

Activities Covered by this Assessment	Schools Operation during COVID 19 - Step 4 Based on Government guidance July 2021 (Edited – 29 th Aug 2021)		
School:	The Roundhill Academy	Head Teacher:	Tim Marston

As part of planning for step 4 of the government’s roadmap on the 19th July, it is a legal requirement that **schools should review and update their risk assessments** (building on the learning to date and the practices they have already developed), to consider the removal of restrictions and control measures in line with the roadmap out of the pandemic. Settings should also review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19). Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level.

This risk assessment template is designed to address the covid controls during the normal day to day operation of a school in step 4.

Guidance for step 4 schools. Please refer to:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999689/Schools_guidance_Step_4_update_FINAL.pdf

Brief summary of changes for schools in Step 4

From 19th July (Step 4) school covid rules are lifted so that:

- Staggered start and finish times are no longer needed.
- Face coverings will no longer be required in classrooms and communal areas, or on dedicated transport or on public transport.
- Bubbles are no longer needed for school or summer school.
- Assemblies can resume.
- Normal lunch times can resume.
- School will no longer be required to carry out contact tracing.

From 16th August:

- Close contacts of a confirmed case under 18 (18yrs + 4 months) will no longer be required to self-isolate. However, they will be required to engage with test and trace and take a PCR test.

Schools should continue to:

- Exercise good hand hygiene.
- Exercise good respiratory hygiene, catch it, bin it, kill it principles.
- Use ‘enhanced cleaning’ regimes, particularly on frequently touched surfaces (minimum twice a day is suggested).
- Maintain good ventilation in occupied parts of the school, balancing ventilation with thermal comfort.

- Use PPE where appropriate to their setting or activity ([link](#)).
- Have systems in place to encourage all who have symptoms of covid to self-isolate (including household siblings), engage with test and trace and follow PH advice.
- Engage with regular testing if attending summer school activities (pupils and staff) and 3 days prior to the start of the autumn term. (to be reviewed Sept 2021)

Outbreak Management:

From Step 4, close contacts will be identified via NHS Test and Trace. You may be contacted in exceptional cases to identify close contacts, as currently happens in managing other infectious diseases. You will continue to have a role in working with health protection teams in the case of a local outbreak

Schools should ask parents and staff to inform them immediately of the results of a test: 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'

PPE:

Face coverings are not classified as PPE (personal protective equipment). PPE is used in a limited number of settings to protect wearers against hazards and risks, such as surgical masks or respirators used in medical and industrial settings. A face covering is a covering of any type which covers your nose and mouth.

The majority of staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 1+ metres from others.

Additional PPE for coronavirus (COVID-19) is only required in a very limited number of scenarios, for example, when:

- a pupil becomes ill with coronavirus (COVID-19) symptoms, and only then if a 1+ metre distance cannot be maintained
- performing aerosol generating procedures (AGPs)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999722/PPE_in_education_childcare_and_childrens_social_care_settings.pdf

When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, should be worn. The guidance on safe working in education, childcare and children's social care provides more information about preventing and controlling infection. This includes:

- when and how PPE should be used
- what type of PPE to use
- how to source it

Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) Guidance:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999722/PPE_in_education_childcare_and_childrens_social_care_settings.pdf

Face Coverings:

From 19 July, in line with Step 4 of the roadmap, face coverings will no longer be recommended for pupils in classrooms or communal areas in all schools. Face coverings will

also no longer be recommended for staff in classrooms. If visor requested, talk to HT, clear visors if needed.

The reintroduction of face coverings for pupils, students or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern. In all cases, any educational drawbacks should be balanced with the benefits of managing transmission. The Local Action Committee structure (bronze/silver/gold) should be used in such circumstances to re-introduce the use of face coverings. Immediate outbreak response (at the level of individual settings or a cluster of settings) remains for **local directors of public health** to advise on.

Domestic residential educational visits:

Domestic residential educational visits in line with the roadmap, schools can undertake domestic residential education visits, from 17 May. Bubbles are no longer required after 19th July. Check insurance will cover a COVID 19 cancellation prior to agreeing to residential.

International visits can resume after 19th July but are not recommended until the autumn term.

Any domestic and international residential educational visits must be conducted in line with relevant COVID-19 guidance and regulations in place at that time and for the country you are visiting. For international trips the foreign and commonwealth office (FCO) should be consulted before any trip is considered.

For international visits school will need to be mindful of the restrictions still in place regarding the red, amber and green list and be mindful that for amber countries there may be requirements for all participants to quarantine or self-isolate upon return.

Schools will also need to be mindful to check their insurance status for short notice cancellation.

For guidance refer to gov.uk or <https://oeapng.info/>

Hazard (Something with a potential to	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)	Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)	Action Required
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cause harm)			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (--/--/--)	Done ?
Coming into contact with individuals who are unwell (C19)	Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> Staff, pupils, visitors and contractors do not come into the school if they have COVID19 symptoms or have tested positive in the last 10 days. Anyone developing COVID19 symptoms is sent home. Persons testing positive to C19 will isolate for at least 10 days and will not be in school. Vaccinated persons coming into close contact with C19 virus, if they have no symptoms, don't need to isolate if C19 in household or test and trace close contact occurs. Unvaccinated persons coming into close contact with C19 virus, if member of household positive, they isolate. If contacted by test and trace, it's likely they will need self-isolate. DEF helpline: 0800 046 8687 – option 1 <p>SEE- COVID Outbreak Plan V1</p>				<p>Follow advice from PH.</p> <p>If a pupil is unwell or has COVID symptoms, send pupil home and keep bubble open.</p> <p>If you have 3 linked cases within 10 days, arrange 'Outbreak Plan Meeting' with School/Trust.</p> <p>COVID OUTBREAK PLAN written and ready for possible bubble closure, inc Remote Edu Offer for min period of time.</p> <p>If a child is unwell, they should stay at home regardless. If C19 symptoms, test to check.</p>				TM	29.08.21	Yes

<p>A pupil shows symptoms of COVID19 whilst in school</p>	<p>Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> • A pupil awaiting to be collected, is moved, if possible, to a room where they can be isolated behind a closed door (<i>depending on the age and needs of the pupil</i>) with appropriate adult supervision if required. • Windows are opened for ventilation, safely monitor them. • PPE is worn by staff caring for the pupil while they await collection if a distance of 1+ metres cannot be maintained. • The area around the pupil with symptoms is cleaned and disinfected after they have left. (See cleaning hazard) • Everyone washes their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. 				<p>Follow advice from PH.</p>				<p>TM</p>	<p>29.08.21</p>	<p>Yes</p>
<p>Use of public transport/school buses</p>	<p>Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> • Pupils and staff are encouraged to cycle or walk to work. • Communicate information to parents and staff where appropriate. • Pupils clean their hands before boarding transport and again on disembarking. • Additional cleaning of vehicles is 				<p>Transport via bus is minimal, most students travelling by vehicle are in specific family cars.</p> <p>The vast majority of students arrive on foot or bicycle.</p>				<p>TM</p>	<p>29.08.21</p>	<p>Yes</p>

		<p>put in place, touch points in school owned buses / minibuses are cleaned after each journey.</p> <ul style="list-style-type: none"> Fresh air (from outside the vehicle) through ventilation, is maximised through opening windows and ceiling vents. Pupils have been informed not to use to school transport if they, or a member of their household, has had a positive test result or has symptoms of coronavirus (COVID19). 								
Visitors to site	<p>Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> Visitors to site should be kept to a <i>minimum</i>, appointments preferred so that: Visitors are asked if they have any symptoms of COVID19 or have had contact with anyone who has symptoms of COVID19, before they arrive on site. Visitors to be asked to take an LFT prior to visiting site. Meetings in ventilated spaces. 				<p>i.e. Adults in for readers – Lateral flow on each Sunday, keep small, regular group of known people (record/store LFT test data).</p> <p>Limit supply teachers wherever possible.</p> <p>Visitors – sign to say they have a negative LFT in last 24 hrs.</p>				<p>TM</p> <p>29.08.21</p> <p>Yes</p>
Carrying out 1st aid	<p>First Aider Person being treated by the first aider. (Carrying out 1st aid may require the</p>	<ul style="list-style-type: none"> A first aider should not be administering first aid treatment on a person who has the symptoms of COVID-19 unless life threatening condition and using St 				<p>Check you have sufficient First Aid stock.</p> <p>Check First Aid qualifications in place/updated.</p>				<p>TM</p> <p>29.08.21</p> <p>Yes</p>

	<p>1+mtr social distancing rule to be broken)</p> <p>This activity requires the 1+mtr social distancing rule to be broken. This could lead to either person involved in becoming infected with COVID-19 through close contact with an asymptomatic carrier, transmitting the virus through bodily fluids or respiratory droplets entering the persons eyes, nose or mouth.</p> <p>The First aider may have an allergic reaction to latex gloves.</p>	<p>John’s ambulance guidance (link at end of document). Isolation care can be given.</p> <ul style="list-style-type: none"> • If a child presents symptoms of COVID-19 they will be isolated 1+m away from people and parents called to collect them. • Persons who have symptoms will isolate for 10 days and will not be in school. • The first aider will wash hands for at least 20 seconds with soap and water before donning gloves. • Nitrile Gloves conforming BSEN455 will be worn to deliver first aid. • Latex gloves will be avoided to remove the risk of allergic reaction. • The first aider will cover any cuts on their hands with waterproof plasters. • The first aider will avoid putting their fingers in their mouth and touching their face. • The first aider will avoid touching any part of a dressing that will come in contact with a wound. • The first aider will wear goggles (if the person requiring first aid is showing signs of COVID19) 										
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		<p>conforming BSEN 166.1b.3 to prevent bodily fluids being splashed into the eyes.</p> <ul style="list-style-type: none"> • A fluid-resistant surgical face mask will be worn by the first aider, if the person is presenting with COVID19 symptoms. The surgical masks used conform to BS EN 14683:2019 Type IIR. • After each first aid treatment is given all equipment and surfaces, including goggles and visor used will be cleaned down using a detergent solution. This is followed by disinfection using a solution that contains 1000 parts per million (1000 ppm av.cl.). The goggles and visor are rinsed with clean water after being disinfected to remove any chemical residue. • After using the face masks, aprons and gloves they will be correctly doffed and placed straight into a bag and the bags tied. • NHS hand washing posters have been installed above sinks to give information on good hand washing techniques. • Face masks and gloves will only be 										
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		<p>used for 1 treatment of first aid they will not be used to treat a second person requiring first aid.</p> <ul style="list-style-type: none"> • First aiders have been given information on how to correctly don and doff their PPE. • No food will be stored or eaten in the first aid room. • After first aid treatment is given and cleaning has been completed the first aider will wash their hands with soap and water for at least 20 seconds before commencing any further work. • There is a dedicated room for first aid that will be used solely for first aid treatment to help prevent bodily fluids contaminating other parts of the building. • The first aid room is well ventilated at all times. 										
Insufficient Cleaning	Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> • A detailed cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. • A record of each cleaning / disinfecting activity is recorded to include what has been cleaned, by who, when and how/time/date. 				Consider increasing cleaning regime – TAs / Support staff to wipe down tables/chairs after use at lunchtime. USE Trust doc – COVID CLEANING PLAN CLASSROOM AND GENERAL - Aug 21 Documented cleaning regime				TM	29.08.21	Yes

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		<ul style="list-style-type: none"> • Hard surfaces are cleaned with soap and water/standard detergent prior to disinfecting. • Hard surfaces to be cleaned with soap and water prior to disinfecting. • Disinfecting should be performed using either a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a household detergent followed by a disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) the goggles and visor will be rinsed with clean water after being disinfected. • Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc. at least twice a day with one of those times being either at the start or end of the day. Refer to the school’s cleaning risk management matrix for further details. NOTE: The school’s cleaning risk management matrix should align with the schools cleaning plan and 				<p>is essential. This should be checked by the SLT at regular points to ensure compliance. (File and store).</p>						
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		<p>cleaning record.</p> <ul style="list-style-type: none"> • Hand towels and hand wash are to be checked and replaced as needed by the Premises Officer and cleaning staff. • Enhance cleaning regimes for toilets, particularly door handles, locks and the toilet flush, etc. • Only cleaning products supplied by the school are to be used. Staff are told not to bring cleaning products from home. • Please refer to the school’s COSHH risk assessments for further control measures in relation to cleaning chemicals used. • PPE required for cleaning will be noted in the outcome of the COSHH risk assessments conducted for cleaning chemicals used. • Bin liners are used in all bins and bins are emptied into the external waste bin/skip regularly. • Random monitoring spot checks are made by the SLT to confirm cleaning activities are being completed. This will be formally documented on the cleaning record. 										
Poor Ventilation	Staff, pupils, visitors,	<ul style="list-style-type: none"> • Mechanical systems have been 				Check COSHH is updated and in place.				TM	29.08.2	Yes

<p>/ Lack of Ventilation</p> <p>Thermal Discomfort in colder months</p>	<p>contractors.</p> <p>Reduced infection control which may result in spread of COVID19.</p> <p>COVID-19 transmitting through mechanical ventilation ducts that link between rooms.</p>	<p>adjusted to provide full fresh air in rooms:</p> <p>Examples: Maths planning, Main office, Reprographics</p> <ul style="list-style-type: none"> • Natural ventilation is provided by opening windows. In cooler weather windows will be opened just enough to provide constant background ventilation. • Windows will be opened more fully during breaks to purge the air in the space. • Parents have been informed that the uniform policy has been relaxed to allow for pupils to wear warm clothing such as a jumper or jacket in colder months. • Natural ventilation is provided by opening external doors where this would not create a safeguarding and/or fire risk. • Furniture has been re-arranged where possible to avoid direct drafts. This may prove to be difficult where class sizes are large. • Heating will be used and adjusted as necessary in occupied spaces to help to ensure thermal comfort levels are maintained. 				<p>Ensure good ventilation and open windows.</p>					<p>1</p>	
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Breakfast and after school clubs	Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> Individual Covid risk assessments should be available for activities taking place out of school hours. This should contain controls to reduce the spread of COVID19 and be consistent with step 4 guidance for the activity being undertaken e.g. music clubs, grassroots sport. 				Breakfast Clubs / Afterschool Clubs – To follow all RAs from the School. Please monitor.				TM	29.08.21	Yes
Residential visits / off-site visits	Staff, pupils, parents/guardian/public/volunteers Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> A COVID risk assessment will be created for each off-site visit. Any educational visits will be conducted in line with relevant COVID-19 guidance and regulations in place at that time both domestically and internationally. OEAP and government guidance will be followed during the visits and will be used to help develop risk assessments for the visits. 				Place a full Covid plan alongside all levels of activity and action connected to the trip.						
Poor Hand Hygiene	Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> Pupils / staff to wash their hands with soap and water for at least 20 seconds on arrival at school, before eating and after breaks. 				Remind all of the school community regularly and with visible signage.						
Poor Respiratory Hygiene	Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> Tissues provided in classrooms. Lidded bins provided in all classrooms/communal areas. Relay the “catch it, kill it, bin it” approach to all staff and pupils. 				Remind all of the school community regularly and with visible signage.						

To add more rows to the risk assessment, place the cursor within the last row right click and select insert row below.

Source:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999722/PPE in education childcare and childrens social care settings.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999722/PPE_in_education_childcare_and_childrens_social_care_settings.pdf)

Guidance for full opening: schools

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999689/Schools guidance Step 4 update FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999689/Schools_guidance_Step_4_update_FINAL.pdf)

Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999758/OOSS Provider Guidance PDF Step 4.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999758/OOSS_Provider_Guidance_PDF_Step_4.pdf)

Air conditioning and ventilation during the coronavirus outbreak

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>

Contacts: PHE health protection teams

<https://www.gov.uk/guidance/contacts-phe-health-protection-teams>

Source NHS:

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

COVID-19: cleaning in non-healthcare settings:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

St. John Ambulance Covid-19: advice for first aiders:

<https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>

Operational guidance for SEND in Step 4:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999741/SEND update guidance Step 4.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999741/SEND_update_guidance_Step_4.pdf)

Risk Assessor (s) Name(s):	Tim Marston	Risk Assessor(s) Signature (S):	T Marston
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Potential Severity of Harm	High Death, long term serious ill health.	Medium	High	High
	Medium Illness requiring further medical assistance.	Low	Medium	High
	Low Mild illness requiring self-isolation only	Low	Low	Medium

Low The event is unlikely to happen.	Medium It is fairly likely to happen.	High It is likely to happen.
Likelihood of Harm Occurring		

Risk Rating Definitions	
Low	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.
Medium	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.
High	This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a High , then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious considerations should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur.