="list-style-type: none"> All staff to remain vigilant to potential symptoms, responding promptly in line with risk assessment and liaising with SLT for support as required. Parents made aware that wrap around provision is whole school provision. |