

RISK ASSESSMENT	Covid 19 (Spring Term 2021)	
Establishment: Colchester High School	Assessment by: Reena Patel	Date: April 2021
Review Date: With significant change	Approved by: Melissa Jones	Date: April 2021

Hazard / Risk	Who is at Risk?	Initial Risk Rating	Normal Control Measures <i>(Brief description and/or reference to source of information).</i>	Are Control Measures <i>Y/N/NA</i>		Additional Control Measures <i>(to take account of local /individual circumstances).</i>	Residual Risk Rating
				In Place	Adequate		
Person(s) Displaying Symptoms	Pupils Staff Visitors Contractors	Medium	<ul style="list-style-type: none"> ✓ Parents or member of staff to telephone school office. ✓ If a member of staff develops symptoms whilst at work, they should: ensure their line manager is informed and return home immediately. ✓ Staff/contractors/Peris and volunteers provided with Lateral Flow Home Testing kits to use twice weekly 	Y	Y	Additional staff are available at school to manage supervision ratios in the event of staff absence.	Low

<p>Child or Staff Member Becoming Unwell at School</p>	<p>Pupils Staff</p>	<p>Medium</p>	<ul style="list-style-type: none"> ✓ Everyone to follow agreed protocol if a pupil or member of staff becomes unwell with Coronavirus symptoms during the day. Details are displayed in medical room. ✓ If child or member of staff becomes unwell with other symptoms, staff to follow usual school procedures, looking after and monitoring the child and contacting parent/carers if deemed necessary ✓ PCR testing kits for pupils and staff from government testing programme are available for those displaying symptoms. ✓ Any staff member who has helped someone taken unwell with Coronavirus symptoms does not need to go home unless they develop symptoms themselves. 	<p>Y</p>	<p>Y</p>	<p>Procedures established for staff and pupils exhibiting symptoms whilst at school and displayed in Medical Room.</p> <p>Procedures in place to consider potential contact to eliminate further spread.</p> <p>Allocated seating in classrooms and at lunchtime in order to facilitate tracking.</p> <p>Staff trained in new guidelines and aware of procedures for dealing with COVID 19 symptom</p>	<p>Low</p>
<p>Confirmed cases or potential outbreak in school or in local area</p>	<p>Pupils Staff Visitors</p>	<p>Medium</p>	<ul style="list-style-type: none"> ✓ Confirmed case will self-isolate for 10 days and 10 days for rest of household. The remainder of that year group/class including teaching staff will not be able to come to school for 10 days based on advice from DFE Helpline 0800 046 8687 ✓ Anyone displaying symptoms, or is within 10 days of the first day when the first member of their household showed symptoms of (Covid-19) should not come to school ✓ Contact made with Local Health Protection Team if more than 2 confirmed cases within 10 days, or overall risk in sickness absence ✓ HPT will carry out rapid risk assessment to confirm close contacts and work with school – school engage in track and trace process. ✓ Mobile testing unit may be dispatched if outbreak confirmed ✓ Local Authority to determine measures should there be a local outbreak 			<p>Local HPT for CHS;</p> <p>PHE East of England Health Protection Team, Second Floor Goodman House, Station approach Harlow, Essex, CM20 2ET</p> <p>EastofEnglandHPT@phe.gov.uk phe.EoEHPT@nhs.net</p> <p>Phone: 0300 303 8537 option 1</p> <p>Plans in place for transition to online learning if required.</p>	<p>Low</p>

<p>Medical Room/Isolation Space</p> <p>Hygiene Standards</p>	<p>Pupils Staff Visitors</p>	<p>Medium</p>	<ul style="list-style-type: none"> ✓ Isolation room/area established. ✓ Good hygiene measures in place – medical room/isolation space to be cleaned after every use. ✓ Staff should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. ✓ Suitable and sufficient last resort PPE in place, recommended with suspected cases member of staff treating pupil should wear mask, visor, apron and gloves (and pupil should wear mask). ✓ Procedures established for pro-actively ordering PPE and medical supplies. ✓ Only trained staff permitted to provide medical and first aid support. 	<p>Y</p>	<p>Y</p>	<p>Isolation Room clearly known by all staff and signage installed outside.</p> <p>Procedures for those treating staff and pupils with a suspected case established and displayed.</p> <p>Special COVID box set up to include all PPE equipment for easy access.</p> <p>Socks regularly replenished to ensure availability when required.</p>	<p>Low</p>
<p>Accident, Injury or Harm and Medical Needs</p>	<p>Pupils Staff Visitors</p>	<p>Medium</p>	<ul style="list-style-type: none"> ✓ First Aid contact procedures are known by all staff, with adequate first aid provisions provided by trained staff. ✓ First Aid should initially be administered in the area of the incident ✓ First Aiders providing treatment in the medical room will be required to wear PPE – visor, mask, gloves and apron ✓ Cleaning regime established and followed to maintain hygiene standards. ✓ Paediatric First Aid Training and First at Work Training provided to relevant staff. ✓ Details of contact procedures and all trained staff posted within the Medical Room (and updated routinely, including considerations of staff absences). 	<p>Y</p>	<p>Y</p>	<p>First Aid Risk Assessment has been updated and reviewed to reflect Covid-19 guidance.</p> <p>This will be displayed in the medical room alongside this RA.</p> <p>Full PPE to be worn especially where bodily fluids are involved. Medical room equipped with all the necessary PPE required.</p>	<p>Low</p>

Vulnerable Persons – increased risk of infection and complications for vulnerable groups	Pupils Staff Visitors Contractors	Medium	<ul style="list-style-type: none"> ✓ Staff who are clinically extremely vulnerable or in a vulnerable group or expectant mothers will be assessed individually around their personal risks. To ensure they are protected through social distancing and hygiene procedures ✓ Care Plans continually monitored for additional information to ensure this is resourced and considered. ✓ Continual monitoring to ensure working practices consider changing Government Guidance. ✓ Staff reminded during SLT and staff updates, to report any concerns. 			<p>Risk Assessment in place for William Smith who is Type 1 diabetic. Mum to provide an updated care plan if there are any changes one. Mum has been met with to discuss any concerns she may have.</p> <p>Simon Newcomb & Catherine Dixon are also diabetic. Discussions have been held with staff re working conditions and the need to implement any extra measures that may be required to mitigate any risk.</p>	Low
Unplanned visitors (including postal deliveries)	Pupils Staff Visitors Contractors	Medium	<ul style="list-style-type: none"> ✓ Access and egress of visitors controlled and managed by authorised staff only. ✓ Access control systems installed and remain active. ✓ Enhanced DBS checks in place for all authorised staff. ✓ No visitors to be allowed in school during this period unless approved by member of Senior Leadership Team; visitor will then be signed in, escorted and supervised. Visitors should have a pre-arranged appointment and wear a face covering for the length of the visit. ✓ Clear procedure for receiving deliveries, and post arrangements. ✓ Visitor waiting areas configured including screens on reception desks, barriers, one-way systems, hand sanitiser station and masks available. ✓ Compulsory use of hand sanitiser before entering school. 	Y	Y	<p>Signage clearly posted clarifying Covid-19 rules for visitors.</p> <p>Visitor stickers being used instead of lanyards.</p> <p>Receptionist to sign in for everyone preventing cross contamination from usage of pen.</p> <p>Deliveries accepted at reception or back gate only, socially distanced, with the use of face masks at all times.</p>	Low

Access/Egress (Security and Safeguarding)	Pupils Staff Contractors Visitors	Medium	<ul style="list-style-type: none"> ✓ Signing in and out procedures established. ✓ Suitable supervision arrangements will be made in line with number of children and any associated needs. ✓ Pupil handover procedure controlled and to the known parent, guardian or carer – in line with School Policy. ✓ All usual safeguarding procedures to be followed in line with current safeguarding policies. 	Y	Y	<p>Procedures for drop off and collection reviewed. One-way systems set up, entry and exit routes identified.</p> <p>Guidance issued to parents to minimise to 1 nominated carer/parent: no gatherings at gates etc.</p> <p>Masks to be removed before entering school site, hand sanitiser to be used on arrival.</p>	Low
Emergency Procedures Including Fire and Lockdown	Pupils Staff Visitors	Medium	<ul style="list-style-type: none"> ✓ In the event of an incident/emergency evacuation, usual procedures will be followed. ✓ Fire drill - practice will take place when pupils return 	Y	Y	<p>FRA has been reviewed and approved for 20-21.</p> <p>There are enough fire wardens and marshalls with the required training.</p> <p>Fire Drill make adjustments to allow for social distancing where appropriate.</p> <p>Fire Drill to take place in the first week or so of re-opening.</p>	Low

Travel and Transport (where applicable)	Pupils Staff	Medium	<ul style="list-style-type: none"> ✓ Third Party transport providers risk management aligned to school standards. ✓ Transportation of Students and Staff Risk Assessment reviewed and shared to encompass Covid-19 guidance. ✓ Parents asked to remind children of COVID-19 rules for bus use, repercussions for pupils who do not follow the rules risky safety of others including removal of service. ✓ Pupils in Year 7 and above and all staff to wear face coverings whilst on transport. ✓ Pupils forbidden to eat food on the bus and must use hand sanitiser before getting on and when disembarking. 	Y	Y	<p>All three bus providers spoken to, Risk Assessments provided and submitted to SSC for review.</p> <p>Comms sent to parents around provisions being made.</p> <p>Pupils to sign a new code of conduct which includes expectations of behaviour required to maintain high levels of safety.</p> <p>School has set up seating plans for pupils to ensure they are seated within their year group bubbles.</p>	Low
H&S Training No Longer in Date or Expired	Pupils Staff	Medium	<ul style="list-style-type: none"> ✓ Specific training undertaken for staff with key roles. ✓ Training matrix provided to clarify current training levels, and routinely monitored and updated. 	Y	Y	Training matrix has been updated, all staff with expired training to be signed up for refreshers in the new term.	Low

<p>Cross Contamination-getting or spreading covid 19 by not washing hands or not washing them adequately and not adhering to current System of Controls</p>	<p>Pupils Staff Visitors Contractors</p>	<p>Medium</p>	<ul style="list-style-type: none"> ✓ Posters displayed in School to ensure staff follow guidance for themselves and pupils regarding: <ul style="list-style-type: none"> ○ Social distancing ○ Handwashing ○ Face coverings ○ Temperature monitoring ○ What to do if anyone becomes unwell with a new, continuous cough or a high temperature, in an education setting ✓ Sufficient soap and paper towels for handwashing and spare stock on site – hand dryers put out of use. ✓ Staff and pupils reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. ✓ Suitable and sufficient rubbish bins shall be provided for hand towels with regular removal and disposal. ✓ Regular breaks shall be allowed to wash hands, with time factored into activities. Pupils to wash hands every time they change rooms. ✓ Hand Sanitizer – both alcohol and non alcohol based alternatives are suitable. Located at entry and exit points and supervised areas only. No touch type preferable. ✓ Hand sanitiser provided in classrooms where hand washing facilities are not close by ✓ Year groups are not mixed during day. ✓ Pupils do not need to wear face coverings in classrooms or communal areas. Staff also do not need to wear face coverings in classrooms. Face coverings to be used by staff in situations outside of classrooms where social distancing is not possible. 	<p>Y</p>	<p>Y</p>	<p>Hand sanitiser stations at all entry points into school, including reception.</p> <p>Posters are displayed frequently and monitoring in place to ensure staff, pupils and visitors adhere. Pupils to be reminded of regular hand washing.</p> <p>Staff to be advised on self-checks and parents to be advised to check their child’s temperature prior to coming to school and follow guidance to not send child in if temperature is 37.8° or above.</p> <p>Drinking water fountains have been taken out of use and alternative safe means established. Children to bring in their own water bottles daily and taken home overnight to be cleaned. Portable water containers provided around the school to offer ease of access to drinking water.</p> <p>Procedure for removing and disposing face coverings when pupils and staff come to school. They will be asked to place their masks in a plastic</p>	<p>Low</p>
--	--	---------------	--	----------	----------	--	------------

			<ul style="list-style-type: none"> ✓ Ensure that those involved in cleaning activities are aware of the PPE requirements. ✓ Lateral Flow Testing available to pupils and staff via home testing kits. Schools should maintain a small Lateral Flow testing site to be used as necessary. ✓ Staff and pupils who do not give consent for LFT or compliance with use of face coverings. 			<p>zip-lock bag and kept away until they leave the premises.</p> <p>All Staff and pupils to be reminded of social distancing rules in order to mitigate any risk of infection from those who choose not to participate in LFT or to wear face coverings.</p> <p>Staff meetings to be conducted on Teams.</p>	
--	--	--	--	--	--	--	--

<p>General Cleaning – getting covid-19 by not cleaning surfaces, equipment and workstations</p>	<p>Pupils Staff Visitors Contractors</p>	<p>Medium</p>	<ul style="list-style-type: none"> ✓ Usual school cleaning protocols will be followed during this period, with additional cleaning tasks/frequency as agreed at a meeting between school and cleaning contractor. ✓ Ensure that those involved in cleaning activities are aware of the PPE requirements ✓ Full deep clean of premises to be arranged in the event of confirmed Coronavirus case(s) in line with risk assessment from Local Health Protection Team ✓ COSHH assessments for existing and new cleaning products reviewed and in place ✓ Increased cleaning to frequently touched surfaces such as handrails, handles, toilets, washing areas, telephones and all equipment. ✓ Bins for tissues emptied during day. ✓ Signage around school to inform staff & pupils what they need to do to keep school clean and sanitised. 	<p>Y</p>	<p>Y</p>	<p>Whole school to be deep cleaned prior to re-opening.</p> <p>School is in receipt of the cleaning contractors Risk Assessment for COVID-19 enhanced cleaning.</p> <p>Waste should be disposed in foot operated pedal bins with a lid.</p> <p>Additional day-time cleaner appointed to clean the pupil and staff toilets during the day and to wipe down frequently touched surfaces such as door handles and banisters.</p> <p>Each classroom provided with anti-bacterial spray and tissue rolls, and staff will be encouraged to regularly wipe down surfaces at break and lunchtimes.</p>	<p>Low</p>
--	--	---------------	--	----------	----------	--	------------

<p>Use of suitable classrooms and areas including room layout, teaching equipment etc adhering to social distancing guidance for schools published by PHE/DFE</p>	<p>Pupils Staff</p>	<p>Medium</p>	<ul style="list-style-type: none"> ✓ Side to side seating and facing forwards rather than face to face or side on ✓ Minimised overcrowding in corridors with different timetable for different year groups, installation of barriers where appropriate, or floor markings, one-way circulations. ✓ Pupils do not need to wear face coverings in classrooms or communal areas. Staff also do not need to wear face coverings in classrooms. Face coverings to be used by staff in situations outside of classrooms where social distancing is not possible. ✓ Staircases with one-way circulation such as up and down staircases only, pupils stay in classrooms for most of day to reduce need to move around vertically. ✓ Visual inspection of classroom by staff prior to each daily use. ✓ Pupils encouraged to be self-sufficient at their own desk every day – own pencil case and water bottle ✓ Resources shared between classes or year groups are frequently cleaned or left unused for period of 48 hours (72 for plastics) ✓ Regular cleaning programme established ✓ Ventilation – rooms should be well ventilated with natural ventilation (open windows) Where centralised or local mechanical ventilation is present, recirculatory systems adjusted to full fresh air, if this is not possible systems will be operated as normal. Fire Doors should not be propped open with door wedges – appropriate door closure systems should be used. 	<p>Y</p>	<p>Y</p>	<p>Latest Risk assessments sourced to reflect the new COVID-19 guidelines. To be signed and approved by the head and shared on the Academic drive in the new term.</p>	<p>Low</p>

<p>Social Distancing is Difficult to Achieve</p>	<p>Pupils Staff Visitors</p>	<p>Medium</p>	<ul style="list-style-type: none"> ✓ Safe working operations to encompass 2m minimum distance where possible. ✓ Briefings to take place adopting the 2m social distancing ahead of any overlapping task to restrict the need for communication during the short duration close proximity working (and to prevent face to face working). ✓ Lifts to not be used or if required controlled access given. ✓ Where interaction is required for combined tasks, individual risk management shall consider: Elimination, Time, Distance and Shielding. ✓ Avoiding large gathering such as assemblies with more than one year group ✓ Pupils do not need to wear face coverings in classrooms or communal areas. Staff also do not need to wear face coverings in classrooms. Face coverings to be used by staff in situations outside of classrooms where social distancing is not possible. Recommendation to wear medical grade is possible. 	<p>Y</p>	<p>Y</p>	<p>Additional staff rooms to be set up to avoid large congregations.</p> <p>Staggered arrival and departure times to avoid large groups of children mixing together.</p> <p>Floor signage used to help visualise social distancing in corridors and in the playground.</p> <p>One in, one out system for toilets.</p> <p>Sanitiser available in shared rooms such as meeting rooms where washing facilities not available.</p> <p>Two mixed bubbles – Reception & Nursery form one bubble Year 1 & 2 form one bubble</p>	<p>Low</p>
---	--------------------------------------	---------------	--	----------	----------	--	------------

Activities, Practical lessons, Sport, Music	Staff Pupils	Medium	<ul style="list-style-type: none"> ✓ Play equipment should be cleaned more frequently ✓ PE or sports lessons to follow AFPE or Sport England current guidance ✓ Sports Halls- increase to frequency of cleaning and hygiene in place ✓ Practical lessons will take place if equipment is cleaned thoroughly between lessons or left unused for a period of 48 hours (72 for plastics) ✓ Science lessons to follow Cleapss current guidance ✓ Music lessons – singing in small groups, and playing instruments outside where possible, limiting group sizes to 15, back to back or side to side and avoid sharing of instruments. ✓ No school choirs or assemblies involving singing, wind or brass playing 				Low
Staff Wellbeing	Staff	Medium	<ul style="list-style-type: none"> ✓ SLT discuss with staff specific concerns and how to make them feel safe. ✓ Staff encouraged to continue to have conversations on concerns when they are working and if necessary, action will be taken ✓ Provision of online resources via MyCognita to support staff wellbeing ✓ Staff have employee helpline resource available via Care First. 			SLT to offer staff the opportunity to voice concerns in the run up to re-opening.	Low

<p>Shared Areas i.e. Offices, Reception Area, Staff Welfare Areas</p>	<p>Staff Visitors</p>	<p>Medium</p>	<ul style="list-style-type: none"> ✓ Tables, workstations and chairs repositioned so more than 2m apart. ✓ Sneeze guards installed on Reception desks with floor signage for visitors to reception to enable social distancing. ✓ Floor markings and signage installed. ✓ Limit on numbers in areas to maintain social distancing. ✓ Limiting hot desking ✓ Doors left open to ease ventilation and no contact if possible. ✓ Additional cleaning equipment provided for staff to use for frequently used equipment ✓ Where possible, staff are encouraged to bring their own food and drinking vessel. ✓ Posters and guidance to remind staff of safe practices. ✓ Face masks to be worn at all times in shared spaces. Recommendation to wear medical grade. 			<p>Staff to bring in their own lunches.</p> <p>Multiple areas provided for staff welfare.</p>	<p>Low</p>
--	-----------------------	---------------	--	--	--	---	------------

Dining Areas	Pupils Staff	Medium	<ul style="list-style-type: none"> ✓ Pupils and staff encouraged to promote excellent personal hygiene prior to and following food consumption ✓ Regular routine cleaning regimes followed. ✓ Ensure that those involved in cleaning activities are aware of the PPE requirements. ✓ Separate cloths and cleaning agents used for different areas. ✓ Secure storage of cleaning equipment when not in use. ✓ Spillages cleared promptly, with signage located during drying. ✓ Adequate time permitted between normal room use and dining requirements, to ensure adequate/suitable cleaning regimes can be followed. ✓ Considerate disposal of waste and bins emptied regularly. ✓ Staff supervising to be wearing full PPE including masks, aprons and gloves. 	Y	Y	<p>Staff to bring in their own lunches.</p> <p>Nursery to be provided with hot food boxes in their Nursery setting.</p> <p>Year groups to eat in bubbles at staggered times in the refectory.</p> <p>Year 7 & 8 to have hot lunches every alternate week, with school provided packed lunches in between.</p> <p>Screen set up between servery and pupils to avoid mixing.</p>	Low
Information Sharing	Pupils Staff Contractors	Medium	<ul style="list-style-type: none"> ✓ Reinforcement of information and guidance at regular staff meetings. Regular reviews by SLT to ensure measures being followed. ✓ Information sharing undertaken with all third parties and contractors, to ensure alignment of any overlapping areas. ✓ Any training required to support staff has been provided. ✓ Staff to report to H&S coordinator of any concerns. ✓ Near miss reporting in place to identify where controls cannot be reported or people not doing what they should ✓ RA reviewed regularly to adapt to change in plans for working safely to reflect government guidance or significant changes and communicated to all. 	Y	Y	All Risk Assessments to be shared on the Teams folder once signed off.	Low

Mass Testing	Pupils Staff Contractors	High	<ul style="list-style-type: none"> ✓ Roll out of home LFT for staff. All staff will now be able to conduct their tests at home and will be asked to continue testing every week. Staff will be required to test every Monday and Thursday, regardless of their days of work. Home testing will commence on Monday 8 March. ✓ Pupils will be asked to test four times in the first two weeks of their return (though there is some flexibility in this timescale); three times under supervision in school, and the fourth at home. Tests will be taken 3 to 5 days apart. From then on, all pupils will receive home test kits and will be asked to test themselves twice a week from home and to log and report their results in the same way as staff. ✓ Staff to be trained on NHS courses designed to educate on the procedures for testing as well as the need to be strict with safety protocols. ✓ Contractors provided with home testing kits and advised to follow same process as other school staff. 	Y	Y	<p>Staff invited to give consent for LFT and provided with comprehensive training on testing at home. Testing to be carried out twice a week at home, with all test results registered with NHS Test & Trace. Only void or positive results to be shared with the COVID-19 coordinator at school.</p> <p>Enhanced procedures in place for any positive results that are communicated to school.</p> <p>Testing is voluntary. Staff who decline to participate can still attend school if not symptomatic. If they begin to show symptoms, they should get tested and follow the usual national guidelines on self-isolation.</p>	Medium
---------------------	--------------------------------	------	---	---	---	--	--------

REVIEWS:		
DATE OF REVIEW: 7 January 2021	REVIEWED BY: Reena Patel	COMMENTS: Updated to add the DFE Helpline, new self-isolation period of 10 days and LFT testing. School currently only open for EY, Key workers and vulnerable pupils from 7 January.
DATE OF REVIEW: 1 st March 2021	REVIEWED BY: Reena Patel	COMMENTS: Updated to reflect full school opening from 8 th March 2021. Introduction to home testing for staff and pupils twice a week. Mandatory use of face coverings across the school for staff and for pupils for Year 7 and above.

<p>DATE OF REVIEW: 20th April 2021</p>	<p>REVIEWED BY: Reena Patel</p>	<p>COMMENTS: Updated to reflect Summer Term school opening from 13th April 2021. Updated to include the use of both alcohol and non-alcohol based sanitiser. Schools to maintain small LFT site to be used as necessary – although staff and pupils to now test at home twice a week and register results on gov website. Fire doors should no longer be propped open – appropriate door closure systems should be used.</p>
<p>DATE OF REVIEW: 17th May 2021</p>	<p>REVIEWED BY: Reena Patel</p>	<p>COMMENTS: Updated to reflect the change in use of face coverings on the school site, as a result of the latest government guidelines. From 17 May, in line with Step 3 of the roadmap, face coverings will no longer be recommended for pupils in classrooms or communal areas in all schools.</p>