

Coronavirus Foundation Risk Assessment for Academic Year 2021-22

The government continues to manage the risk of serious illness from the spread of the virus. Step 4 of the roadmap marked a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk.

As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for two doses by mid-September.

Our priority is to follow DfE and government guidance to deliver face-to-face, high quality education and childcare to all children. Following the governments' evidence that it is clear that being out of education and childcare causes significant harm to educational attainment, life chances, mental and physical health.

This risk assessment should be read alongside the Foundation Covid Policy and with reference to the Outbreak Management Plan as well as Actions for Schools and Actions for Early Years Settings and applies to all schools and settings of the Foundation.

School Name: The Stephen Perse Foundation			Date Assessed: 06.09.21		Assessed by: Vice Principal confirmed by the Principal 06/09/2021	
Task/Activity: Return to school under Step 4					Reference Number:	
			Risk rating before implementing control measures		Risk rating after implementing control measures	
Activity/Task	Hazard/Risk	Persons at Risk	Risk	Controls Measures in Place	Risk	Additional Controls Measures Required
Working in the school	Workforce contracting Covid-19	Employees		<ul style="list-style-type: none"> Staff are encouraged to take up the vaccine and enabled to attend vaccine appointments where practical. Further details here The Vaccinators COVID-19 		Guidance and recommended risk control measures will be sourced

		<p>Pupils/students</p> <p>Contractors</p> <p>Visitors</p> <p>Volunteers</p>		<p>Vaccination Centres Cambridgeshire and Peterborough</p> <ul style="list-style-type: none"> • Staff are encouraged to notify the setting when they have completed their vaccine course (to enable long term planning) – <i>please note staff do not have to share medical information with the Foundation if they do not wish to</i> • Staff will be encouraged to take Lateral Flow Tests twice a week and to share results with the setting and report them to the national system online • Staff/children that meet the criteria of clinically vulnerable or clinically extremely vulnerable, have a risk assessment completed to identify any suitable control measures that must be in place to keep them safe in the setting. This should be completed with reference to the HSE guidance Protect Vulnerable Workers during the Coronavirus (Covid-19) Pandemic • We will complete the COVID-19 Vulnerable Persons Risk Assessments as required. • Risks to new and expectant mothers in the workplace should be considered and added to this risk assessment. These should be reviewed if a member of staff notifies the Foundation that they are expecting. Pregnant women are considered 'clinically vulnerable' 		<p>directly from the GOV.UK website wherever possible.</p> <p>Actions for schools during the coronavirus outbreak</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/actions-for-early-years-and-childcare-providers-during-the-covid-19-pandemic#main-changes-to-previous-guidance</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> <p>Outbreak management Plan is in place and the Foundation will work with the local authority, PHE and the DfE to identify and manage an outbreak following all local procedures for reporting a case and managing an outbreak.</p>
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- [New and expectant mothers risk assessments](#) will be completed.
- or in some cases 'clinically extremely vulnerable' to coronavirus (COVID-19) and therefore require special consideration as set out in the [guidance for pregnant employees](#)
- Parents and visitors will be asked to be on school site though pre appointment to avoid congestion in enclosed spaces where staff and students are present.
- Parent and visitor events will be individually risk assessed to consider congestion on the site in enclosed spaces for people who are not normally in contact with each other eg Open Days and Parent information events. Sports fixtures will continue to have parents in attendance where the fixture is outdoors.
- Commercial hiring will be resumed, this will be outside of core hours to avoid contact between staff/students and hirers. Cleaning will occur between the hire and the start of the next school start
- Face coverings are not recommended in school other than where there may be congestion in an enclosed space. Face coverings are recommended on public transport and on school transport. Where staff/students choose to wear face

				coverings there must be consideration as to the impact on their education and where there is concern that education is being impacted a risk assessment discussion should be completed with either the member of staff or the students' parent if under 16/the student if over 16.		
Attending school	Children who are clinically extremely vulnerable contracting Covid-19	Pupils Students		<ul style="list-style-type: none"> All children who are CEV should attend their setting unless they are one of the very small number of children under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend. 		<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Actions for schools during the coronavirus outbreak</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Working in the school	Children and staff travelling from abroad	Employees Pupils/students Contractors Visitors Volunteers		<ul style="list-style-type: none"> Staff members are encouraged to notify their line manager if they plan to travel abroad so that contingency plans can be put into place ahead of travel in case they have to self-isolate on their return Children and staff members travelling abroad should follow government guidance on self-isolation on return and should refer to the appropriate list of countries for more information 		<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Actions for schools during the coronavirus outbreak</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

Working in the school	Positive case within the setting	Employees Pupils/students Contractors Visitors Volunteers		<ul style="list-style-type: none"> • Close contacts will be identified by the NHS Test and Trace service and advised on requirements to self-isolate. From 16th August only adults over 18years and 6 months who have not received two vaccinations will be required to self-isolate on contact with a positive case. Children under the age of 18 and adults who have received two doses of an authorised Covid-19 vaccine more than two weeks previously will no longer have to self-isolate if they are in close contact but will be advised to take a PCR test • If advised by Public Health the Foundation will implement their Outbreak Management Plan 		<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Actions for schools during the coronavirus outbreak</p> <p>https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released</p>
Working in the school	Spread of Covid 19 within the setting - hygiene	Employees Pupils/students Contractors Visitors Volunteers		<ul style="list-style-type: none"> • The Foundation has a suitable supply of soap and access to warm water for washing hands. • Appropriate controls are in place to ensure the suitable sanitisation of children's hands on arrival at the setting, following outdoor play, before meals and following the use of toilets. • Monitor the use of hand sanitiser with young children to ensure it is not ingested • Staff will encourage children to learn and practise good hygiene habits through games, songs and repetition. 		<p>Information about the Coronavirus (e-bug.eu)</p>

				<ul style="list-style-type: none"> Staff will model the use of “catch it, bin it, kill it” to the children. Information about the Coronavirus (e-bug.eu) 		
Working in the school	Spread of Covid-19 within the setting – ventilation	<p>Employees</p> <p>Pupils/students</p> <p>Contractors</p> <p>Visitors</p> <p>Volunteers</p>		<p>When your setting is in operation, it is important to ensure it is well ventilated and that a comfortable environment is maintained.</p> <ul style="list-style-type: none"> Keep windows open as much as possible to ensure good ventilation throughout the setting. Thought should also be given to thermal comfort e.g. use of higher level windows or opening windows when the room is not in use Identify any poorly ventilated areas and take steps to ventilate these as well as possible Ventilation will be monitored using CO2 monitors across all sites when the monitors arrive at school. Until then ventilation will be monitored through the opening of windows, managed door policy and where relevant mechanical ventilation. Each room will have a notification of ventilation mechanism. Plan to use outdoor space as often as possible during the day Consider referring to Health and Safety Executive guidance on ventilation and air conditioning during the coronavirus (COVID-19) pandemic 		
Working in the school	Spread of Covid-19 within the setting – enhanced cleaning	<p>Employees</p> <p>Pupils/students</p>		<ul style="list-style-type: none"> Follow the guidance for cleaning in non-healthcare settings COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk) 		

		<p>Contractors</p> <p>Visitors</p> <p>Volunteers</p>		<ul style="list-style-type: none"> ● Regular cleaning procedures should be in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> ○ Taps and washing facilities, ○ Toilet flush and seats, door locks, bins, sanitary bins, lavatory brush and toilet roll dispenser ○ Door handles and push plates, ○ Handrails on staircases and corridors, ○ Lift and hoist controls, ○ Machinery and equipment controls, ○ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles. ○ Telephone equipment, ○ Keyboards, photocopiers and other office equipment, tables and chairs. ● Where possible ensure surfaces are kept clear to enable cleaning ● Consider having clear signage in each room laminated (so that it is wipeable) detailing touch points. ● If you have been informed that someone has tested positive with covid-19 then any area/room they have accessed should undergo a thorough clean. ● Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn. ● Surfaces should be washed with hot soapy water, then sprayed with 		
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				<p>disinfectant and left for at least 60 seconds (or the manufacturers recommendations should be followed) prior to wiping. Care should be taken to ensure children cannot access the surfaces during this time.</p>		
Working in the school	Disposal of waste that may be contaminated by a coronavirus sufferer	<p>Employees</p> <p>Pupils/students</p> <p>Contractors</p> <p>Visitors</p> <p>Volunteers</p>		<p>All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.</p> <p>Should the person test positive, the Health Protection Team will provide instructions about what to do with the waste.</p>		
Working in the school	Child or staff member displaying symptoms whilst in the setting	<p>Employees</p> <p>Pupils/students</p> <p>Contractors</p> <p>Visitors</p> <p>Volunteers</p>		<ul style="list-style-type: none"> • Ensure that all staff are aware of the symptoms of Covid-19 and are alert to how to respond: <ul style="list-style-type: none"> ○ A high temperature – this means the child feels hot to touch on their chest or back (you do not need to measure their temperature) ○ A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if a child usually has a cough, it may be worse than usual) 		

				<ul style="list-style-type: none">▪ Loss or change to sense of smell or taste – this means the child noticed they cannot smell or taste anything, or things smell or taste different to normalo Adults who are displaying symptoms should self-isolate and get a PCR test. A poster will be displayed at all entrances advising adults of this.o If a member of staff has tested positive using a home based or workplace testing Lateral Flow Device test they should book a polymerase chain reaction (PCR) test immediately to confirm the result and self-isolate until that result is available.o If a child or staff member develops symptoms compatible with coronavirus, they should rapidly be sent home and advised to get a PCR test. If the test is positive they should self-isolate for 10 full days from the day after their symptoms started. Their fellow household members will be advised to self-isolate for 10 days. All children and staff will be directed to the NHS Test and Trace portal if they display symptoms of coronavirus to book a test and tracing of contacts to take place:		
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				<p>https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p> <p>In the case of EYFS staff should follow the guidance on routine vaccines and teething to assess whether there is a reasonable assumption that a temperature is caused by routine vaccination or teething. Refer to EFS guidance</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/actions-for-early-years-and-childcare-providers-during-the-covid-19-pandemic#main-changes-to-previous-guidance</p> <ul style="list-style-type: none">• The isolation period includes the day the symptoms started and the next 10 full days• If any of the individual's household members are also present at the Foundation they will need to be sent home at the same time• The manager will support the family/staff member and ensure the outcome of the test is passed to the Foundation without delay.• Identify an area where any child displaying symptoms can be isolated whilst they are waiting for collection. Ensure a familiar adult, with appropriate PPE, stays with them.• Ensure that all children have up to date contact details to enable parents/carers to be contacted quickly.• Consider how the isolation area can be easily cleaned after use.		
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Working in the school	Contact with delivery drivers / contactors to site / supply teachers			<p>All contractors / delivery drivers / suppliers expected to complete the Contractor Checklist found in the SPF Covid-19 Staff Information Drive here.</p> <p>Contractors are only allowed on site if the work cannot be completed at another time.</p> <p>Contractors, supply teachers and delivery drivers provided with handwashing facilities.</p> <p>Visitor information provided at reception for COVID-19 measures taken.</p>		<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-care-providers-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released</p>
Use of Foundation transport	Contact with persons suffering from coronavirus	<p>Employees</p> <p>Pupils/students</p> <p>Contractors</p> <p>Visitors</p> <p>Volunteers</p>		<p>School transport will be used in the following means:</p> <ul style="list-style-type: none"> · Hand sanitiser used before boarding and unboarding; · Regular cleaning of transport; · Organised queuing and boarding; · Ventilation where possible; and · We will establish maximum occupancy numbers in accordance with the above. 		

				Face coverings are requested for all children and staff over the age of 11		
Physical Education	Contact with persons suffering from coronavirus	Employees Pupils/students Contractors Visitors Volunteers		<p>External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. We will refer to the following advice</p> <ul style="list-style-type: none"> • Guidance on the phased return of sport and recreation; • Guidance from Sport England; • Guidance from the Association for Physical Education; and • Guidance from the Youth Sport Trust 		
Educational Trips and visits				<p>Insurance - Educational visits</p> <p>Given the likely gap in COVID-19 related cancellation insurance, if you are considering booking a new visit, the Foundation will ensure that any new bookings have adequate financial protection in place through an individual policy for residential trips. The Foundation will seek a COVID guarantee from all providers and the financial risk will be explained to parents prior to booking of each trip.</p>		

Risk/Priority Indicator Key

RESIDUAL RISK RATING	ACTION REQUIRED
HIGH (H) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.

Review Record

Date of Review	Confirmed by	Comments
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