

RISK ASSESSMENT

Workplace	Heathfield CC	Department	Whole School
Risk Assessor	Caroline Barlow/ Duncan Bennett		
Room/Area	Whole School		
Activity/Task/Persons at Risk	Managing Covid-19 in a school setting	Date	4 March 2022
Benefit of Activity	Safety of all users		

This document is based on government updates received dated 28 February 2022.

It is being kept under review as updated guidance is published by the Government and reviews of the impact of COVID-19 by Public Health England.

The [DfE latest documents and guidance webpage](#) is being updated regularly

As changes from 28 February are notable compared to previous, changes are shown in green text.

RPR Key: **Low = Acceptable (No further action required)** **Med = Tolerable (Look to improve)** **High = Unacceptable, (Take immediate action to reduce the RPR before activity can go ahead)**

What are the significant, foreseeable hazards? (the dangers that can cause harm)	Who is at Risk?	Current Control Measures (What is already in place/done)	L	S	RPR	L	S	RPR
<p>1. Potential transmission to clinically vulnerable staff and pupils</p> <p>Guidance is available in the Actions for schools during the Coronavirus Outbreak</p>	<p>All members of the school community</p>	<p>The UKHSA helpline will be closing as of 31st March 2022. After this time the DfE Covid 19 helpline is available to answer questions relating to education and childcare settings.</p> <p>Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. Children and young people who were previously identified as being in one of these groups, are advised to continue to follow the guidance contained in Coronavirus: how to stay safe and help prevent the spread. Children and young people over the age of 12 with a weakened immune system should follow DHSC and UKHSA advice for people whose immune system means they are at higher risk from Covid-19.</p> <p>Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population. In some circumstances, a child or young person may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice.</p> <p>Unless they are at higher risk from Covid 19, The College encourages parents/carers and staff to follow the guidance that applies to everyone.</p> <p>There remains a smaller number of people who, in spite of vaccination, are at higher risk of serious illness from COVID-19. This is due to a weakened immune system (immunosuppressed) or specific other medical conditions and requires enhanced protections such as those offered by antibody and antiviral treatments, additional vaccinations and potentially other non-clinical interventions. See guidance for people whose immune system means they are at higher risk.</p>	3	4		3	4	

Evidence suggests that people of a Black and Minority Ethnic background may be associated with increased vulnerability in relation to Covid-19. The College works in partnership with local BAME and/or faith communities to reinforce individual and household risk reduction strategies relevant to the school community [PHE review of the impact of Covid-19 on BAME groups](#)

The College continuously assesses the health and safety risks to staff and meets their equality duties as per their local procedures. These are communicated to staff via updated Staff Guidance documents, Staff Briefing documents, Noticeboard, Emails etc etc.

See: [Health and safety advice for schools](#)

Governors and leaders pay regard to the wellbeing of all staff including the headteacher and review systems to support the well-being of staff who may be anxious. Information about the [extra mental health support for pupils and teachers](#) is available and informs guidance that is regularly posted on Firefly for students, parents and staff. Staff well-being is overseen by LYN/KUR.

The College will ensure that information is explained to all staff the measures they are proposing putting in place and involve all staff in that process. This information is communicated in start of term briefings and Staff Guidance documents.

All pregnant workers must undertake a workplace risk assessment with their employer and/or their occupational health team if they have one. Vaccination is the best way to protect against the known risks of COVID-19 in pregnancy for both women and babies. Further details and the latest advice can be found on the government website: [Pregnancy and Coronavirus](#)

Pregnant workers should be supported by their employer with appropriate risk mitigations in line with recommendations provided by the workplace risk assessment. Employers should make sure the controls identified by a risk assessment for example adequate ventilation, good hygiene and

		<p>cleaning, are applied strictly.</p> <p>Pregnant workers who continue to come into work should also consider taking lateral flow tests regularly.</p> <p>Individual Covid 19 risk assessments for those staff. Identified above, who remain at higher risk from Covid 19 should continue to be completed/reviewed regularly</p>					
<p>2. Risk of ongoing contamination from pupils and staff</p>	<p>All members of the school community</p>	<p>During April 2022, all children aged 5-11 years will be offered the covid-19 vaccine, in line with advice from the Joint Committee on Vaccination and Immunisation (JCVI).</p> <p>The College ensures that control measures are in place and well communicated through updated guidance, posters and tutor information.</p> <p>Hand Hygiene: Frequent and thorough hand cleaning is regular practice. The school ensures that pupils clean their hands regularly with soap and water or hand sanitiser.</p> <p>The College will ensure sufficient and proportionate handwashing supplies and cleaning materials are available. All teaching spaces will continue to hold a supply of hand sanitiser and/or cleaning wipes and tissues. Staff are reminded of the reporting procedure for topping up supplies.</p> <p>Respiratory Hygiene: The ‘catch it, bin it, kill it’ approach continues to be adhered to in school.</p> <p>Cleaning: Areas and equipment are cleaned regularly with a particular focus on frequently touched surfaces. Cleaning routines remain unchanged.</p> <p>The school follows the government guidance on cleaning of non-healthcare settings.</p>	3	3		3	3

Ventilation:

The College will be well ventilated with windows and doors opened to create air flow.

CO2 monitors have been provided to all state-funded education settings from September, so staff can quickly identify where ventilation needs to be improved.

Any poorly ventilated spaces will be identified in the risk assessment and steps taken to improve fresh air flow in these areas, considering when holding events where visitors such as parents are on site.

All mechanical ventilation systems have been adjusted to increase the ventilation rate where possible and checked to confirm that normal operation meets current guidance and that only fresh air is circulated.

In the very few cases where an area of poor ventilation (sustained readings of CO2 above 1500ppm) has been identified and this cannot be resolved through opening doors and windows or minor repair works, it may be appropriate to consider the use of an air cleaning unit as an additional mitigation. The College has secured DfE available materials for this purpose.

The [Health and Safety Executive guidance on air conditioning and ventilation during the COVID-19 pandemic](#) and [CIBSE COVID-19 advice](#) provides more information.

Contingency plans are in place outlining how the College would operate if there were an outbreak within school or local area. [The contingency framework has been updated - Managing coronavirus \(COVID-19\) in education and childcare settings - GOV.UK \(www.gov.uk\)](#)

[The updated framework sets out the updated threshold levels. Should these be met,](#) The College will call the dedicated advice service who will escalate the issue to the local health protection team, where necessary

and advise if any additional action is required, such as implementing elements of your contingency plan.

From 24th February 2022 there is no legal requirement for anyone testing positive for Covid-19 to self-isolate. It is, however, recommended for those who test positive to stay at home and avoid contact for at least five full days and then until they have received two negative tests on consecutive days.

Communication has been sent to parents/carers that pupils should not come into school if they have symptoms or have had a positive test result.

Anyone who develops COVID-19 symptoms, will be sent home and told to follow public health advice.

If a pupil is awaiting collection, they will isolate in a predesignated room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible.

Appropriate PPE should also be used if close contact is necessary.

Further information on this can be found in the [use of PPE in education, childcare and children's social care settings guidance](#).

Testing

From 24 February, schools should follow the published UKHSA guidance on [COVID-19: people with COVID-19 and their contacts - GOV.UK \(www.gov.uk\)](#).

From 1st April, 2022 the government will end free symptomatic and asymptomatic testing for the general public. Limited symptomatic testing will be available for a small number of at-risk groups. Schools are still able to order tests in response to public health advice.

Further actions for educational settings may be advised by a local Incident Management Team (IMT) investigating a suspected or confirmed case of COVID-19.

From 21 February, staff and pupils in mainstream secondary schools will not be expected to continue taking part in regular asymptomatic testing and should follow asymptomatic testing advice for the general population. Further information is available in the NHS get tested for COVID-19 guidance. <https://www.nhs.uk/conditions/coronavirus-covid-19/testing/get-tested-for-coronavirus>

In the event of an outbreak, a school may also be advised by their local health team or director of public health to undertake testing for staff and students of secondary age and above for a period of time.

Staff and pupils in specialist SEND settings, Alternative Provision, and SEND units in mainstream schools are advised to continue regular twice weekly testing. For further information, see Special schools and other specialist settings: coronavirus (COVID-19). <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings>

The College will maintain its capacity to deliver high-quality remote education for the next academic year, including for pupils who are abroad, and facing challenges to return due to COVID-19 travel restrictions, for the period they are abroad.

The remote education provided should be equivalent in length to the core teaching pupils would receive in school. The College will work collaboratively with families and put in place reasonable adjustments so that pupils with special educational needs and disabilities (SEND) can successfully access remote education. Full expectations for remote education, support and resources can be found on this link: <https://get-help-with-remote-education.education.gov.uk/>

The school will consider combining class groups to ensure pupils remain in school during periods of high teacher absence due to Covid. Where necessary remote learning for some classes/year groups may be considered.

Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. The College will access useful links and sources of support on [promoting and supporting mental health and wellbeing in schools](#).

Educational visits can resume with risk assessments in place which include systems of controls at the destination. Check the provider has assessed the risk and implemented appropriate control measures. Any attendance restrictions will be reflected in the visits risk assessment and setting leaders will consider carefully if the educational visit is still appropriate and safe. Only

students who attend Heathfield Community College will go on an educational visit. The College will consult the health and safety guidance on educational visits when considering visits.

The College will ensure there is adequate financial protection in place in the event of a COVID-19 cancellation. The College will consult with your insurers to find out if there are any COVID-19 exceptions.

For international educational visits, the College will refer to the to the Foreign, Commonwealth and Development Office travel [advice](#) and the guidance on international travel before booking and travelling to make sure that the school group meet any entry and in country requirements especially in relation to vaccinations. More information can be found [here](#) and in the guidance on health and safety on educational visits.
<https://www.gov.uk/health-and-safety-on-educational-visits>

The College will continue to offer wraparound provision, such as breakfast and after-school clubs

Face Coverings

The College has a contingency supply of face masks available.

Face coverings are no longer advised for pupils, staff and visitors in classrooms or communal areas. Staff and pupils should follow wider advice

on face coverings outside of school, including on transport to and from school - [Face coverings: when to wear one, exemptions and what makes a good one - GOV.UK \(www.gov.uk\)](#).

Leaders will:

- Ensure that the College has enough tissues and bins available to support pupils and staff to follow the catch it, kill it bin it approach. Reinforce routines of using a tissue to cough or sneeze and bins for tissue waste.
- Ensure all the usual building checks are undertaken to make the College safe.
- Health and Safety, and safeguarding policies and practices kept up to date in line with current DfE guidance.
- Keep risk assessments under regular review in line with government guidance.

The College contingency plan outlines extra action to take if the number of positive cases substantially increases. This is because it could indicate transmission is happening in the setting. The thresholds, detailed below, will be used as an indication for when to seek public health advice, whichever of these thresholds is reached first:

- a higher than previously experienced and/or rapidly increasing number of staff or student absences due to COVID-19 infection
- evidence of severe disease due to COVID-19, for example if a pupil, student, child or staff member is admitted to hospital due to COVID-19
- a cluster of cases where there are concerns about the health needs of vulnerable staff or students within the affected group

At the point of reaching a threshold, the College will review and reinforce the testing, hygiene and ventilation measures already in place and consider:

		<ul style="list-style-type: none"> • whether any activities could take place outdoors, including exercise, assemblies, or classes • ways to improve ventilation indoors, where this would not significantly impact thermal comfort . • one-off enhanced cleaning focussing on touch points and any shared equipment 					
3. Site Safety risks <ul style="list-style-type: none"> • Fire procedures • Lockdown • Movement for lunch / transitions • Toilets • Security including risk of theft • Data breaches 	All members of the school community	<p>SLT lead identified. The College will continue taking the attendance register and following up any absences in line with statutory guidance.</p> <p>School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school. Where a child is self-isolating (awaiting a test result) or in quarantine because of COVID-19, they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness).</p> <p>For pupils abroad who are facing challenges to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply. Further guidance about the use of codes is provided in the school attendance guidance. https://www.gov.uk/government/publications/school-attendance</p> <p>The College will:</p> <ul style="list-style-type: none"> • Continue to follow risk assessments for premises and accessing outside equipment and areas. • Ensure toilets will be cleaned regularly and pupils will be encouraged to clean their hands thoroughly after using the toilet. • Share any updated fire evacuation information with all staff during daily briefing and with children. • Have high expectations of how children move around school and ensure they are upheld by all members of staff. • Ensure any incidents are logged, and the risk assessment is 	2	3		2	3

		<p>evaluated, and changes made as a result of lessons learned. Regular meetings take place with SLT and SSML and any such occurrences are discussed and mitigations put in place if required.</p> <ul style="list-style-type: none"> • Re-consider E-safety policies on a regular basis in light of lessons learned during home learning. • Continue with emergency drills as normal to ensure pupils are familiar with the arrangements. 					
4. Risk of transmission between parents and pupils during school drop-off and collection times	All members of the school community	<p>Any parents who have had a positive test or who are displaying symptoms of COVID-19 should not be attending the school.</p> <p>Where specific guidance is deemed necessary for an event on College site, clear information will be shared in advance.</p>	2	3		2	3
5. Risks of possible transmission to pupils who travel to school by dedicated school transport (including statutory provision) or wider public transport	Pupils	<p>Face coverings are no longer advised for pupils, staff and visitors in classrooms or communal areas. Staff and pupils should follow wider advice on face coverings outside of school, including on transport to and from school - Face coverings: when to wear one, exemptions and what makes a good one - GOV.UK (www.gov.uk).</p> <p>Dedicated school transport (including statutory provision)</p> <p>Liaise with the transport hub and check that they are fully aware of the health and safety procedures. mainstream-transport.cts@eastsussex.gov.uk</p>	3	3		3	3
6. Risk of ongoing contamination from people (staff, parents/carers,	All members of the school community	<p>The College will:</p> <ul style="list-style-type: none"> • Ensure contractors, school meal providers, milk providers and fruit providers can fulfil all risk assessment requirements • Communicate clearly that anyone displaying symptoms of COVID-19 should not attend school and arrange to take a PCR test as soon as 	2	3		2	3

visitors, contractors and/or deliveries) coming into school		<p>possible.</p> <ul style="list-style-type: none"> • Ensure arrangements are in place for adequate facilities/supplies for strict handwashing/sanitising procedures in place as soon as pupils/staff/visitors/contractors arrive in school. <p>Before visitors attend performances or sporting events, the school will encourage them to self-assess for symptoms of coronavirus (COVID-19). These are:</p> <ul style="list-style-type: none"> • a high temperature • a new, continuous cough • a loss of, or change to, your sense of smell or taste <p>This is communicated via the standard College communication channels.</p>						
7. Risk that contamination exists within the school environment due to ineffective hygiene measures.	All members of the school community	<p>Regular enhanced cleaning will take place of equipment and areas. Internal methods of risk assessment to identify any areas where cleaning should be more frequent.</p> <p>Enhanced cleaning schedule in place to ensure effective hygiene standards comply with latest guidance - cleaning of non-healthcare settings.</p> <p>All handwashing sinks, soap dispensers, hand gel etc are checked 3 times a day to ensure stock levels are adequate.</p> <p>School leaders inspect daily to ensure good/effective hygiene levels.</p>	3	3		3	3	
8. Risk of transmission from pupils and staff who have been in contact with the virus and/or are showing signs of having the virus (a new, continuous cough or a high temperature)	All members of the school community	<p>The College will follow and localise guidance from DfE - Testing In Education Settings - Google Drive.</p> <p>If a pupil is awaiting collection, they will be left in the lobby area to Students Services on their own if possible and safe to do so. There is adequate ventilation in this area.</p> <p>Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the use of PPE in education, childcare and children’s social care settings guidance. Any rooms they use should be cleaned after they have left.</p> <p>See Staff Guidance document to staff communicating the procedure if they are displaying symptoms they should be tested ‘as soon as practicably possible.’</p>	2	3		2	3	

		<p>Positive Cases and Symptoms Public health advice for People with COVID-19 and their contacts changed from 24 February 2022. Contacts are no longer required to self-isolate or advised to take daily tests, and contact tracing has ended.</p> <p>The College will seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents.</p>						
9. Contingency planning	All pupils and staff	Contingency plans are in place and reviewed regularly. The contingency framework has been updated - Managing coronavirus (COVID-19) in education and childcare settings - GOV.UK (www.gov.uk).	3	3		3	3	

Likelihood (L)	1 - Almost Impossible	2 - Unlikely	3 - Possible	4 - Likely	5 - Almost Certain
Severity - Consequence of Hazard (S)	1 - Insignificant (Minor Injury - No Time Off)	2 - Minor (Injury - Up To 7 Days Off)	3 - Moderate (Injury - Over 7 Days Off)	4 - Major (Death or Serious Injury)	5 - Catastrophic (Multiple Deaths)
Risk Priority Rating (RPR) Likelihood x Severity	Low Risk (1-8)		Medium Risk (9-14)		High Risk (15-25)

Updated to V3 from ESCC version published on	#DST	
Updated to V4 from ESCC version published on	#DST	
Updated to V5 from ESCC version published on 30/7/20	#DST	19/8/20
Updated to V6 from ESCC version published on 1/9/20	#DST	10/9/20
Updated to V7 from ESCC version published on 22/9/20	#DST	25/9/20
Updated to V8 from ESCC version published on 4/11/20	#DST	10/11/20
Updated to V9 from ESCC version published on 30/11/20	#DST	02/12/20
Updated to V10 from ESCC versions published on 5/1/21 and 8/1/21	#DST	15/01/21
Updated to V11 from ESCC version [published on 24/2/21	#DST	3/3/21
Updated to V12 from ESCC version published on 13/5/21 and 18/5/21	#DST	20/5/21
Updated to V13 from ESCC version published on 28/7/21	#DST	24/8/21
Updated to V14 from ESCC version published on 31/8/21	#DST	31/8/21
Updated to V15 from ESCC version published on 28/2/22	BLW/DBE	4/2/22