



**Holy Family Catholic** Multi Academy Trust

 <b>Jeanne Fairbrother</b> ASSOCIATES	RA 029A Omicron Variant Full Opening of school 5th Jan 2022	<b>RISK ASSESSMENT RECORDING FORM</b>
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Location or School Address: <b>St Mary's Catholic College, Wallasey</b>	Date assessment Undertaken <b>5th January 2022</b>	Assessment undertaken by: Jeanne Fairbrother Ellen Parry
Activity or situation:  <b>RA 029A Omicron Variant Full Opening of school 5th Jan 2022</b>	Review date: <b>February 21st</b>	Signature: <b>Ellen Parry/Kevin Maddocks</b>

#### Background information

The Prime Minister announced on 27 November the temporary introduction of new measures as a result of the Omicron variant and on 8th December that Plan B, set out in the autumn and winter plan 2021, was being enacted. As a result, these measures are reflected in this and the accompanying updated RA 029B Contingency Plan COVID 19- Plan B v6 2<sup>nd</sup> January 2022. This advice remains subject to change as the situation develops.

#### School Opening

DfE guidance for schools during the coronavirus COVID 19 pandemic has been that schools are required to have a full school opening risk assessment which is regularly reviewed and updated, treating them as 'living documents', as the circumstances in your school and the public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned.

This risk assessment applies to:

- primary schools
- secondary schools (including sixth forms)
- special schools, special post-16 providers and alternative provision
- 16 to 19 academies

- infant, junior, middle, upper schools

Please note that this risk assessment has been created in line with the current guidance. It contains sample control measures that fit with the DfE system of controls. One size does not fit all, and schools should make this model risk assessment their own and reflect any local measures, particularly local HPT's guidance.

### Guidance

This risk assessment has regard to all relevant guidance and legislation including, but not limited to, the following:

- The Health Protection (Notification) Regulations 2010
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'
- **NEW** DfE (2021) 'Schools COVID-19 operational guidance'
- **UPDATED** DfE (2021) 'Actions for early years and childcare settings during the coronavirus (COVID-19) outbreak'
- DfE (2021) 'Face coverings in education'
- **UPDATED** 'Actions for out of school settings'

Control measures in **purple** indicate different measures are in place for different settings. Please choose the setting that applies and delete the others to make this reflect your school/setting:

- All settings
- Early years
- Primary schools
- Secondary Schools & post 16 settings
- Special schools
- Wraparound and out of school providers

See **UPDATED** sections.

### Legislation and guidance

Health and Safety at Work Act etc. 1974

Management of H&S at Work Regulations 1999  
 Workplace (Health, Safety and Welfare) Regulations 1992  
 DfE Actions for schools plus associated COVID 19 Guidance  
 Public Health England Guidance

*N.B. All risk assessments referred to within this document have been revised and are available on our website [www.jeannefairbrotherassociates.com](http://www.jeannefairbrotherassociates.com)*

1) Hazard / Activity	2) Who can be harmed and how?	3) What controls exist to reduce the risk? <i>Have you followed the hierarchy of controls (eliminate, substitute etc)?</i>	Risk Score Consequence X Likelihood	4) Any further action. <i>This should be included in the action plan (5), below</i>
<p><b>Failure to assess the risks of COVID 19 (including <u>Omicron</u>) transmission in school.</b>  <i>All settings unless indicated</i></p>	<p><b>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</b></p>	<ul style="list-style-type: none"> <li>School has assessed the reasonably foreseeable risks of transmission of COVID 19</li> <li>The risk assessment is regularly reviewed as circumstances in school and the public health advice changes.</li> <li>School monitors whether the controls in place are effective.</li> </ul>	<p><b>3X2=6</b></p>	
<p><b>Failing to have adequate outbreak management/contingency plans to allow for stepping measures up and down.</b>  <i>All settings unless indicated</i></p>	<p><b>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</b></p>	<ul style="list-style-type: none"> <li>School has a Coronavirus (COVID-19) Contingency Plan risk assessment. See <b>RA 029B Contingency plan latest version (also known as an outbreak management plan)</b> if restrictions need to be implemented due to COVID 19 variants outbreak.</li> <li>Remote education plans are in place for pupils who are self-isolating or shielding.</li> <li>School will call the DfE helpline on 0800 046 8687 selecting option 1 for advice on the action to take in response to a positive case 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 the outbreak management plan.</li> <li>School will follow measures recommended by the Local Authority, Director of Public Health and local protection teams (HPTs) as part of the outbreak management responsibilities.</li> </ul>	<p><b>3X2=6</b></p>	

		<ul style="list-style-type: none"> <li>o <b>Wirral schools contact</b> Wirral LA Covid helpline 0151 666 3600 Email: <a href="mailto:covidschoolsupport@wirral.gov.uk">covidschoolsupport@wirral.gov.uk</a></li> <li>● Public Health and the Local Authority will be informed of any outbreaks via NHS T&amp;T.</li> </ul>		
<b>Communication</b> <b>All settings unless indicated</b>	<b>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</b>	<ul style="list-style-type: none"> <li>● School follows latest DfE, PHE &amp; Gov.uk, Merseyside &amp; Cheshire PH Team and LA guidance</li> <li>● Latest version <b>RA 029A Omicron Variant Full Opening of school v1</b> published to website &amp; shared with unions, LA &amp; governors.</li> <li>● Clear communication sent to parents and pupils with a link on the school website covering all aspects of how school will function.</li> <li>● Regular staff briefings held to cover any changes to arrangements.</li> <li>● School has shared with all staff the measures in place and involved staff &amp; the governing body in that process.</li> <li>● A record is kept of all visitors and contractors that come to the school site.</li> </ul>	<b>3X2=6</b>	Email to staff and parents to inform of testing arrangements and what to do in the event of a positive test.
<b>Wellbeing - staff &amp; pupils</b> <b>All settings unless indicated</b>	<b>Staff &amp; pupils exposed to mental health issues due to COVID 19</b>	<ul style="list-style-type: none"> <li>● Staff are vigilant in discerning pupil mental health and report any concerns to the pastoral care leader.</li> <li>● Pupils have been signposted to a range of external support - e.g. Kooth sessions have been delivered across the Key Stages.</li> <li>● Through planned PSHE sessions pupils in all Key Stages have been provided with a range of opportunities to talk about their mental health and experiences during the pandemic.</li> <li>● Support resources have been made available for all pupils via the schools Wellbeing and Mental Health Google Classroom.</li> <li>● School are working with a range of external organisations/agencies to provide targeted support to those students in need. Such as, Action for Children, via the 'Blues Programme/Bouncing Back sessions'.</li> </ul>	<b>3X2=6</b>	Further targeted support and training via external agencies to support pupils' wellbeing and mental health. Pupil and staff voice to be sent out regarding wellbeing and mental health.

		<ul style="list-style-type: none"> <li>● Pupils have access to pastoral support and activities, e.g. opportunities to renew and develop friendships, via the extra-curricular offer.</li> <li>● School has applied for the government funded grant for the Senior mental health lead training and booked training with the Anna Freud National Centre for Children and Families.</li> <li>● Support/resources have been provided to staff - which they can access to support their own wellbeing/mental health - such as counselling, wellbeing meetings and online resources.</li> <li>● <i>Pupil and parent surveys has been sent out to assess how they feel about being on the school site and to enable staff to act on any concerns pupils and parents may have.</i></li> <li>● <i>Staff surveys has been sent out to assess how they feel about being on the school site and enable the SLT to act on any concerns staff may have.</i></li> </ul>		
<b>[UPDATED]</b> Face coverings All settings unless indicated	<b>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</b>	<ul style="list-style-type: none"> <li>● <b>Secondary/FE</b> Pupils in year 7 and above should wear face coverings.</li> <li>● <b>Secondary/FE</b> Pupils in year 7 should also wear a face covering when travelling on public transport and dedicated transport to and from school.</li> <li>● <b>Secondary/FE From 4<sup>th</sup> Jan 2022 (temporary measure to be reviewed on 26<sup>th</sup> January 2022)</b></li> <li>● Pupils in year 7 and above should wear face coverings in classrooms or workshops (Not where strenuous activity is taking place e.g. PE lessons.)</li> <li>● <b>All schools</b> Staff and adult visitors should wear a face covering when moving around the premises, outside of classrooms, such as in corridors and communal areas.</li> <li>● Face visors or shields are not worn as an equivalent alternative to face coverings; however, they can be worn by those exempt from wearing face coverings.</li> <li>● School outbreak management plans cover the possibility of face coverings being reintroduced:</li> </ul>	<b>3X2=6</b>	<p>RE-order masks and ensure staff have mask wearing as part of their meet/greet, end/send procedures.</p> <p>Email to staff and parents to inform of mask wearing arrangements</p> <p>Posters up in reception and around school to remind staff and pupils.</p> <p>Visitors signing in will be reminded and provided with masks where necessary.</p>

		<ul style="list-style-type: none"> <li>o transparent face coverings can also be worn.</li> <li>o face visors or shields can be worn only after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</li> <li>● School will not prevent individuals from entering or attending school if they are not wearing a face covering, if exempt.</li> <li>● School has a supply of face coverings available</li> <li>● Clear instructions are provided on how to put on, remove, store, and dispose of face coverings.</li> </ul>		
<p><b>PPE</b>  <b>All settings unless indicated</b></p>	<p><b>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</b></p>	<ul style="list-style-type: none"> <li>● Most staff in education, childcare and children’s social care settings will not require PPE in response to COVID-19 beyond what they would normally need for their work.</li> <li>● <a href="#">Additional PPE for COVID-19</a> is only required in a very limited number of scenarios: <ul style="list-style-type: none"> <li>o If a child, young person or student becomes ill with COVID 19 symptoms and only if close contact is necessary</li> <li>o when performing aerosol generating procedures AGP’s</li> </ul> </li> <li>● When working with pupils who cough, spit, vomit or require intimate care but do not have coronavirus symptoms, staff only wear PPE that would routinely be worn.</li> <li>● Staff are trained in correct use and disposal of PPE.</li> </ul>	<b>3X2=6</b>	<p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home.</p> <p>An Isolation room has been identified (Next to Medical Room and Chapel for a high number of pupils). PPE equipment will be used if staff have to support the student. The door will be closed and ventilation available through opening all windows. Parents will be contacted immediately and told to come and collect their child. The chapel may be used when necessary as a larger space.</p>

<p><b>School fails to ensure good hygiene &amp; cleaning standards in school to reduce risk of transmission.</b>  <b>All settings unless indicated</b></p>	<p><b>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</b></p>	<p><b>Hand hygiene -</b></p> <ul style="list-style-type: none"> <li>● School will continue to ensure that staff &amp; pupils maintain high standards of hand hygiene.</li> <li>● Suitable facilities are provided for individuals to wash/sanitise their hands regularly</li> <li>● Pupils are supervised, where appropriate, to use hand sanitizer safely.</li> </ul> <p><b>Respiratory hygiene</b></p> <ul style="list-style-type: none"> <li>● School emphasises the ‘catch it, bin it, kill it’ approach with bins &amp; tissues available.</li> </ul> <p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>● School will maintain appropriate cleaning regimes, using standard products such as detergents with a focus on frequently touched areas.</li> <li>● Appropriate cleaning schedules are in place and include regular cleaning of areas and equipment - cleaning material are provided for each teacher/classroom. Additional cleaning hours have been arranged for toilets and canteen throughout the day.</li> </ul>	<p><b>3X2=6</b></p>	<p>Reminder to staff to ensure that Hand Sanitisation is part of the meet/greet, end/send routine. As is cleaning tables.</p>
<p><b>Social distancing</b>  <b>All settings unless indicated</b></p>	<p><b>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</b></p>	<ul style="list-style-type: none"> <li>● <b>School has planned and risk assessed carefully following the latest DfE/PHE guidance</b></li> <li>● <b>School will consult Local Authority COVID helpline for specific advice if required</b></li> <li>● <i>Assemblies are in Year Groups only. Pupils wear masks and the Theatre is externally air conditioned.</i></li> <li>● <i>Year groups are separated in the canteen and outside at break and lunchtime.</i></li> <li>● <i>Staff meetings in a larger, ventilated space, with staff distanced and wearing masks.</i></li> <li>● <i>Staffrooms are ventilated, staff wear a face covering</i></li> <li>● <i>Meetings, including with governors , parents, teams, Zoom etc. may continue.</i></li> <li>● <i>Teachers have been directed to keep windows and doors open while teaching.</i></li> </ul>	<p><b>3X2=6</b></p>	

		<ul style="list-style-type: none"> <li>School has <b>outbreak management plans</b> in place to reintroduce bubbles temporarily if it becomes necessary due to local outbreaks or increases in cases at the instruction of PHE Teams. See <b>RA 029B Contingency Plan</b></li> </ul>		
<b>Events in school</b> <b>All settings unless indicated</b>	<b>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</b>	<ul style="list-style-type: none"> <li><b>School has planned and completed a separate risk assessment for any events held in school and has carefully following the latest DfE/PHE guidance</b></li> <li><b>School will consult Local Authority COVID helpline for specific advice if required on holding events</b></li> <li><i>Parents evenings have been held on SchoolCloud (an online based system).</i></li> <li><i>Christmas performances and events have been risk assessed.</i></li> </ul>	<b>3X2=6</b>	RA needed for School Performance. LSN/MWI
<b>Ventilation - failure to ensure all occupied spaces are well ventilated.</b> <b>All settings unless indicated</b>	<b>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</b>	<ul style="list-style-type: none"> <li>When school is in operation, it is well ventilated with comfortable teaching environments.</li> <li>Poorly ventilated spaces have been identified</li> <li>When holding events where visitors are on site e.g. school plays, ventilation is increased.</li> <li>School has competent ventilation engineers to help assess the systems in place and how to utilise them correctly.</li> <li>Mechanical ventilation is adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated.</li> <li>Systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.</li> <li>All mechanical ventilation systems are maintained in accordance with the manufacturers' recommendations.</li> <li>School opens external windows, doors &amp; internal doors (if they are not fire doors and where safe to do so) to increase ventilation.</li> </ul>	<b>3X2=6</b>	Install CO2 monitors (schools have been sent 1 per 2 rooms) and record three readings across one day. (EPA

		<ul style="list-style-type: none"> <li>● During colder weather, the need for increased ventilation while maintaining a comfortable temperature is balanced; opening higher vents, arranging seating away from draughts.</li> <li>● In cooler weather to reduce thermal discomfort caused by increased ventilation, pupils can wear additional, suitable indoor items of clothing in addition to their usual uniform</li> <li>● Purging or airing rooms as frequently as possible to improve ventilation usually when the room is unoccupied.</li> <li>● Outside space will be used, where practical.</li> </ul> <p><b>Insert details if school is using CO2 monitors, Hepa UVc filters etc</b></p> <p><i>Co2 monitors are used to help identify where a space is poorly ventilated with schools encouraged to take steps to improve ventilation if CO2 readings are consistently high. Check manufacturers' instructions.</i></p> <p><b>Hepa UVc filters</b></p> <p><i>Local air cleaning and filtration units can reduce airborne transmission of aerosols where it is not possible to maintain adequate ventilation. These units are not a substitute for ventilation.</i></p> <p><i>If you decide to use an air cleaning unit, the most suitable types to use are:</i></p> <ul style="list-style-type: none"> <li>● <i>high-efficiency filters</i></li> <li>● <i>ultraviolet-based devices</i></li> <li>● <i>Any unit should be appropriate for the size of the area it's used in to ensure it works in the way it's intended to.</i></li> </ul> <p><i>See The Health and Safety Executive <a href="#">guidance on air conditioning and ventilation during the coronavirus outbreak</a> &amp; <a href="#">CIBSE COVID</a> advice provides more information.</i></p>		
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<p><b>UPDATE NHS Test &amp; Trace - School failing to manage tracing close contacts</b></p> <p><b>All settings unless indicated</b></p>	<p><b>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</b></p>	<p><b>All settings</b></p> <ul style="list-style-type: none"> <li>· Close contacts in schools are now identified by NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</li> <li>· NHS Test and Trace will work with the positive case and/or their parent to identify close contacts.</li> <li>· Contacts from a school setting will only be traced by NHS Test and Trace where the positive case or their parent specifically identifies the individual as being a close contact.</li> <li>· Adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result.</li> <li>· <b>Early years</b> Children under 5 years who are identified as close contacts are exempt from self- isolation and do not need to take part in daily testing of close contacts.</li> <li>· Children under 5 are advised to take a PCR test if the positive case is in their household</li> <li>· <b>Special schools</b> Pupils with SEND identified as close contacts should be supported by their school and their families to agree the most appropriate route for testing including, where appropriate, additional support to assist swabbing. For further information please read the <b>COVID guidance for SEND and specialist settings</b>.</li> </ul>	<p><b>3X2=6</b></p>	<p>Remind staff of the importance of consistent seating plans so that contact tracing can be conducted if necessary. EPA</p>
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		<ul style="list-style-type: none"> <li>· Daily testing of close contacts applies to all contacts who are: <ul style="list-style-type: none"> <li>○ fully vaccinated adults – people who have had 2 doses of an approved vaccine</li> <li>○ all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status</li> <li>○ people who are not able to get vaccinated for medical reasons</li> <li>○ people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine</li> <li>○ Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts.</li> <li>○ School will continue to have a role in working with health protection teams in the case of a local outbreak.</li> </ul> </li> </ul> <p><b>Special schools</b></p> <ul style="list-style-type: none"> <li>· Pupils with SEND identified as close contacts are supported by school and their families to agree the most appropriate route for testing including, where appropriate, additional support to assist swabbing.</li> <li>· <b>Anyone in school who displays symptoms is encouraged to get a PCR test</b></li> </ul>		
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<p><b>UPDATE</b> Positive case</p> <p>All settings unless indicated</p>	<p>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</p>	<p><b>All settings</b></p> <ul style="list-style-type: none"> <li>· Pupils, staff and other adults should follow public health <a href="#">stay at home advice</a></li> <li>· Pupils, staff and other adults should not come into school if they have symptoms, have had a positive test result or are required to quarantine.</li> <li>· If anyone develops COVID-19 symptoms, however mild, they will be sent home and advised to follow public health advice.</li> <li>· 10-day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless the individual cannot test for any reason.</li> <li>· A contact of someone who has had a positive test result for COVID-19 aged over 18 years and 6 months and not fully vaccinated, is legally required to self-isolate for 10 days (see chart in link below).</li> <li>· <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/139357/Isolation_graph_960_x_640_.png">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/139357/Isolation_graph_960_x_640_.png</a></li> <li>· Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation.</li> </ul>	<p><b>3X2=6</b></p>	<p>Communicate updated public health advice/isolation/testing to parents and staff. KMA</p>

<p><b>UPDATE</b> Asymptomatic testing</p> <p>All settings unless indicated</p> <p>From 11 January - This is a temporary measure while coronavirus rates remain high across the UK. Whilst levels of coronavirus are high, the government has said that the vast majority of people with positive LFD test results can be confident that they have coronavirus</p>	<p>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</p>	<ul style="list-style-type: none"> <li>• School makes clear that testing is voluntary.</li> <li>• School strongly encourages all staff to continue to LFD test twice weekly at home (3-4 days apart) and report their results.</li> <li>• Testing kits are stored securely in school at the correct temperature.</li> <li>• A test kit log is in use and data held is stored in line with the school's <b>Data Protection Policy</b>.</li> <li>• <b>Asymptomatic staff and pupils who test positive for coronavirus (COVID-19) on a lateral flow device (LFD) test no longer need to get a confirmatory PCR test.</b></li> <li>• Anyone who receives a positive LFD test result should report their result on GOV.UK and must self-isolate immediately but will not need to take a follow-up PCR test.</li> <li>• Their isolation period can start immediately following their positive LFD test result.</li> <li>• After reporting a positive LFD test result, they will be contacted by NHS Test and Trace so that their contacts can be traced and must continue to self-isolate.</li> </ul>	<p>3X2=6</p>	
<p>Asymptomatic testing</p> <p>Secondary Schools &amp; post 16 settings</p>	<p>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19.</p>	<p><b>Secondary school &amp; FE colleges</b></p> <ul style="list-style-type: none"> <li>• Staff and pupils should continue to test twice weekly at home, with lateral flow device (LFD) test kits, 3-4 days apart. Testing remains voluntary but is strongly encouraged.</li> <li>• School will test all consenting pupils on return to school. School will retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home</li> </ul>	<p>3X2=6</p>	<p>Organise onsite LFD testing EPA</p> <p>Distribute Testing Kits to Pupils and email parents with a reminder. EPA</p>
<p>School fails to follow public health advice on managing</p>	<p>Staff, pupils, visitors, contractors increased risk</p>	<ul style="list-style-type: none"> <li>• Parents are informed via of how the school responds to confirmed cases of coronavirus</li> </ul>	<p>3X2=6</p>	

<p><b>confirmed cases of COVID-19.</b> <b>All settings unless indicated</b></p>	<p><b>of transmission of COVID 19</b></p>	<ul style="list-style-type: none"> <li>School follows local public health advice and the headteacher contacts the <b>DFE Helpline/local HP Team advice line [insert details]</b> immediately in the event of a positive test to carry out a rapid risk assessment and identify appropriate next steps.</li> </ul> <p><b>Early years, primary and secondary schools</b> Whichever of these thresholds is reached first:</p> <ul style="list-style-type: none"> <li>5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period</li> <li>10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</li> </ul>		
<p><b>Contact with potential or confirmed coronavirus cases in school</b> <b>All settings unless indicated</b></p>	<p><b>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</b></p>	<ul style="list-style-type: none"> <li>If anyone in the school develops coronavirus symptoms while at school, this is managed in line with local and national guidance. They are: <ul style="list-style-type: none"> <li>sent home and advised to arrange a PCR test as soon as possible.</li> <li>advised to follow the guidance for <a href="#">households with possible or confirmed coronavirus infection.</a></li> </ul> </li> <li>If a pupil is awaiting collection, they will be left in a well-ventilated room on their own if possible and, if safe to do so.</li> <li>Appropriate PPE will be used if close contact is necessary.</li> <li>Anyone with symptoms is advised not to use public transport and, wherever possible, be collected by a member of their family or household.</li> <li>Any rooms used are cleaned thoroughly after they have left.</li> <li>Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds with soap and warm running water or hand sanitiser.</li> <li>Staff members or pupils who have been in close contact with someone with symptoms do not need to self-isolate unless they develop symptoms.</li> </ul>	<p><b>3X2=6</b></p>	<p>Remind staff of the protocols to follow for symptomatic pupils. EPA</p>

		<ul style="list-style-type: none"> <li>School can take the decision if a parent or carer insists on a pupil attending, to refuse the pupil, if in its reasonable judgement the pupil poses a risk of infection to the school community.</li> </ul>		
<b>UPDATE</b> New & expectant mothers	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> <li><b>All settings</b></li> <li><b>Vaccinated pregnant staff MUST still:</b></li> <li><b>where advised wear a face mask</b></li> <li><b>wash their hands carefully and frequently</b></li> <li><b>open windows to let fresh air in</b></li> <li><b>follow the <a href="#">current guidance</a></b></li> </ul> <ul style="list-style-type: none"> <li>An individual risk assessment is carried out for pregnant staff with appropriate risk mitigation in line with the latest recommendations from DHSC, PHE &amp; RCOG. See <b>RA 026 New &amp; Expectant member of staff.</b></li> <li>Pregnant staff of any gestation are not required to continue working on site if this is not supported by the separate risk assessment.</li> <li>Staff who are in the <b>below</b> categories should take a more precautionary approach: partially vaccinated or unvaccinated &gt;28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from coronavirus at any gestation</li> </ul> <p>School will undertake a workplace risk assessment for the above staff (<b>See RA 026</b>), and where appropriate consider both how to redeploy them and how to maximise the potential for homeworking, wherever possible.</p>	<b>3X2=6</b>	Pregnant Staff risk assessments completed. EPA

		<ul style="list-style-type: none"> <li>School will apply the same controls to pregnant pupils.</li> <li>Pregnant staff are encouraged to get vaccinated if possible. <a href="#">COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding</a> contains further advice on vaccination.</li> <li>School will respond to all changes to guidance for pregnant employees</li> </ul>		
<p><b>UPDATE</b> Previously shielding staff</p> <p>All settings unless indicated</p>	<p>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</p>	<p>All settings</p> <ul style="list-style-type: none"> <li>School is aware that staff previously considered to be clinically extremely vulnerable (CEV) will not be advised to shield again.</li> <li>School will discuss any concerns that previously considered CEV employees may have.</li> <li>Individuals previously identified as CEV are advised to continue to follow the guidance for <a href="#">people previously considered CEV</a></li> <li>Employees who have received personal advice from their specialist or clinician on additional precautions to take should continue to follow that advice and advise school.</li> </ul>	3X2=6	EPA to contact Previously considered CEV people to discuss concerns.
<p><b>UPDATE</b> Previously shielding pupils</p> <p>All settings unless indicated</p>	<p>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</p>	<p>All settings</p> <ul style="list-style-type: none"> <li>School is aware that pupils previously considered to be clinically extremely vulnerable (CEV) will not be advised to shield again and should follow the same <a href="#">COVID-19 guidance</a> as the rest of the population.</li> <li>Pupils who have received personal advice from their specialist or clinician on additional precautions to take should continue to follow that advice and discuss with school.</li> </ul>	3X2=6	

<b>Transport</b> <b>All settings unless indicated</b>	<b>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</b>	<ul style="list-style-type: none"> <li>• School will speak to the local authority to request a copy of their updated risk assessment.</li> <li>• Drivers and passenger assistants will not normally require personal protective equipment (PPE) on home to school transport.</li> <li>• Pupils who require care and interventions that require the use of PPE before COVID-19, will continue as usual.</li> <li>• Pupils do not board home to school transport if they, or a member of their household, has a positive test result or symptoms of coronavirus.</li> <li>• School liaises with the LA and other transport providers to ensure they are adopting COVID-secure protocols, and requests a copy of their risk assessment, where relevant.</li> <li>• Face coverings are expected to be worn in enclosed and crowded places - this includes public and dedicated school transport.</li> <li>• Pupils are advised to clean their hands before boarding transport and again on disembarking.</li> <li>• Additional cleaning of vehicles is carried out regularly.</li> <li>• Fresh air through ventilation is maximised by opening windows and ceiling vents.</li> </ul>	<b>3X2=6</b>	
<b>[UPDATE]</b> Educational visits <b>All settings unless indicated</b>	<b>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</b>	<b>Secondary /FE</b> <ul style="list-style-type: none"> <li>• School will seek advice from Evolve and consider whether to go ahead with planned international educational visits at this time, recognising the risk of disruption to education resulting from the need to isolate and test on arrival back into the UK.</li> </ul> <b>All settings</b> <ul style="list-style-type: none"> <li>• A full and thorough risk assessments in relation to all educational visits is carried out to ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. <b>See Edsential</b></li> </ul>	<b>3X2=6</b>	

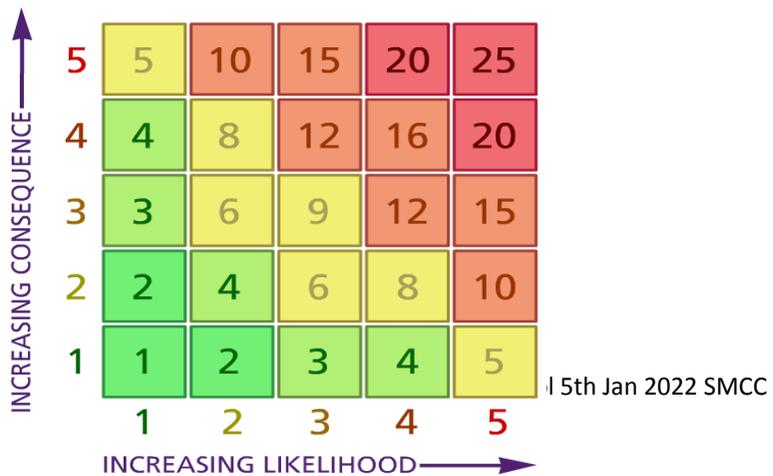
		<p>Evolve for further assistance. <a href="mailto:lotc@edsential.co.uk">lotc@edsential.co.uk</a> or tel 0151 541 2170 Ex 4</p>		
<p><b>UPDATE</b> Staff &amp; pupils returning to the UK from abroad.</p> <p>From 4am on Sunday 9 January 2022 ,</p> <p>Eligible fully vaccinated travellers and over 5s will be able to take a lateral flow test instead of a PCR on or before day 2 of their arrival in England.</p> <p>Eligible fully vaccinated passengers and under 18s will no longer need to take a pre-departure test or self-isolate on arrival in England but must continue to take their post-arrival tests.</p>	<p>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</p>	<ul style="list-style-type: none"> <li>All children and staff travelling to England must adhere to government travel advice in travel to England from another country during coronavirus (COVID-19).</li> <li>Parents travelling abroad should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return.</li> </ul>	3X2=6	
<p>Extracurricular activities &amp; Out-of-school settings and wraparound provision - inadequate measures in place.</p>	<p>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</p>	<ul style="list-style-type: none"> <li>School works to provide all before and after-school educational activities and wraparound childcare for all pupils</li> <li><b>Out-of-school settings and wraparound</b> childcare providers can offer provision to all children</li> </ul>	3X2=6	<p>Request updated Covid Risk Assessment from Third Party users. EPA</p>

<p>All settings unless indicated</p>		<ul style="list-style-type: none"> <li>● <b>Out-of-school settings and wraparound</b> childcare and other organised activities for children may take place in groups of any number.</li> <li>● <b>Out-of-school settings and wraparound</b> provisions are run in line with the current government guidance &amp; system of controls.</li> <li>● Parents are advised of the provision available and that they should limit the use of multiple out-of-school settings providers where appropriate.</li> <li>● <b>Schools that hire out their premises for use by third party wraparound care</b> School ensures third parties who use the school premises have considered the relevant government guidance for their sector and have put in place the appropriate protective measures.</li> <li>● School requests a copy of their COVID 19 risk assessment</li> </ul>		
<p>Curriculum - Music, drama, science &amp; DT, and sporting activities</p> <p>All settings unless indicated</p>	<p>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</p>	<p><i>Some activities can increase the risk of catching or passing on COVID-19. This happens where people are doing activities which generate more droplets as they breathe heavily, such as singing, dancing, exercising, or raising their voices. The risk is greatest where these factors overlap, for example in crowded indoor spaces where people are raising their voices. In situations where there is a higher risk of catching or passing on COVID-19, schools should be particularly careful to follow the general guidance on keeping safe.</i></p> <p><b>Music</b></p> <ul style="list-style-type: none"> <li>● School &amp; staff are aware that there is evidence to suggest that singing and playing wind and brass instruments increases the risk of coronavirus transmission due to the cumulative aerosol transmission.</li> <li>● School has completed <b>RA 023 Music in schools COVID 19</b> and ensures the relevant protective measures are in place.</li> </ul> <p><b>Dance &amp; Drama</b></p> <ul style="list-style-type: none"> <li>● School completes risk assessments for Drama &amp; Dance and ensures the relevant protective measures are in place.</li> </ul> <p><b>Sports</b></p>	<p><b>3X2=6</b></p>	<p>H+S Advisers consulted over Christmas Mass and Carol Service. LSN/MWI/EPA</p>

		<ul style="list-style-type: none"> <li>● The school only permits team sports on the list in the Department for Digital, Culture, Media &amp; Sport's (DCMS) team sport <a href="#">guidance</a>.</li> <li>● Sports equipment is thoroughly cleaned between each use.</li> <li>● School swimming and water safety lessons are conducted in line with Swim England's <a href="#">guidance</a>.</li> <li>● Outdoor sports are prioritised where possible.</li> <li>● Large indoor spaces with maximised natural ventilation flows, e.g. through opening windows and doors, are used where outdoor sports are not possible.</li> <li>● Staff overseeing indoor sports follow the system of controls in this risk assessment e.g. cleaning and hygiene.</li> <li>● Staff are made aware that social distancing in sports is not required unless directed.</li> <li>● Measures are in place to minimise the risk of transmission in changing rooms, in line with DCMS <a href="#">guidance</a>.</li> <li>● External facilities are used in line with government guidance, including travel to and from those facilities.</li> <li>● School works with external coaches, clubs and organisations for curricular and extracurricular activities and considers how such arrangements operate within the school's wider protective measures.</li> <li>● Competitions between different schools, whether indoor or outdoor, can take place in line with government guidance.</li> </ul> <p><b>Science</b></p> <ul style="list-style-type: none"> <li>● Follows latest guidance from CLEAPSS in addition to system of controls in school. <a href="#">GL343 - Guide to doing practical work during the COVID-19 Pandemic – Science (New version)</a></li> </ul> <p><b>DT</b></p> <ul style="list-style-type: none"> <li>● Follows latest guidance from CLEAPSS in addition to system of controls in school. <a href="#">GL344 Guidance on practical work during the COVID-19 pandemic - D&amp;T</a></li> </ul>		
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<p><b>HFCMAT Central Services staff moving between schools and being exposed to/ potentially carrying the Covid virus (including Omicron).</b></p>	<p><b>HFCMAT Staff, School staff, pupils, visitors, contractors increased risk of transmission of COVID 19</b></p>	<ul style="list-style-type: none"> <li>● <b>HFCMAT</b> staff have read their role risk assessment and signed to say they have read &amp; understood this.</li> <li>● <b>HFCMAT</b> staff have read the <b>RA 029 Full opening of school</b> latest version for SJP where they are based and signed to say they have read &amp; understood this.</li> <li>● <b>HFCMAT</b> central services staff to read the RA029 for the further four sites they will visit.</li> <li>● Any <b>HFCMAT</b> staff who are pregnant have been risk assessed See <b>RA 026 New &amp; expectant mother latest version</b></li> <li>● <b>HFCMAT</b> has risk assessed any staff who have medical conditions or require reasonable adjustments</li> <li>● All meetings will be held remotely if possible, to reduce the risk of transmission.</li> <li>● <b>HFCMAT</b> staff not to come to school if exhibiting any of the signs of COVID or are unwell.</li> <li>● <b>HFCMAT staff</b> will always wear a face-covering in crowded areas e.g. corridors and staff rooms.</li> <li>● <b>HFCMAT staff</b> will employ good hand and respiratory hygiene and sanitise prior to entry and during their visit</li> <li>● <b>HFCMAT staff</b> to always maintain 2 m social distancing when possible</li> <li>● Any meeting room or office will be well-ventilated</li> <li>● Enhanced cleaning of all areas daily.</li> <li>● <b>HFCMAT</b> staff will make themselves aware of fire procedures at the school they are working in.</li> <li>● <b>HFCMAT</b> staff will advise the school they are working in if they need assistance to evacuate the building in the event of a fire.</li> </ul>	<p><b>3X2=6</b></p>	
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Risk Rating	Action Required
20 - 25	<b>Unacceptable</b> – stop activity and make immediate improvements
10 - 16	<b>Urgent action</b> – take immediate action and stop activity, if necessary, maintain existing controls vigorously
5 - 9	<b>Action</b> – Improve within specific timescales
3 - 4	<b>Monitor</b> – but look to improve at review or if there is a significant change
1 - 2	<b>Acceptable</b> – no further action but ensure controls are maintained & reviewed



**Likelihood:**

5 – Very likely

4 – Likely

3 – Fairly likely

2 – Unlikely

1 – Very unlikely

**Consequence:**

5 – Catastrophic

4 – Major

3 – Moderate

2 – Minor

1 – Insignificant

- (1) List hazards **something with the potential to cause harm** here
- (2) List groups of people who are especially at risk from the significant hazards which you have identified
- List existing controls here or note where the information may be found. Then try to quantify the level of risk **the likelihood of harm arising** that remains when the existing controls are in place based on the number of persons affected, how often they are exposed to the hazard and the severity of any consequence. Use this column to list the controls that you might take and develop all or some of that list into a workable action plan. Have regard for the level of risk, the cost of any action and the benefit you expect to gain. Agree the action plan with your team leader and make a note of it overleaf. If it is agreed that no further action is to be taken this too should be noted.

**(5) ACTION PLAN**

	<b>5. Action plan</b>	<b>Responsible</b>	<b>Completed</b>
1	Please transfer all actions to this action plan page nominate a responsible person and timescale		
2	Pupil and staff voice to be sent out regarding wellbeing and mental health.	CSK	done
3	Further targeted support and training via external agencies to support pupils' wellbeing and mental health.	CSK	done
4	Email to staff and parents to inform of testing arrangements and what to do in the event of a positive test.	KMA	Nov30
5	Remind staff of the importance of consistent seating plans so that contact tracing can be conducted if necessary. EPA	EPA	Dec 3rd
6	RE-order masks and ensure staff have mask wearing as part of their meet/greet, end/send procedures. Email to staff and parents to inform of mask wearing arrangements Posters up in reception and around school to remind staff and pupils. Visitors signing in will be reminded and provided with masks where necessary.	EPA	done
7	Distribute Testing Kits to Pupils and email parents with a reminder.	EPA	Dec 3rd
8	Remind staff of the protocols to follow for symptomatic pupils. EPA	EPA	Dec 3rd
9	Email sent to parents about updated Red List.	EPA/KMA	Nov 30
10	Request updated Covid Risk Assessment from Third Party users.	EPA	Dec 1st
11	H+S Advisers consulted over Christmas Mass and Carol Service. LSN/MWI/EPA	LSN/MWI/EPA	Dec 2nd
12	EPA to contact Previously considered CEV people to discuss concerns.	EPA	
13	Communicate updated public health advice/isolation/testing to parents and staff. KMA	KMA	done
14	Install CO2 monitors (schools have been sent 1 per 2 rooms) and record three readings across one day. (EPA	EPA	ongoing
	<b>Action plan agreed by (EPA/KMA 3rd Dec)</b>		