

RISK ASSESSMENT FORM

Part A

DEPARTMENT/ SERVICE	Beckfoot School		
Assessor/ Person(s) assisting with the assessment	Suzanne Wahed / Darren Cooley	DATE	01/09/2021
TASK / ACTIVITY	Beckfoot Trust – Covid 19 Risk Assessment Update for Return September 2021 THIS DOCUMENT SUPPLEMENTS AND DOES NOT REPLACE DfE Guidance which can be found here: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak		

Likelihood of Occurrence	Severity of Outcome					Persons / groups at risk			
	1 Negligible	2 Slight	3 Moderate	4 Severe	5 Very Severe	A		E	
1 Very Unlikely	LOW (1)	LOW (2)	LOW (3)	LOW (4)	LOW (5)	B	Employees	F	General Public / Pupils
2 Unlikely	LOW (2)	LOW (4)	LOW (6)	MEDIUM (8)	MEDIUM (10)	C	New Employees	G	Visitors
3 Possible	LOW (3)	LOW (6)	MEDIUM (9)	HIGH (12)	HIGH (15)	D	Contractors / Sub-Contractors	H	Volunteers
4 Probable	LOW (4)	MEDIUM (8)	HIGH (12)	HIGH (16)	HIGH (20)		Young person / Work experience		Clients / Service users
5 Very Likely	LOW (5)	MEDIUM (10)	HIGH (15)	HIGH (20)	HIGH (25)	Likelihood of occurrence X Severity of outcome = Risk Rating Example: Likelihood (possible 3) X Severity (Moderate 3) = Risk Rating (Medium 9)			

Following the implementation of the Government's step four of their covid-19 road map, the Department for Education have made clear their expectation is that all schools will be open for all pupils from September with lower levels of control and greater scope for activity to continue as normal. However, the remaining four elements of the PHE-Endorsed 'system of controls' remain important and are reflected in this risk assessment.

The four remaining elements are:

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

Schools must apply the system of controls in a way that reduces risk to the lowest, reasonably practicable level, in a way that works for their school and allows them to deliver a broad and balanced curriculum for pupils.

Part B

What are the hazards and What could happen	Affected persons groups	Risk rating if no action taken (see chart)	What are the base control measures	Further action required/taken to eliminate or reduce the risk	Residual risk rating (see chart)
Hospitalisation/ Severe Illness due to Spread of covid-19 between pupils; staff; families of pupils/ staff.	ALL	2 x 4 = 8	Schools will be open to all pupils from September. There is an expectation that the system of controls will keep infection/spread of covid-19 cases in school to a low level. School will work closely with the Trust, the Local Authority, Public Health England and the DfE to ensure that any cases/outbreaks are managed carefully and all appropriate guidelines are followed.	The Trust and the School will continue to monitor DfE, PHE, LA, HSE guidance, amend risk assessment and implement additional controls if advised to (see Outbreak Management Plan)	1 x 4 = 4
		2 x 4 = 8	<p>1a Clean hands thoroughly more often than usual</p> <p>Covid-19 is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser.</p> <p>Only use alcohol hand rub or sanitiser if soap and water not available.</p>	<p>School is taking steps to ensure that all pupils and staff to wash hands regularly: when they arrive at school, when they return from breaks, when they change rooms and before and after eating, and after coughing or sneezing.</p> <p>We are promoting hand washing through posters and regular reminders and building it into school routines and behaviour expectations.</p> <p>We demonstrate good hygiene practice.</p> <p>We make use of resources from e-bug and other sources.</p> <p>We provide alcohol based hand sanitiser where a sink is not readily available, and supervise it given the risks around ingestion.</p> <p>We ensure pupils who need supervision and/or help whilst washing hands receive it.</p>	1 x 4 = 4
		2 x 4 = 8	<p>1b Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.</p> <p>N.B. Staff and Pupils must wear face coverings unless exempt.</p>	<p>We ensure that all have enough tissues and bins available in the school to support pupils and staff to follow this routine. We talk to all pupils and staff about respiratory and hand hygiene.</p> <p>We empty bins in toilet areas and the Atrium 3 times a day, and classroom bins at the end of every day.</p> <p>Some pupils with complex needs struggle to maintain as good respiratory hygiene as their peers. This is considered in risk assessments in order to support these pupils and the staff working with them.</p>	1 x 4 = 4

		2 x 4 = 8	<p>2. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach. Products used should be capable of killing covid-19, but must be used safely and in line with manufacturers instructions</p>	<p>We have Identified surfaces that are regularly touched – such as desks, chairs, keyboards, handles, light switches etc. We instruct and ensure supervision of cleaning staff accordingly. We have appropriate COSHH assessments in place to ensure that products are used safely.</p> <p>We have put in place a cleaning schedule that ensures cleaning is generally enhanced and includes:</p> <ul style="list-style-type: none"> ○ more frequent cleaning of rooms / shared areas that are used by different groups ○ frequently touched surfaces being cleaned more often than normal ○ toilets being cleaned regularly and pupils are encouraged to clean their hands thoroughly after using the toilet <ul style="list-style-type: none"> ● Cover staff to continue to clean touch points on entry to classrooms and prior to use of shared IT equipment 	
		3 x 4 = 12	<p>3. Dilute the concentration of any air-borne virus in a building.</p>	<p>We ensure ventilation is kept to a maximum. (artificial and natural) and have set heating/ventilation systems accordingly. We open windows as much as possible. Staff/pupils are allowed to wear warm clothing (if necessary) to facilitate this.</p> <ul style="list-style-type: none"> ● CO2 monitors to manage the ventilation in occupied rooms, achieving a sensible balance between thermal comfort and good levels of ventilation ● Empty rooms to have windows and doors open to allow full air change. 	1 x 4 = 4
		2 x 4 = 8	<p>4a. Minimise contact with individuals who are unwell by ensuring that those who have covid-19 symptoms, or who have someone in their household who does, do not attend school</p> <p>N.B. There will always be residual risk from those who are asymptomatic.</p>	<p>We communicate with pupils and staff that if they have displayed covid-19 symptoms and/or have tested positive for covid-19 in the last 10 days they must not attend school.</p> <p>We communicate with parents that if pupils have displayed Covid-19 symptoms and/or have tested positive for covid-19 in the last 10 days they must not attend school.</p> <p>We communicate with staff, students and others that if they are displaying symptoms, they must get tested for covid-19 by booking a PCR test.</p> <p>We communicate with visitors and contractors, that access to site is only possible with no covid-19 symptoms. They must follow school procedures and practices and (where appropriate) carry out a separate risk assessment.</p> <p>We continue to communicate to students, staff and parents that households should isolate for 10 days if someone in the household displays symptoms or they are told to by NHS Track and Trace. (As</p>	1 x 4 = 4

Secondary schools should have plans in place for testing pupils on site in the first week of January 2022.

appropriate within current rules around those under 18 years and four months or those who are vaccinated, which are subject to change)

Currently, Isolation is no longer required for those who have been double vaccinated (14 days after 2nd dose) or those aged under 18 in the following circumstances:

- **If identified as a close contact**
- **If in a household where another householder has tested positive or is symptomatic**

However, test and trace may recommend that contacts as described above have a PCR test.

School is implementing the current DfE advice on LFT testing for staff.

- **Twice weekly testing on Sunday evenings and Wednesday evenings**

Students will be offered two Lateral Flow Tests (LFT) in the first week of school. To allow for this we have planned a staggered start with students tested the day prior to starting back in school as below;

Test 1

- **Monday 6 September 2021 - Year 7, 11 & 12: testing only, start school Tuesday 7 September**
- **Tuesday 7 September 2021 - Year 8, 10 & 13: testing only, start school Wednesday 8 September**
- **Wednesday 8 September 2021 - Year 9: testing only, start school Thursday 9 September**

Test 2

- **Thursday 9 September 2021 - Year 7, 11 & 12: during lessons**
- **Friday 10 September 2021 - Year 8, 10 & 13: during lessons**
- **Monday 13 September 2021 - Year 9: during lessons**

Students will continue with twice weekly home testing after their second on-site test.

January 2022 Student Testing

- **All year groups will be tested once prior to returning to school on Tuesday 4th and Wednesday 5th January**

Students will continue with twice weekly home testing after their on-site test

			<p>4b. Take Steps to identify asymptomatic cases amongst staff in school to reduce potential infection routes. Take steps to reduce the risk when anybody starts to display symptoms in a school setting passing on the infection to others.</p> <p>See Trust procedure on "Dealing with Confirmed or Suspected Cases"</p>	<p>We follow Trust guidance 'Dealing with confirmed or Suspected Cases' (v4 as at 12/07/21). This is available on the 'Trust Matters' Share-Point. If you cannot access this, you can request a copy by e-mailing becamv@beckfoot.org</p>	1 x 4 = 4
		2 x 4 = 8	<p>4c. Response to infection Engage with NHS Track and Trace</p>	<p>We ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • book a PCR test if they are displaying symptoms • provide details of anyone they have been in close contact with if they were to test positive for covid-19 or if asked by NHS Test and Trace • self isolate if they have been in close contact with someone who develops covid-19 symptoms or someone who tests positive for covid-19 (As appropriate within current rules around those under 18 years and four months or those who are vaccinated, which are subject to change) <p>Anyone who displays symptoms of covid-19 can and should get a PCR test.</p> <p>If anyone displays symptoms whilst in school they should follow the Trust procedure "Dealing with Confirmed or Suspected Cases"</p>	1 x 4 = 4
		2 x 4 = 8	<p>4d. Contain any outbreak by following local health protection team advice</p> <p>If schools have two or more confirmed cases within 10 days, or an overall rise in sickness absence where covid-19 is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</p>	<p>In some cases, health protection teams may recommend further action. School will follow this advice, implement elements of the Outbreak Management Plan and liaise with the Trust Covid Operations team for support.</p>	1 x 4 = 4

			4e. Meetings Using Alternative Spaces Spreading out staff that are in cramped or overcrowded offices is important. Schools may wish to consider using spaces such as:	Consideration should be given to moving meetings online unless there is a good business reason to meet face to face. If the meeting does take place in person it should be socially distanced and take place in a well-ventilated room. Using Alternative Spaces Spreading out staff that are in cramped or overcrowded offices is important. Schools may wish to consider using spaces such as Staffrooms Unused Classrooms External Buildings	
			4f. Visitors / Events	Interviews can still take place. They should be socially distanced (as far as is possible) and take place in well ventilated rooms. <ul style="list-style-type: none"> • All visitors will be asked not to attend if they are symptomatic • All visitors will be required to wear a face covering unless exempt • Interviewees will be asked to take an LFD test prior to attending • All events will have individual Risk Assessments 	

Part C

Links to other risk assessments and or safe working instructions - please state	Outbreak Management Plan	
Name and Sign When the assessment is complete it should be signed to say that is the case and all identified actions have been implemented	Suzanne Wahed	Date
		1/9/2021

Review - Before work starts, it is important to consider the content on this risk assessment to ensure it still valid.

For example, are there any significant changes, additions or omissions at the site not identified on the assessment? Are there any additional hazards or risks? Please record any changes required and or action taken, then date and sign

Reviewer Name & Date	Suzanne Wahed/ Darren Cooley	Notes	Updated guidance 10 December 2021. Updated face coverings, CEV, Events, January 2022 Student on-site LFT testing. Added 4e. Meetings and 4f. Visitors/Events.
Reviewer Name & Date		Notes	
Reviewer Name & Date		Notes	
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Reviewer Name & Date		Notes	