

Standard operating procedures risk assessment

Attendance at school is currently mandatory

Date	19th April 2022	Written by:	Louise Roberts - Headteacher
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Task being assessed		Standard operating procedures based upon schools COVID-19 operational guidance updated February 2022										
What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk rating			Additional controls	New risk rating (Residual)			Action/ monitored by whom?	Action/ monitored by when?
				L	C	R		L	C	R		
General management risks												
Failure to assess the risks of COVID 19 transmission in school	Staff, pupils, visitors and contractors	Increased risk of transmission of COVID 19	School has assessed the reasonably foreseeable risks of transmission of COVID 19	2	2	4	Contacts are no longer required to self-isolate or advised to take daily tests, and contact tracing has ended. Schools however may refuse attendance based on health and safety risks.	2	2	4	Headteacher	When guidance changes/ upon advice from public health/ in the event of school

			The risk assessment is regularly reviewed as circumstances in school and the public health advice changes				<p>If a child tests positive for Covid-19 the day they test will be day 0. They must then isolate for day 0 and a further 3 full days before returning to school. They must only return to school if they are well.</p> <p>If a staff member tests positive, the day they test positive will be day 0. They must isolate for all of day 0 and a further 5 full day before returning to work. They must only return to work if they are well.</p> <p>All parents resent the new school telephone number 0151 305 5940 and advised to report positive cases using option 1</p>					reaching threshold
Failing to have adequate outbreak management/ contingency plans to allow for stepping measures up and down	Staff, pupils, visitors and contractors	Increased risk of transmission of COVID 19	<p>School has a COVID 19 Outbreak Management Plan</p> <p>Remote education plans are in place for pupils who are self isolating</p>	2	2	4	<p>School will contact Public Health via the healthprotectionsecure@cheshirewestandchester.gov.uk with the up to date spreadsheet if threshold numbers are met</p> <p>School will follow measures recommended by the Local Authority, Director of Public Health</p>	1	2	2	Headteacher	When guidance changes/ upon advice from public health/ in the event of school reaching threshold

							and local health protection teams as part of the outbreak management responsibilities.					
Lack of or unclear communication	Staff, pupils, visitors and contractors	Increased risk of transmission of COVID 19	<p>School follows the latest DfE, PHE & gov.uk, Cheshire Public Health and LA guidance</p> <p>Risk assessments are published on the school website and shared electronically with all stakeholders</p> <p>Clear communications sent to parents via letter, directing parents to relevant section of school website</p> <p>Regular staff briefings held to cover any changes and to keep the</p>	2	2	4	<p>Changes to risk assessment considered weekly in SLT.</p> <p>Changes communicated via email and during staff briefings.</p> <p>Changes communicated in writing to parents.</p>	2	2	4	Head teacher	When guidance changes/ upon advice from public health/ in the event of school reaching threshold

			<p>profile of COVID high</p> <p>Staff, governing body and Health & Safety Representative involved in risk assessment process</p> <p>All visitors to site sign in using digital system</p>									
Deterioration of wellbeing for staff and pupils	Staff and pupils	Risk of mental health issues arising or being exacerbated	<p>Staff are vigilant in identifying pupil and colleague mental health and report any concerns to SLT or Pastoral Manager</p> <p>The school provides opportunities for pupils to talk about their mental health through PSHE</p>	2	2	4	<p>Staff surveys to be completed in spring term</p> <p>School mental health team identified and staff meetings will be given on mental health at the beginning of the spring term</p>	2	2	4	Headteacher	When guidance changes/ upon advice from public health/ in the event of school reaching threshold

			lessons and circle times Pupils have access to pastoral support as required									
1. Ensure good hygiene for everyone												
Poor hand hygiene	Children, staff and visitors	Contraction of COVID-19	All staff and pupils must hand sanitise upon entry to the building, when changing rooms and when coming in from outdoors. All staff and pupils to wash hands for 20 seconds with soap and water before eating	3	2	6	Desks to be cleaned before lunchtime each day Hand sanitiser in every room and at double doors in corridors and main entrance The site manager is responsible for ensuring an adequate supply of hand washing materials and for replenishment of these resources	2	2	4	class teachers	daily
Poor respiratory hygiene	Children, staff and visitors	Contraction of COVID-19	‘Catch it, kill it, bin it’ approach	3	2	6	Site manager responsible for the stock levels and replenishment of tissues in	2	2	4	class teachers	daily

			<p>adopted whole school</p> <p>When sneezing or coughing into a tissue, hands to be washed for 20 seconds with soap and water</p> <p>Designated bins are installed in every room</p> <p>Clear signage around building to support hand washing routine</p> <p>Bottled/ automatic hand sanitiser dispenser near every door</p>				classrooms, communal areas and offices					
Droplets and aerosols in air	Staff, pupils, visitors and contractors	Increased risk of transmission of COVID 19 and other	Face coverings are no longer advised for pupils, staff and visitors in	3	2	6	<p>Staff and visitors may choose to wear a face covering.</p> <p>Face covering should fit securely around the face to</p>	2	2	4	Headteacher	Ongoing

[illegible]

Unclean surfaces & sanitaryware	Children, staff and visitors	Contraction of COVID-19	Toilets cleaned in the morning/ end of day Touched points cleaned daily by Site Manager/ cleaners	2	3	6	Class teachers to ensure that desks are cleaned when a person coughs or sneezes on them Staff to alert Site Manager on the same day, should cleaning items or respiratory hygiene items require replenishment Staff to alert Business Manager should toilets require cleaning during the day	2	2	4	HT	weekly
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3. Keep spaces well ventilated

Poor ventilation	Children, staff and visitors	Contraction of COVID-19	Windows in all offices and classrooms are opened for 10 minutes in every hour Windows in the hall, staff room and toilets are open at all times during building opening hours Thermal comfort is supported through the 10	2	3	6	Caretaker to air all classrooms upon the opening of the building and at the end of the school day CO2 monitors have been provided to state-funded education settings, so staff can quickly identify where ventilation needs to be improved. >800 ppm consider ventilating >1500 ppm all windows and doors should be open	2	2	4	All staff to implement	Throughout the day
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			minute opening system. Seating should be placed away from draughts									
4. Follow public health advice on testing, self-isolation and managing confirmed cases												
Symptomatic persons	Children, Staff and visitors	Contraction of COVID-19	<p>Symptomatic persons must not attend school and are advised to isolate for 10 days or until they have 2 negative LFT tests (providing these are administered 24 hours apart and not before day 5)</p> <p>Symptomatic persons are isolated in the sunflower room until they can be sent home from school</p>	3	3	9	<p>A register of persons isolating will be kept on Google drive and the outcomes of PCR and LFD tests will be recorded</p> <p>School website to be updated to reflect current isolation rules via the risk assessment section</p> <p>Should a parent refuse to test their child tested, the headteacher retains the right to decline attendance at school should the child's attendance pose a risk to the health of others</p>	2	2	4	Attendance Officer & Business Manager	daily

[illegible]

			<p>spray if it has been used to isolate a person</p> <p>Staff members who cannot attend work must telephone the headteacher between 6:30 and 7:30 that morning to advise of their absence</p> <p>School is no longer responsible for contact tracing</p>										
Movement around school and mixing													
Mixing of pupils, staff and visitors	Pupils, staff and visitors	Contraction of COVID-19	<p>Current DfE guidance states that there are no restrictions on mixing in schools</p> <p>The normal school day of 8:40 gates open, 8:55 registration,</p>	3	3	9	<p>The positive case spreadsheet will be analysed by SLT for patterns</p> <p>The school has an Outbreak management Plan in place to reintroduce class bubbles and suspend face to face gatherings such as staff meetings and assemblies should this become</p>	2	2	4	HT		Weekly in SLT minutes

			<p>3:15 end of day will resume</p> <p>Breakfast club will operate in the hall from 8:00-8:40 daily</p> <p>After school clubs may take place with mixed classes.</p> <p>Parents may attend assemblies, class events, sports days and plays</p> <p>Courses may be held on site</p> <p>Sporting events may be held with other schools</p> <p>Staff may move around the school freely but are advised to take personal responsibility for their own safety and remain vigilant</p>				<p>necessary due to an outbreak or upon changes to the guidance or local advice</p>					
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			and distanced from other adults and pupils where possible									
Critically Extremely Vulnerable (CEV) children												
Increased susceptibility to the virus/ potential of severe disease	Children	Contraction of COVID-19 resulting in severe disease or death	CEV children should attend school unless advised not to do so by a paediatrician or other specialist care professional	3	3	1 2	All CEV children to have an individual risk assessment written by the SENCO in conjunction with their parent/ carer in September 2021	2	2	4	SENCO	To reflect any changes or for new children, upon starting school
CEV & pregnant staff - CEV category has now ceased however the school has contingency measures in place for those previously in the CEV category and for pregnant staff												
Increased susceptibility to the virus/ potential of severe disease	Staff	Contraction of COVID-19 resulting in severe disease or death	CEV & pregnant staff should attend school unless advised not to do so by a consultant or other specialist care professional	3	3	9	All CEV & pregnant staff to have an individual risk assessment written by the HT (CEV) or Pastoral Manager (pregnant) in conjunction with the staff member A second staffroom is available in the Learning	2	2	4	HT	September or when staff circumstances change

							<p>Hub for any staff member to use if they wish</p> <p>If a staff member is returning after a 5 day isolation period and they have not tested negative, a discussion will be had with the staff member to ascertain risk to CEV persons. The headteacher has the final decision.</p>						
<p style="text-align: center;">Remote education</p> <p style="text-align: center;">This is no longer a legal requirement but can be in place if needed in the event of an outbreak</p>													
Self-isolation	Children	Loss of learning	Children who need to self-isolate are encouraged to work from home if they are well enough to do so by Attendance Officer or Business manager The class teacher makes telephone contact on the same day as	3	2	6	<p>A bank of devices are available for children without a digital device at home</p> <p>The business manager/ attendance officer will also arrange for packed lunches or a hamper to be made available</p> <p>If there has been no contact via the child's learning platform for 24 hours, a member of the classroom team will make a call to the parent to offer support</p>	1	2	2	Remote Learning Lead	daily	

			<p>isolation commences (school days)</p> <p>Reception & Year 1 pupils will then be directed to their learning on Class Dojo and their teacher will provide feedback</p> <p>Years 2-6 will be directed to learning via Google classroom and their teacher will provide feedback</p> <p>Children with SEND will have personalised work where this is required and this will be overseen by the SENCO</p>				<p>The remote learning lead will monitor pupil engagement for all children isolating</p> <p>Staff who are isolating will work from home if they are well enough to do so</p>					
Pupil wellbeing & support												

Emotions created by the COVID-19 pandemic	Children	Low mood, reduced mental health, poor engagement, separation anxiety	ELSA support can be sought by the class teacher by completing a referral form. this will be triaged by the pastoral manager who is responsible for managing ELSA provision	3	2	6	ELSA breakfast provision available daily for children via invitation in consultation with parents where emotional wellbeing is a concern. This is in place on a need-driven basis	1	2	2	Pastoral Manager	weekly
Educational visits												
Contact with the general public	Staff, children and helpers	Contraction of COVID-19	<p>Educational visits must not be booked without authorisation from the headteacher</p> <p>Educational visits must not be booked unless there is adequate financial</p>	3	3	9	<p>Staff leading trips must also obtain and meet the requirements of the venue or providers risk assessment</p> <p>Parental permission is required for all trips due to COVID-19 risks</p> <p>All risk assessments must be evaluated by the trip leader on Evolve which will</p>	2	2	4	HT & EVC	ongoing

			<p>protection in place related to COVID-19</p> <p>All educational require a risk assessment that must be uploaded to Evolve no less than 14 days before the event including all linked documents</p> <p>The risk assessment should make provision for the isolation procedure of a person who becomes symptomatic during the trip</p>				then support future risk assessments						
Review date		April 2023				Signature				<i>L. Roberts</i>			

Health & Safety Staff Representative name	L.McIntosh
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Risk rating = Likelihood x severity of consequence

Severity of consequence	Catastrophe	5	5	10	15	20	25
	Significant	4	4	8	12	16	20
	Moderate	3	3	6	9	12	15
	Low	2	2	4	6	8	10
	Negligible	1	1	2	3	4	5
			Impossible 1	Remote 2	Occasional 3	Possible 4	Frequent 5
	Likelihood						

	Catastrophic - stop
	Unacceptable - urgent action
	Undesirable - action
	Acceptable - monitor
	Desirable - no action