

RISK ASSESSMENT		Covid-19 (Autumn Term 2021)	
Establishment: Colchester High School	Assessment by: Reena Patel	Date: 31/08/2021	
Review Date: With significant change	Approved by: Karen Gracie-Langrick	Date: 01.09.21	

Hazard / Risk	Who is at Risk?	Initial Risk Rating	Normal Control Measures (Brief description and/or reference to source of information).	Are Control Measures Y/N/NA		Additional Control Measures (to take account of local /individual circumstances).	Residual Risk Rating
				In Place	Adequate		
Person(s) Displaying Symptoms outside of school/at home	Pupils Staff Visitors Contractors		<ul style="list-style-type: none"> ✓ Parents of pupils or members of staff to telephone school office to notify they have symptoms or a positive test result and remain at home for the required period of isolation. ✓ If a member of staff develops symptoms whilst at home, they should: ensure their line manager is informed and remain at home for the required period of isolation. ✓ Staff and pupils provided with Lateral/Nasal Flow Home Testing kits to use twice weekly. 	Y	Y	<i>The school will continue to create a record all pupil or staff members who have been identified as having a positive test for COVID.</i>	Medium
Child or Staff Member Becoming Unwell at School	Pupils Staff		<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 ✓ Any staff member who has helped someone taken unwell with Coronavirus symptoms does not need to go home unless they develop symptoms themselves. 	Y	Y	<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>Staff trained in new guidelines and aware of procedures for dealing with COVID 19 symptom</p>	Low

<p>Confirmed cases or potential outbreak in school or in local area</p>	<p>Pupils Staff Visitors</p>		<ul style="list-style-type: none"> ✓ Confirmed positive PCR will self-isolate for 10 days. They will be contacted by NHS Test and Trace who will work to identify close contacts. Contacts from the school will only be traced by NHS Test and trace where the positive case and/or their parent specifically identifies the individual as being a close contact. Close contacts will be encouraged to take a PCR test. ✓ Anyone displaying symptoms (Covid-19) should not come to school ✓ Contact made with Local Health Protection Team if 10% or more than 5 confirmed cases who are likely to have mixed closely test positive within 10 days ✓ Local Authority to determine measures should there be a local outbreak ✓ School will initiate Outbreak Management Plan ✓ School will contact Self Isolation Service Hub for all positive cases relating to staff ✓ School will contact DFE helpline if a pupil, or staff member is admitted to hospital with Covid-19 for public health advice. 	<p>Y</p>	<p>Y</p>	<p>COVID 19 Isolation Helpline 119</p> <p>DfE Helpline 0800 046 8687 Option 1 for additional advice and notification of pupils/staff admitted to hospital</p> <p>Self-Isolation Service Hub 020 3743 6715</p> <p>If cases for staff meet the threshold for an outbreak, school will provide 8-digit NHS Test and Trace Account ID (CTAS Number) of the member of staff testing positive.</p> <p>Plans in place for transition to online learning if required.</p>	<p>Low</p>
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<p>Medical Room/Isolation Space</p> <p>Hygiene Standards</p>	<p>Pupils Staff Visitors</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>Stocks 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>		<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 incident ✓ First Aiders providing treatment in the medical room will be required to follow infection control guidelines ✓ Cleaning regime established and followed to maintain hygiene standards. ✓ Paediatric First Aid Training and First at Work Training provided to relevant staff. 	<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		<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 ✓ Pupil 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. 	Y	Y	<p>Risk Assessment in place for pupil who is Type 1 diabetic. Updated care plan to be provided by parents if required and discussed with SLT.</p> <p>Discussions have been held with vulnerable staff re their 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		<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. ✓ 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. 	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		<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
Travel and Transport (where applicable)	Pupils Staff		<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. ✓ Pupils aged 11 and above should 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 by RPa. Risk Assessments provided.</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>	Low

<p>General Cleaning – getting covid-19 by not cleaning surfaces, equipment, and workstations</p>	<p>Pupils Staff Visitors Contractors</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 ✓ 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>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>Shared Areas i.e., Offices, Reception Area, Staff Welfare Areas</p>	<p>Staff Visitors</p>		<ul style="list-style-type: none"> ✓ Sneeze guards installed on Reception desks ✓ Doors left open to ease ventilation and no contact if possible. ✓ Additional cleaning equipment provided for staff to use for frequently used equipment ✓ Posters and guidance to remind staff of safe practices. 	<p>Y</p>	<p>Y</p>	<p>Staff provided with take-away lunches</p> <p>Multiple areas provided for staff welfare.</p>	<p>Low</p>

<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>		<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"> ○ Handwashing ○ Cleaning regimes ○ Ventilation ✓ 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. ✓ Hand Sanitizer – 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. ✓ Ensure that those involved in cleaning activities are aware of the PPE requirements ✓ 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>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.</p>	<p>Medium</p>
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Staff Wellbeing	Staff		<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. 	Y	Y		Low
Information Sharing	Pupils Staff Contractors		<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

REVIEWS:		
DATE OF REVIEW: 31.08.21	REVIEWED BY: RPA in alignment with COGNITA/DfE guidance	COMMENTS: Changes documented in red
DATE OF REVIEW:	REVIEWED BY:	COMMENTS: