

This document is to remain under constant review due to the fast-changing nature of DfE / Government guidance in response to the challenges posed by Covid-19

Risk Assessment for:	Whole School - Covid 19 (February 2022 Onwards)			Version	5.0		
School:	Whipton Barton Federation Schools	Address:	Hill Lane , Exeter				
Person(s) / Group at risk:	Staff, pupils, visitors and contractors						
Risk Assessment carried out by:	Hazel Fox (Headteacher)	Date:	9.3.22	Approved by:	ELT	Date:	
	Hazel Fox (H&S Lead)	Date:	9.3.22	Approved by:	Governing body	Date:	

<p>This risk assessment refers to documents and guidance that must be followed and can be found using this link: https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19</p>	<p>Current Tier: Plan A</p>
<p>This is a live risk assessment adapted to reflect the significant hazards and control measures present on your site. It must be continuously reviewed alongside the latest Covid-19 government guidance and hierarchy of controls: Annex A: health and safety risk assessment. It must also be read alongside existing risk assessments and health and safety arrangements for your school.</p> <p>When conducting the risk assessment, it is important that the school adopts a considered collaborative approach in line with DfE Guidance. It is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures. This risk assessment is generic, and each school is responsible for reviewing and amending to ensure it is applicable to their setting and the latest government guidance and must consult with their staff regarding the risks and control measures being implemented.</p> <p>The control measures listed are prompts and will not necessarily reflect those in all establishments and you MUST adapt it by adding or removing and outlining in detail the control measures as appropriate to your establishment.</p>	
<p>***** EXETER SCHOOLS</p> <p>If you need help to complete this risk assessment, please refer to HS47 (Risk Assessment Arrangements) or telephone the Devon Health & Safety Service on 01392 382027. Confirmed cases of COVID-19 should follow the the latest guidance from UKHSA SW : https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2021/08/schools-flowchart-v15-aug-21.pdf</p>	
<p>***** PLYMOUTH SCHOOLS</p>	

<p>Confirmed cases of COVID-19 should follow the the latest guidance from UKHSA SW : https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2021/08/schools-flowchart-v15-aug-21.pdf</p> <ul style="list-style-type: none"> Inform Plymouth City Council if you are required to using this email address: covid19@plymouth.gov.uk 				
No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
1	Distancing and reducing risk of transmission			
1.1	Risk of transmission through overcrowding	<p>Communicate school access processes clearly to staff and parents. Including; where pupils and staff can wash their hands, drop off locations and any specific requirements for movement through the site.</p> <p>Schools may be advised by the Local Health Team or Director of Public Health to undertake testing should a local outbreak occur. Contingency planning will ensure it is possible to reintroduce temporary distancing measures should they be instructed to do so. Extra-curricular activities, wraparound provision to take place in accordance with Protective Measures for Out of School and Holiday clubs.</p>		No
1.2	Risk of transmission within EYFS settings	<p>The EYFS setting within the school site will follow the relevant system of controls and follow the latest guidance.</p> <p>The setting will carry out separate risk assessments for specific areas where necessary (i.e. malleable materials / messy play / tooth brushing / singing) and will communicate these fully to the relevant parties.</p>		No
1.3	Spread of virus due to number of people in the building	<p>Inform staff, parents, carers and other adults that they should help to reduce the risk of catching and passing on Covid 19 by;</p> <ol style="list-style-type: none"> Getting vaccinated Letting fresh air in, or meeting outside; Wearing a face covering in crowded and enclosed spaces, especially where you come into contact with people you do not usually meet, when rates of transmission are high; Trying to stay at home if you are unwell; 		No

		<p>e. Taking a test if you have COVID-19 symptoms, and staying at home and avoiding contact with other people if you test positive, in accordance with government guidance;</p> <p>f. Washing your hands and following advice to 'Catch it, Bin it, Kill it'.</p> <ul style="list-style-type: none"> • Pupils / staff travelling to the UK from abroad to adhere to government travel advice. • Follow latest guidance on isolation rules for variants 		
No2	Premises related matters			
2.no1	Visitors and deliveries	Visits and deliveries to be arranged for quiet times or outside school hours wherever possible. Signing in system and lanyard use to be reviewed regularly. Signing in screen to be cleaned regularly and hand sanitiser provided. Visitors to be made aware of any relevant control measures.		No
2.2no	Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.	<p>Review whole school risk assessment (RA22 or equivalent), to ensure control measures remain suitable and in place.</p> <p>Update risk assessments to include any necessary changes (e.g. handwashing), including curriculum risk assessments where necessary.</p> <p>Consider how the rooms will be adequately ventilated.</p> <p>Carry out a premises safety check, including any impact to evacuation routes. Follow up work to be reported to the Premises / Site Manager and action taken to resolve.</p>		No
2.3no	First Aid procedures, Reduced numbers of first aiders and Paediatric first aider.	<p>Review First Aid risk assessment (RA22 or equivalent).</p> <p>Rota systems in place to ensure adequate numbers of first aid and PFA trained staff.</p> <p>Communication of first aid arrangements to be undertaken.</p> <p>PPE available within first aid supplies</p> <p>First aid during the coronavirus (COVID-19) pandemic guidance to be followed.</p>		No
2.4no	Fire Procedures	Review the fire risk assessment taking into consideration any changes made to the layout, and the impact this may have on fire		No

		<p>evacuation and escape routes, and any increased risks of having significant amounts of high-alcohol-content hand sanitiser on the premises and compliance with its safe storage requirements.</p> <p>Ensure that testing and monitoring regimes are in place for fire detection and alarm systems, fire extinguishers and that any interim arrangements (such as doors propped open where necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures.</p> <p>Review where required fire evacuation routes and assembly points to ensure that social distancing guidelines are being met.</p> <p>Ensure any PEEPs are still suitable and staff are aware of contents</p> <p>Fire drills to continue as normal</p>		
2.5	Water hygiene – management of legionella	Ensure maintenance schedules are adapted to support room use and flushing of infrequently used outlets is undertaken at least weekly.		No
2.6	Using and monitoring new practices to reduce risk of Covid-19 transmission	<p>Training of all staff on return and new employees – to include contents of this RA, alternative layouts and any changes to fire evacuation routes, use of PPE, and location of designated room for suspected cases.</p> <p>Reiterating hygiene measures and the importance of them.</p> <p>Headteachers and school leaders must monitor arrangements and make remedial actions where needed.</p> <p>Ensure there are opportunities for all employees to raise concerns / make suggestions.</p>		No
2.7	Management of premises related risks e.g. asbestos	Communication arrangements to ensure that requirements and controls are understood by responsible persons (e.g. signing in processes for contractors). If equipment is not within statutory test periods (e.g. lifts and hoists) then it should be taken out of use until the inspection and test can be completed.		No
2.8	Ventilation to reduce spread	<p>Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding).</p> <p>Air conditioning will only be used when it is deemed safe to do so.</p>		No

		<p>Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air systems should be operated as normal – where possible to be run continuously, with any air recirculation switched off or set to as low a level as possible, following REHVA guidance.</p> <p>Ventilation to chemical stores should remain operational. LEV systems in secondary school workshops and specialist rooms, which are used to remove dust and other particles from the air as part of practical making and finishing processes will remain in use when required.</p> <p>Further information can be found here: https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm</p> <p>Schools will utilise government provided equipment (i.e. Co2 monitors) to monitor ventilation.</p>		
2.9	Management of waste	<p>Ensure bins for tissues are regularly emptied.</p> <p>Follow the Government guidance on disposal of waste.</p>		No
2.10	Contractors on-site whilst school is in operation	<p>Ongoing works and scheduled inspections for schools (e.g. estates related) to continue.</p> <p>Before contractors come onto site the following should be in place: An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free). In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction).</p>		No
2.11	Hiring out premises	<p>Lettings to take place in accordance with the current regulations. If you hire out your premises for use by external wraparound</p>		No

		<p>childcare providers, such as after-school or holiday clubs, make sure these organisations have:</p> <ul style="list-style-type: none"> • considered the relevant government guidance for their sector • put in place protective measures • are aware that changes may be required at short notice 		
2.12	Transitional, taster and open days	A risk assessment must be carried out before running transitional, taster and open days to ensure that they run within the school system of controls and align with the latest guidance		No
2.13	Outbreak Management Plans not being in place	<p>Maintain an outbreak management plan as per Contingency Framework in Education outlining how to operate if any measures described within the contingency framework are recommended in this area for any reason.</p> <p>A copy of the Outbreak Management Plan will be saved centrally</p> <p>Where asymptomatic testing sites are required, follow the latest guidance and testing risk assessment.</p>		No
3	Cleaning and reducing contamination			
3.1	Contaminated surfaces spreading virus.	<p>Maintain an effective cleaning schedule.</p> <p>Follow the guidance in the attached link: Cleaning in Non-healthcare Settings</p> <p>Follow government guidance if someone becomes ill with suspected COVID-19 at the setting.</p> <p>Discuss with cleaning contractors or staff any additional cleaning requirements and agree additional hours to allow for this.</p> <p>Ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available.</p> <p>Maintain the cleaning schedule and establish regular cleaning of shared areas. Review COSHH risk assessments where there is any change in products</p> <p>Handwashing and anti-bacterial sanitising facilities to be made available</p> <p>See guidance and resources available at e Bug.</p>		No

		Any dedicated spaces (i.e. breastfeeding / worship) to be cleaned thoroughly between uses.		
4	Staff related issues			
4.1	Staff measures to reduce contact and transmission Covid-19.	The latest DfE guidance must be followed. All staff can operate across different classes and year groups. Reception, IT and Site helpdesks in place Online meeting platforms are available		No
4.2	Managing supply teachers, visitors, contractors and other temporary visiting staff.	Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Schools should have discussions with key contractors about the school's control measures and ways of working. Where visits can happen outside of school hours, they should. It is important that staff who are managing supply teachers, visitors, contractors and other temporary visiting staff are conversant with protocols within the school.		No
4.3	Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios	If there are any shortages of teachers to teach the number of classes, appropriately trained teaching assistants can be allocated to lead a group, working under the direction of a teacher. Careful planning of the year groups/classes should be undertaken based on staff availability. Supply teachers and other peripatetic staff can be engaged where necessary. Where there are not sufficient staff to cover staff absences, the school emergency plans will be followed to condense the school or curriculum, or, enact partial or full school closure.		No
4.4	Anxiety levels of staff and community causing	Staff should refer to the Staff Hub for guidance and support. Schools advisory service is available to provide free, remote and confidential counselling for any employee.		No

	breakdown in staffing ratios, compromising group sizes.	Managers to hold discussions with individuals to alleviate concerns and to establish whether additional training or support would be helpful. HR have provided managers with guidance on Absence Management, supporting employees and risk assessment templates. If appropriate, seek GP or occupational health advice. Further advice is available from HR if required. Return to work meetings to take place		
4.5	Staff understanding of new changes – safe practice at work & in classroom.	Talk to staff about the plans (for example, safety measures, timetable changes), including discussing whether training would be helpful. Ensure staff are aware of who to contact and how to raise suggestions or concerns.		No
4.6	Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.	All staff to be made aware that if a student becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home appropriate PPE should be worn by the supervising adult if a distance of 2 meters cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn Ensuring that fluid resistant face masks are available for all schools and that a supply is maintained.		No
4.7	Unknown requirements of vulnerable staff	Headteacher will ensure risk assessments are undertaken and regularly reviewed https://staffhub.tedwraggtrust.co.uk/managers-area/covid-19/#Risk-Assessment-anchor-link		No
4.8	Use of PPE	Adequate training / briefing on use and safe disposal to be given to relevant staff. Follow guidance on putting on and taking off		No

	Lack of understanding	standard PPE COVID-19: personal protective equipment use for non-aerosol generating procedures and above guidance on use in education settings. Staff to read and raise any queries to their H&S lead.		
4.9	Staff member becoming unwell with Covid 19	<p>If anyone in your school develops symptoms of covid 19, follow latest government guidance.</p> <p>Absence reporting process to be followed.</p> <p>People with COVID-19 should not attend an education setting while they are infectious. They should take an LFD test from 5 days after their symptoms started (or the day their test was taken if they did not have symptoms) followed by another one the next day. If both these tests results are negative, they should return to their educational setting if they normally attend one, as long as they feel well enough to do so and do not have a temperature.</p> <p>Working from home where possible to be discussed with line manager.</p> <p>Where an employee becomes a close contact, the employee should take appropriate measures to reduce the risk of infection including good sanitisation, wearing a face mask, maintaining good social distancing and ensuring the area they work within is well ventilated.</p>		No
5	Pupil related issues			
5.1	Vulnerable groups who are clinically, extremely vulnerable	<p>All pupils should attend education settings unless they are have been advised by their GP or clinician not to attend. Pastoral and ability to access education to be put in place.</p> <p>Any pregnancy in pupils to follow guidance for pregnant employees. Covid 19 - advice for Pregnant Employees.</p>		No
5.2	Pupil wellbeing and support	<p>Measures are in place where children are distressed.</p> <p>Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. This may particularly be the case for vulnerable children, including those with a social worker and young carers. It is important to</p>	<p>School provides additional appropriately trained staff to support vulnerable pupils .The school is proactive in the use of Early Help to support pupils with their families. There is careful use of CPOMS to track and analyse need across school</p>	Yes

		<p>contextualise these feelings as normal responses to an abnormal situation.</p> <p>Where there is a concern a pupil is in need or suffering or likely to suffer harm, the child protection policy and part 1 of keeping children safe in education will be followed and where appropriate referrals to statutory services (and the police) as appropriate.</p>	so that the school can respond quickly as needed	
5.3	Children with EHCP and pupils who attend dual settings	<p>Appropriate documentation to be completed and maintained, identifying the risks and measures in place to support individual students.</p> <p>For dual settings, work through the system of controls collaboratively, enabling any risks identified to be addressed and allowing the joint delivery of a broad and balanced curriculum for the child</p>		No
5.4	Pupils unable to follow guidance	<p>Some pupils will need additional support to follow these measures. Appropriate documentation to be completed and maintained.</p>		No
5.5	Member of a class becoming unwell with COVID-19	<p>If anyone in your school develops symptoms of covid 19, follow latest government guidance.</p> <p>Allocate a suitable space for them to wait for collection, with supervision where required. Ensure suitable PPE (including fluid resistant face mask) is available. Allocate a bathroom for individual use where possible.</p> <p>Appropriate cleaning and sanitising regime to be in applied after they have left.</p> <p>People with COVID-19 should not attend an education setting while they are infectious. They should take an LFD test from 5 days after their symptoms started (or the day their test was taken if they did not have symptoms) followed by another one the next day. If both these tests results are negative, they should return to their educational setting if they normally attend one, as long as they feel well enough to do so and do not have a temperature.</p>		No
5.6	Behaviour	<p>Support in place to address concerns and communications with parents on measures in place to reduce anxiety.</p>		No

		The behaviour policy will be applied effectively should students not follow health and safety procedures. As they will have been directed any refusal to follow guidelines on things such as distancing will be treated as defiance and sanctioned appropriately. Clear messaging on expectations for attendance and identification of those who may be disengaged, disadvantaged or vulnerable.		
6	Transport			
6.1	Travel to school and provision of safe school transport:	<p>Consider school transport arrangements and where possible encourage parents and pupils to walk or cycle to school where possible.</p> <p>Liaise with School Transport Team where further consideration needs to be given to taxi, escort services.</p> <p>Follow provider requirements for face coverings during and hand washing before and after their journey.</p> <p>See guidance: transport-to-school-and-other-places-of-education-guidance</p> <p>ALL students will be expected to abide by the DCC / PCC Code of Conduct</p> <p>Parents to be advised that students MUST NOT use school transport if they have symptoms of coronavirus. Any pupil who displays coronavirus symptoms at school should be sent home immediately. They must not travel on school transport. Where this is not possible you must contact the Transport Coordination Service at DCC / PCC.</p>		No
7	Curriculum considerations			
7.1	Curriculum provision in all subjects not provided	<p>In accordance with the guidance, this school will ensure that the key principals underpin the curriculum planning:</p> <ul style="list-style-type: none"> • All pupils to receive a high-quality education that promotes their development and equips them with the knowledge and cultural capital they need to succeed in life. • The curriculum remains broad and ambitious. • All pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment. 		No

		<p>Any risk to this to be brought to the attention of SLT.</p> <ul style="list-style-type: none"> Managers should refer to the outbreak / contingency plan to ensure they can respond to the risk. 		
7.2	Remote education	<p>Remote education expectations which supports pupils who are unable to attend due to covid restrictions to remain in place. Remote lessons to follow school protocol to ensure safeguarding of staff and students</p>		No
7.3	Educational visits	<p>Educational visits to be planned in line with government guidance. Consult the health and safety guidance on educational visits when considering visits. For additional information check with EVOLVE guidance on website.</p>		No
8	Provision of food			
8.1	Food prepared on premises is compliant with Covid - 19 health and hygiene guidance	<p>School kitchens must comply with the Guidance for food businesses on coronavirus (COVID-19) Free schools meals to be provided in accordance with the guidance.</p>		No
8.2	Catering staff are operating in a safe environment	<p>In addition to the standard operations for safe working practices, catering staff to follow the relevant aspects of government guidance for food premises: Standards for school food in England</p>		No
9	Communications with parents and others			
9.1	Lack of understanding of school measures	<p>Regular communication to be sent to parents and carers (i.e. newsletters) including any relevant updates and reminders. Inform all visitors, suppliers, and contractors that no one should enter if they are displaying symptoms of coronavirus and that they should follow school protocols (i.e. deliveries during quiet times where possible) Publish a telephone number in case of immediate access required.</p>		No

		Regular updates to website communicating this risk assessment Staff to escalate any concerns to a member of SLT for support.		
10	Oversight of the governing body			
10.1	Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements	<p>The governing body continues to meet regularly.</p> <p>The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.</p> <p>The Headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19.</p> <p>Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.</p> <p>Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.</p>		No
11	Vaccination Programme			
11.1	Government led vaccination programme not being followed	<p>School will facilitate NHS vaccination programme where applicable and enable NHS staff to carry out their duties and communicate with parents. School will provide support to staff and students where necessary.</p> <p>School will direct all queries and concerns to NHS teams as advised.</p> <p>Ensure any visitors are aware of school control measures.</p>		No

Further action required

Section of RA	Additional Actions / Control measures required	Person responsible	Deadline date:	Date action completed
	None currently			

Headteacher	Name:	Hazel Fox	Signed:	H fox	Date:	9.3.22
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The outcome of this assessment should be shared with the relevant staff.
 A copy of the completed assessment to be kept on file and copied to the Health & Safety Co-ordinator.
 Once approved by all parties, a copy to be saved here: <Z:\COVID-19\Risk Assessments>

Arrangements must be in place to monitor that the controls are: Effective, working as planned and updated appropriately considering any issues identified and changes in public health advice				
Review of Risk Assessment:				
Review period:	Weekly / Fortnightly / Monthly / Termly	Review Date:	Reviewed by:	Comments / changes:
