


## Academy Name – COVID-19 Secondary School Risk Assessment – Autumn Term 2021.

|                                  |   |                                     |                        |   |
|----------------------------------|---|-------------------------------------|------------------------|---|
| Activity being assessed:         | COVID-19 - Infection Prevention and Control – School Operations           | Location(s) affected:               | The Castle Rock School |  |
| Person(s) completing assessment: | MB/KB/DB  | Date original assessment completed: | July 2021              |   |
| Date of review:                  | 30.11.21 – following amended guidance updated for Omicron<br><br>24.08.21 | Review completed by:                | M Massey               |   |

This risk assessment has been developed on best available scientific guidance and industry best practice, information and should be read in conjunction with the government guidance document, this document cannot be considered to cover every risk and control possible and must be reviewed and made specific by the end user.

[Schools COVID-19 operational guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/97222/schools-covid-19-operational-guidance)

| What are the hazards?                    | Who might be harmed and how?  | What are you already doing?  | Do you need to do anything else to manage this risk?  | Action by whom and when?  | Completed |
|--|---|--|---|---|-----------|
| Transmission of COVID 19 on school site. | <b>Students, staff, visitors, and the public becoming infected with COVID-19:</b> | <p>Staff, students, or visitors who have tested positive for COVID-19 via an LFD test a confirmatory PCR is required within 2 days.</p> <p>Where the PCR is positive persons are not allowed into the school premises until they have self-isolated for the recommended government period of 10 days; and until the person is free from COVID 19 symptoms.</p> <p>If a staff member or student has a positive COVID-19 test (PCR), NHS test and trace will</p> | <ul style="list-style-type: none"> <li>Add information on how to obtain a COPVID-19 test to the school website<br/><a href="https://www.gov.uk/get-coronavirus-test">https://www.gov.uk/get-coronavirus-test</a></li> <li>All students will be offered a on-site lateral flow test on their return in the Spring Term.</li> <li>Students given LFT to take home.</li> </ul> | <p>Business Manager<br/>30/11/2021</p> <p>Business Manager<br/>January 2022</p> <p>Business</p> | Ongoing   |

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|                       |                              | <p>work with the positive case to identify close contacts.</p> <p>Any person arriving at school exhibiting symptoms will be required to return home and obtain a COVID-19 test (PCR) immediately.</p> <p>If an individual has symptoms, undertakes a COVID-19 PCR test and this is negative they can return to school as long as the individual does not have COVID 19 symptoms.<br/><a href="#">Government self-isolation guidance</a></p> <p>Staff dealing with symptomatic students should consider wearing a fluid resistant surgical facemask, disposable gloves and apron for the duration of the supervision. This PPE should then be removed disposed of by the staff member (see contaminated waste)</p> <p>All students were offered 2 on-site lateral flow device tests before the return to school in the autumn.</p> <p>Staff and students should undertake twice weekly LFT until advised otherwise.</p> <p>Secondary schools should also retain a small asymptomatic testing site (ATS) on-site until</p> | <p>Communication with parents reminding when to test and how to record results - w/c 29.11.21.</p> <ul style="list-style-type: none"> <li>● Staff given LFT to take home. Communication with staff reminding when to test and how to record results - w/c 29.11.21.</li> <li>● Remind staff to keep seating plans on order to assist with the identification of close contact if required.</li> <li>● If a student is showing symptoms they are placed in the medical room adjacent to the student Support Office (Runnymede) – in this instance only students with COVID symptoms to be placed in this room – the door to the outside will be open at all times and the internal door closed.</li> <li>● The room will be closed once the student has</li> </ul> | <p>Manager</p> <p>Business Manager</p> <p>Business Manager<br/>30/11/2021</p> <p>All Staff</p> <p>All Staff</p> | <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> |

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|                       |                              | <p>further notice so they can offer testing to pupils who are unable to test themselves at home.</p> <p>All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, irrespective of vaccination status and age, will be contacted directly and required to self-isolate immediately and asked to book a PCR test. They will be informed by the local health protection team or NHS Test and Trace if they fall into this category and provided details about self-isolation.</p> <p>Additional measure put in place following <a href="#">amended government guidance, updated for Omicron, published 29/11/2021</a></p> <ul style="list-style-type: none"> <li>• Unless exempt, face coverings to be strongly advised for students and mandatory for staff when in corridors and communal areas.</li> <li>• Unless exempt, all visitors will be required to wear face coverings when in corridors and communal areas.</li> <li>• Parents Evenings will be moved to an online platform.</li> <li>• Only two people allowed in reception area at any one time</li> </ul> | <p>left, and cleaned thoroughly using disinfectant and all bins emptied and placed in a secure area for 72 hours. Signage on the door used to inform others of usage and cleaning undertaken.</p> <ul style="list-style-type: none"> <li>• Should a toilet be required the toilets next to the Harley Theatre should be used and then be locked off and cleaned and disinfected before it is used by anyone - all surfaces to be cleaned. To access the toilets, students will use the route outside to avoid walking through the corridor.</li> <li>• Immediate communication with home to collect by SLT.</li> <li>• PPE available in medical rooms and to be worn (face shield &amp; gloves)</li> <li>• Any members of staff who have helped someone with symptoms</li> </ul> | <p>All Staff</p> <p>All Staff</p> <p>All Staff</p> <p>All Staff</p> | <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> |

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|   |   |   | <p>and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test &amp; Trace.</p>  |  |                |
| <p>Vulnerable staff or students contracting COVID-19 from being in school</p> | <p><b>Staff deemed vulnerable see government list are likely to experience worse symptoms and additional health issues if contract COVID-19</b></p> | <p>Staff and student survey undertaken to determine individuals that are clinically extremely vulnerable (CEV). Where CEV persons are identified an individual risk assessment will be put in place to provide adequate controls within school.</p> | <p>New staff and students will be checked in respect of status and risk assessed</p> <p>Where pregnancy risk assessments have been completed, these are reviewed regularly in line with risks and guidance. See specific guidance for pregnant employees. <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees">https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</a></p> | <p>Business Manager /Head of School/HR Officer</p> | <p>Ongoing</p> |

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| Students need to self-isolate due to Covid-19, resulting in a disruption to learning. | <b>Students having learning disrupted, and potentially leading to safeguarding concerns.</b> | Remote learning is in place for students who are having to isolate due to a positive test for Covid-19.<br>Students can access Oak Academy<br>Lead DSL informed of all self-isolating students as potential safeguarding concerns for specific students should they need to self-isolate due to a positive test for Covid-19. | <ul style="list-style-type: none"> <li>• Ensure self-isolating students have access to remote learning and provide in alternative format if required</li> <li>• Lead DSL informed of all self-isolating students</li> </ul>  | All Staff<br><br>Attendance Team | Ongoing<br><br>Ongoing |
| Ineffective personal hygiene measures   | <b>Students, staff, visitors, and the public becoming infected with COVID-19:</b>            | Frequent and thorough hand cleaning should now be a regular practice.<br>Staff and students encouraged to follow the Catch it, bin it, kill it approach.<br>Posters are displayed by sinks to show how to effectively wash hands.<br>Where students are to use hand sanitiser this should be done under adult supervision.    | <ul style="list-style-type: none"> <li>• Tutor time expectation slide distributed on the first day back and weekly reminder provided to staff to include: <ul style="list-style-type: none"> <li>- Symptoms</li> <li>- Self-isolation requirements for self and family</li> <li>- Hygiene</li> </ul> </li> <li>-A clear procedure at the end of every lesson for antibac'ing tables and hands to include: <ul style="list-style-type: none"> <li>➤ Teacher will spray tables</li> <li>➤ Teacher hands out paper</li> <li>➤ Students wipe tables</li> <li>➤ And chairs</li> <li>➤ As they leave, staff squirt hand sanitiser</li> </ul> </li> </ul> | Tutors<br><br>Teaching Staff     | Ongoing<br><br>Ongoing |

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|   |   |  | <ul style="list-style-type: none"> <li>- on to student's hands</li> <li>- A soft staggered end to lessons</li> <li>- All staff having a presence on corridors to facilitate movement and to stop congregating</li> <li>- Set seating plans to identify contacts</li> </ul> <p>(NHS video for handwashing)<br/> <a href="#">NHS video</a></p> |                                   |                               |
| Possible contamination in school environment. | <b>Students, staff, visitors, and the public becoming infected with COVID-19:</b> | <p>Hand sanitiser to be available at reception for visitors to use on arrival before signing in. Ventilation is to be maintained either by mechanical ventilation adjusted to increase the ventilation rate where possible, and natural ventilation (fresh air) by opening windows. During occupied times windows should be opened enough to provide background ventilation, during unoccupied times (during the school day) windows should be fully opened. Internal and external doors can be kept open to assist as this will increased ventilation. A cleaning schedule is in place. This includes regular cleaning of areas and equipment with a particular focus on frequently touched surfaces.</p> | <p>If staff currently share desks, they must be sanitised between “shifts”</p> <p>Fire doors are to be kept open, only done when the room is occupied and classroom teacher will be responsible for closing them when leaving the area.</p>  | <p>All Staff</p> <p>All Staff</p> | <p>Ongoing</p> <p>Ongoing</p> |

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|  |   | <p>Cleaning regimes should be clearly documented to reflect times of day cleaning is taking place and who is responsible for the task.</p> <p>Face coverings have been strongly advised for students and mandatory for staff when in corridors and communal areas. All visitors are also required to wear face coverings when in corridors and communal areas.</p>  |  | Premises team            | Ongoing   |
| Possible contamination by close contact when providing first aid to persons in isolation room awaiting collection. | <b>Students, staff, visitors, and the public becoming infected with COVID-19:</b> | When providing first aid to persons in isolation consider wearing appropriate PPE.  | Goggles/visors/ masks will be available if supporting a child who is symptomatic.  | First Aiders             |           |
| Possible contamination from a symptomatic person on site   | <b>Students, staff, visitors, and the public becoming infected with COVID-19:</b> | <p>Symptomatic person should not be on site – see first section.</p> <p>Should a staff member arrive at school or become symptomatic whilst at school they will be required to leave site immediately, if they need collecting, they will sit in a dedicated room, isolated.</p> <p>Should a student become symptomatic whilst at school they will be isolated in a room supervised by a staff member.</p> <p>Consider wearing a fluid resistant surgical face mask, disposable gloves, and apron for the duration of the supervision, parent/carer will be contacted and required to collect</p> | <ul style="list-style-type: none"> <li>Follow link to get a PCR test:<br/><a href="https://www.gov.uk/get-coronavirus-test">https://www.gov.uk/get-coronavirus-test</a></li> </ul> | All Staff                |           |

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|  |   | student asap.<br>Staff member supervising will then remove all PPE and disposed of (see contaminated waste) and will wash hands.  |  |                          |             |
| Insufficient or inappropriate PPE available or misuse of PPE | <b>Students, staff, visitors, and the public becoming infected with COVID-19:</b> | Disposable gloves, aprons, goggles/visors, and masks are available for use as identified required.  | <ul style="list-style-type: none"> <li>See WHO video for mask wearing:<br/><a href="#">WHO video</a></li> </ul>  |                          | Ongoing     |
| Ineffective management of potentially contaminated waste     | <b>Students, staff, visitors, and the public becoming infected with COVID-19</b>  | Standard waste will continue to be managed in line with existing arrangements. Any waste that is considered to be potentially infected/contaminated will be double bagged before placing immediately in a secure area for 72 hours prior to placing in bins; this will include any used PPE and any used tissues by persons who are unwell and awaiting collection. | <ul style="list-style-type: none"> <li>Waste to be stored in the bungalow for 72 hours before disposal</li> </ul>  | Premises team            |             |
| Use of third-party facilities                                | <b>Students, staff, visitors, and the public becoming infected with COVID-19</b>  | <p>From the start of the new school term, you can go on international visits that have previously been deferred or postponed and organise new international visits for the future.</p> <p>Day visits and residential visits within the UK can resume, with appropriate risk assessments.</p>  | <ul style="list-style-type: none"> <li>For any new international visits, ensure that any new bookings have adequate financial protection in place. Speak to either visit provider, commercial insurance company, or the risk protection arrangement (RPA) to assess the</li> </ul> | Visit Organiser/EVC      | As required |



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|  |                              |                             | <p>protection available.</p> <ul style="list-style-type: none"> <li>Undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment.</li> </ul> | Visit<br>Organiser/E<br>VC | As required |
| Date review required: <b>Ongoing as guidance changes</b> |                              | Date review required:       | Date review required:  | Date review required:      |             |