

RISK ASSESSMENT Coronavirus (Covid 19)

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice		DATE OF ASSESSMENT 18.01.22
ESTABLISHMENT/SCHOOL Epinay School, Jarrow, NE32 5UP	SECTION/TEAM All	
WHO MIGHT BE HARMED? Employees, pupils, trainees, students and visitors		HOW MANY ARE AFFECTED? 200+

This document is designed to act simply as an aide memoire, recognising that all schools have their individual contexts, processes and procedures already established in relation to overall school effectiveness.

The document is by no means intended to serve as a 'checklist', rather it is hoped that it will be a useful tool for school leaders to use.

1. It is expected that Teachers will follow their designated curriculum Schemes of Work for all areas of the curriculum. If any changes to agreed Schemes of Work are required due to the implementation of this Risk Assessment, the Teacher must gain approval from SDHT / DHT before doing so.
2. This document has been produced in conjunction with all Government and Local Authority guidance.
3. All risk has been assessed to minimise the spread of the virus in the school setting as far as possible.
4. The risk assessment cannot guarantee safety of pupils and staff but if followed will minimise risk as far as possible.
5. It is staff members' responsibility to read and understand this document and implement the measures described.
6. It is staff members' responsibility to exercise professional judgement on the additional implementation of cleaning within school areas during the day (ie wiping of touched areas / high use areas / when opening windows, touching door handles, etc).
7. NB - if school closure is required due to Public Health advice regarding an outbreak, the SLT will follow the schools' emergency protocols checklist.

All staff, parents and pupils will be expected to follow all Government and Local Authority guidance, law and advice available on any specific date.

This Risk Assessment sets out the decisions taken and measures put in place to prepare for the full reopening of the school and ensure the school continues to operate in a safe way and with a full timetable. Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Visitor Policy
- Safeguarding & Child Protection Policy
- CYP Response Plan
- DFE Guidance relating to COVID19
- The Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- First Aid Regulations 1981
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

We cannot eliminate all threats from the virus, but if this risk assessment is followed, it will help mitigate risk as far as possible in line with Government and Local Authority guidance.. It is the staff's responsibility to read and understand this document, and implement the control measures described to ensure that pupils and staff: remain alert, adhere to infection control measures and follow school specific requirements.

The risk assessment templates are intended as a starting point to consider the steps you may need to take to control the risks. It is unlikely that they will be appropriate for each individual school and they should therefore be adapted for your own specific circumstances. The manager/Head must develop them taking into account individual requirements and using any specific manufactures guidelines/instructions.

Shielded pupils and staff (classed as clinically extremely vulnerable due to pre-existing medical conditions)

The school will act upon medical advice regarding staff and pupils within this category.

HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
<p>Premises and equipment, water, etc. not maintained to statutory requirements:</p>	<p>Premises and utilities have been health and safety checked and building is compliant</p> <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements • Fire Risk Assessment and evacuation procedures reviewed and disseminated to all staff. <p>It is important that, prior to reopening for the autumn term, all the usual pre-term building checks are undertaken to make the school safe. If buildings have been closed or had reduced occupancy during the coronavirus (COVID-19) outbreak, water system stagnation can occur due to lack of use, increasing the risks of Legionnaires' disease. Advice on this can be found in the guidance on Legionella risks during the coronavirus outbreak.</p> <p>Additional advice on safely reoccupying buildings can be found in the Chartered Institute of Building Services Engineers' guidance on emerging from lockdown.</p> <p>Once the school is in operation, it is important to ensure good ventilation. Advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak.</p> <p>In classrooms, it will be important that schools improve ventilation (for example, by opening windows).</p>	<p>✓</p>	<p>Epinay Action:</p> <ul style="list-style-type: none"> • Site Supervisor (SS) continues to conduct daily and weekly checks around school in line with his job description. • All external inspections to take place as and when required, under the direction of the SS. • All repairs to be undertaken via STC Asset Management Dept. • All PAT Testing to be arranged as and when required, under the direction of the SS. • Insurance arranged via STC. • Internet and computing facilities remain the responsibility of current provider - ICT in Schools. • All current school RAs reviewed annually. 	<p>Low</p>
<p>Child/Adult is unwell and it is believed that they have been</p>	<p>Ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home,</p>		<p>Epinay Action:</p> <ul style="list-style-type: none"> • Symptom advice shared on social media. "Do not attend ..." poster shared with parents. • Posters displayed around school. 	

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<p>exposed to COVID-19.</p>	<p>are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). All schools must follow this process and ensure all staff are aware of it. If anyone in the school becomes unwell with Covid symptoms, they must be sent home and advised to follow Government advice on testing.</p>		<ul style="list-style-type: none"> • Day to day first aid to be carried out as normal by trained first aid staff in line with First Aid policy. • PPE will be worn by any first aider carrying out first aid duties. • No first aid to be administered unless this is by a trained first aider. <ul style="list-style-type: none"> • PPE available for use by all staff and pupils. • Staff and pupils are encouraged to wear masks in line with the specific Government guidance at any point. • We acknowledge that a small number of pupils will be unable to wear a mask for long periods during a health conditions. <p>All staff, parents and pupils will be expected to follow all Government and Local Authority guidance, law and advice available on any specific date.</p>	
<p>Risk of coronavirus infection spreading to children and staff due to inadequate infection control procedure</p>	<p>The school will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future. Points to consider and implement:</p> <ul style="list-style-type: none"> • has the school enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly • can the school ensure that there is enough supervision when using hand sanitiser to eliminate ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative • the school will build these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them • Soap and water is more effective than using sanitisers <p>The 'catch it, bin it, kill it' approach continues to be very important, so schools must ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine. As with hand cleaning, schools must ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates. Some pupils with complex needs will struggle to</p>	<p>Yes</p>	<p>Epinay Action:</p> <ul style="list-style-type: none"> • Updates from DFE forwarded to HT from Head's PA. Both read info within the updates and action as necessary. Info shared with wider school population as necessary. • All government guidelines have been taken into account when assessing the school for risk. • Key hygiene information located around school. • Prevent and symptoms information shared with pupils at the start of each day. • Regular social media posts around guidance, spread of the virus and actions taken. 	<p>Low</p>

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	maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in risk assessments in order to support these pupils and the staff working with them, and is not a reason to deny these pupils face to face education.			
Risk of coronavirus infection spreading to children and staff due to lack of PPE	Read the guidance on safe working in education, childcare and children's social care for more information about preventing and controlling infection, including when, how PPE should be used, what type of PPE to use, and how to source it.		Epinay Action: <ul style="list-style-type: none"> ● PPE available for all staff and pupils wishing to use it. ● PPE must be used by first aiders ● Masks and hand sanitiser should be used whilst on school or LA transport in line with the Government and Local Authority guidance, law and advice available on any specific date. ● Masks to be worn by all staff and pupils when moving around school. ● Pupils using school or LA transport - transport staff will remind parents of the need to keep pupils off school should they develop Covid symptoms. ● All pupils and staff travelling via public transport should wear a mask in line with the Government and Local Authority guidance, law and advice available on any specific date. 	

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<p>Failure to use test and trace leading coronavirus infection spreading to children and staff</p>	<p>Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. Schools must ensure that staff members and parents/carers understand any Government or Local Authority guidance, law or advice on any specific date in relation to Covid.</p> <p>All staff, parents and pupils will be expected to follow all Government and Local Authority guidance, law and advice available on any specific date.</p>	<p>Yes</p>	<p>Epinay Action:</p> <ul style="list-style-type: none"> • School will follow all local and national advice relating to Covid. • Frequent and relevant information shared with staff and parents/carers on a regular basis. • All admin staff aware of Covid procedures and will advise parents/carers on actions required. 	<p>Low</p>
<p>The risk assessment templates are intended as a starting point to consider the steps you may need to take to control the risks. It is unlikely that they will be appropriate for each individual school and they should therefore be adapted for your own specific circumstances. The manager/Head should develop them taking into account individual requirements and using any specific manufactures guidelines/instructions.</p>				

Failure to manage confirmed cases of coronavirus (COVID-19) amongst the school community	All staff, parents and pupils will be expected to follow all Government and Local Authority guidance, law and advice available on any specific date.	Yes	Epinay Action: <ul style="list-style-type: none"> • School will follow all local and national advice relating to Covid. • Frequent and relevant information shared with staff and parents/carers on a regular basis. • All admin staff aware of Covid procedures and will advise parents/carers on actions required. • 	Low
			<ul style="list-style-type: none"> • 	
Risk of coronavirus infection spreading due to use of transport	<p>Adjust transport arrangements where necessary including:</p> <ul style="list-style-type: none"> • encourage parents and children and young people to walk or cycle to their education setting where possible • make sure schools, parents and young people follow the <u>Coronavirus (COVID-19): safer travel guidance for passengers</u> when planning their travel • ensure that transport arrangements cater for any changes to start and finish times • communicating revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times) <p>Dedicated school transport, including statutory provision Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport.</p> <p>The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your school. It is important to consider:</p> <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school • use of hand sanitiser upon boarding and/or disembarking 	Yes	Epinay Action: <ul style="list-style-type: none"> • Transport conducted by LA transport contractor and Epina staff. • Contractor and staff fully briefed on school requirements and agreed to these. • Masks should be worn by adults and pupils during transport. • Sanitiser to be given to pupils before entering transport. • LA transport contractor to follow STC RA for transport. If there are discrepancies between the STC RA and Epina School RA, these must be discussed with the HT. The HT's decision on such items will be final. • Each pupil will be allocated a seat on the transport. They will be expected to stay in that seat with their seat belt on for the duration of the journey. • If these rules are not followed, the pupil will be refused entry onto transport and the parent/carer will be informed. • Pupils will not be allowed to board school or LA transport if suspected of having Covid symptoms. • Transport measures to be checked on a regular basis and any non compliance reported to the HT immediately. 	Low

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	<ul style="list-style-type: none"> • additional cleaning of vehicles • organised queuing and boarding where possible • distancing within vehicles wherever possible • the use of face coverings <p>The government is currently evaluating this position and will set out next steps shortly.</p>			
<p>Risk of coronavirus infection spreading to shielded and clinically vulnerable adults</p>	<p>Where schools apply the full measures in the Government guidance and the Building and School RAs, the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall.</p> <p>Advice for those who are clinically-vulnerable, including pregnant women, is available.</p>		<p>Epinay Actions:</p> <ul style="list-style-type: none"> • HT will follow all advice given by Government and LA HR on who can return to work and who should remain at home. • All staff to attend work unless we are advised by HR and Occupational Health that this is not possible. • Where staff are using the mini bus, face masks should be worn. ALL touched areas of the vehicle should be wiped after each use by the driver and escort. • If staff are using their own vehicle for transport of pupils, both the staff member and the pupil should wear a mask during the journey. • Where shielding is required, a copy of advice letter should be presented to Head Teacher and they are not expected to work in the school building. Staff members to keep HT up to date with developments. • Pregnant staff members - to be referred to Occupational Health for advice. • RA to be shared with all school staff; asking all staff members to read the document. It is assumed that all staff members have read and understood the RA and they are willing to follow all guidelines outlined. It is felt that, as being part of the staff team of Epina School, it is staffs' professional responsibility to read and understand the document. • If a staff member does not agree with any part of the RA, they are to email the Head's PA with their concerns. These will be discussed with HT and SLT and an answer given as soon as possible. • Staff have been and will continue to be given the opportunity to raise any concerns they have around their safety via the SLT / Head's PA. 	

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Risk of coronavirus infection spreading to shielded and clinically vulnerable persons via pupil or staff attending school	More evidence has emerged that shows there is a very low risk of children becoming very unwell from coronavirus (COVID-19), even for children with existing health conditions. Most children originally identified as clinically extremely vulnerable no longer need to follow original shielding advice. Parents should be advised to speak to their child's GP or specialist clinician if they have not already done so, to understand whether their child should still be classed as clinically extremely vulnerable.		Epinay Action: <ul style="list-style-type: none"> All pupils are expected to attend school in September unless the school receives specific advice from a medical professional to the contrary. 	
ASSESSED BY (Print name) Sandra Stephenson			SIGNED S Stephenson	DATE 18.01.22
LINE MANAGER Chris Rue Audrey Huntley			SIGNED C Rue A Huntley	REVIEW DATE Ongoing

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