



RISK ASSESSMENT - OPERATION OF SCHOOL DURING COVID-19

Objectives: Due to the Secretary of State enforcing the statutory power to order schools to remain open it is necessary to ensure that the risk of COVID-19 infection and associated health issues are reduced within the school community following Public Health England and Department for Education guidance and instruction.

YARLET SCHOOL SLT Emergency Contact Numbers

Main Office Ian Raybould Nicky Burrows-Berry Kirsty Nixon	01785 286568 XXXX XXXXX XXXX XXXXX XXXX XXXXX
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Risk Assessment completed by:	Kirsty Nixon	No. of pupils and age group/s:	ALL
Risk Assessment approved by:	Ian Raybould	Number of staff:	ALL
Date Assessed:	2 September 2020	Number of additional adults:	ALL
Date Reviewed:	23/11/2021		

Potential Hazards	Initial Level of Risk	Steps to reduce the risk	Initials of staff member(s) to action these controls	New Level of Risk
Infected pupils in Forms 7 or 8 enter the building and pass on the virus.	6	<ul style="list-style-type: none"> From 8th March 2021 all staff and secondary-age pupils (Forms 7 & 8) will be offered the opportunity to carry out two Lateral Flow Device (LFD) rapid tests each week, spaced three to five days apart (minimum 3 days). Anyone with a positive result will need to leave school, take a confirmatory Polymerase Chain Reaction (PCR) test and follow the self-isolation guidelines detailed below. (currently 10 days). After an initial programme of 3 tests in school pupils and staff will be provided with two rapid tests to use each week at home. The school's insurers are notified of the testing procedure 	IR/KN	3

<p>A person carrying the virus enters the building and passes it on.</p>	<p>6</p>	<ul style="list-style-type: none"> • Social distancing measures will be in place for parents dropping off and collecting their child/ren. • Anyone with any COVID-19 symptoms such as a persistent cough, raised temperature or loss of taste and smell will not be allowed into the school. • Any parents, or visitors to the school, will be expected to adhere to the school's guidance on hygiene and safety. • We ask that one parent only collects child/ren and that any additional family members remain in vehicles. • We ask that older pupils (from Form 5) make their own way from the car park to reduce the possibility of parents congregating near to the entrance. • Sporting activities are permitted only in line with GOV.UK guidance updated on 8 April 2021. • Spectators are permitted on site until from 17 May 2021 and as of 16th August they are permitted inside the building without a face covering. 	<p>IR/KN/NBB</p>	<p>3</p>
<p>Virus spread between pupils and staff in and around the school – PREP AND PRE-PREP</p>	<p>6</p>	<ul style="list-style-type: none"> • Children must be reminded of the 'catch it, bin it, kill it' routine. • Hand sanitiser must be applied on entry to the school and is available in all classes and other areas for use as and when necessary. • Anti-bacterial spray and centrefeed rolls is available in all classes to wipe surfaces as necessary. • Children are encouraged not to touch their mouth, eyes and nose. • Handwashing is undertaken between lessons and breaks, after toileting and before and after eating. 	<p>Prep and Pre-Prep Staff</p>	<p>3</p>
<p>Virus spread between pupils and staff in and around the school – EARLY YEARS</p>	<p>6</p>	<ul style="list-style-type: none"> • Children must be reminded of the 'catch it, bin it, kill it' routine. • Children must be supervised in the application of hand sanitiser on entry to the school. Hand sanitiser is available in all classes and other areas for use as and when necessary. • COVID-19 tested antibacterial spray and centrefeed rolls will be available in all classes to wipe surfaces as necessary. • Children are encouraged not to touch their mouth, eyes and nose. • Toys are sprayed regularly with anti-bacterial spray. • Handwashing is undertaken between lessons and breaks, after toileting and before and after eating. • Children are always supervised during handwashing. 	<p>Early Years Staff</p>	<p>3</p>
<p>Virus spread between pupils and staff in and around the school – BOARDING</p>	<p>6</p>	<ul style="list-style-type: none"> • Hand sanitiser is available in all main areas. • COVID-19 tested antibacterial spray and centrefeed rolls will be available to wipe surfaces as necessary. • Children are encouraged not to touch their mouth, eyes and nose. • Handwashing is undertaken regularly, particularly before meals and after toileting. 	<p>Boarding Staff</p>	<p>3</p>

Child/Staff Member has been in contact with someone outside of the school community who has tested positive for COVID-19	6	<ul style="list-style-type: none"> • There is no longer the need for a person to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply: <ul style="list-style-type: none"> • they are below the age of 18 years and 6 months • they have taken part in or are currently part of an approved COVID-19 vaccine trial • they are not able to get vaccinated for medical reasons • A test should only be undertaken if symptoms appear • If testing is undertaken, the school must be advised of the test result/s as soon as possible. • Close contacts in schools are now identified by NHS Test and Trace who will contact the person direct and advise them to take a PCR test 		3
Virus is spread from contact with hard surfaces	6	<ul style="list-style-type: none"> • All open areas will be cleaned with appropriate products at least once a day. • Antibacterial spray will be available in all open spaces for additional cleaning if required. • Doors are propped open, where safe to do so, taking into consideration fire safety and safeguarding, to limit use of door handles and aid ventilation. • Where possible, all areas should be well ventilated using natural ventilation. 	KN	3
The virus spreads on school transport.	6	<ul style="list-style-type: none"> • Hand sanitiser will be applied before boarding the vehicle and again when disembarking. • Anti-bacterial products will be used to sanitise the vehicle. • All passengers will be logged by the driver. 	KN	3
Staff member develops symptoms during the school day	6	<ul style="list-style-type: none"> • The staff member must ensure that the children they are responsible for are supervised appropriately. • The staff member must undertake a lateral flow test as soon as possible. • In the event of a positive test result, the staff member needs to leave school and take a confirmatory Polymerase Chain Reaction (PCR) test. If they have not had symptoms of coronavirus, they must self-isolate for 10 days from the test date. If they have symptoms of coronavirus, they must self-isolate for 10 days from the day their symptoms started, if earlier than when you took your test. • In the event of a negative test result, the staff member may remain in school but should take a follow up lateral flow test after 3 days. 	IR/KN/NBB	3

Child develops symptoms during the SCHOOL DAY	6	<ul style="list-style-type: none"> • The child should be contained within a well-ventilated room on their own if possible and arrangements made for a parent to collect as soon as possible. If they must be supervised due to their age PPE will be made available for the staff member assigned to supervising the child whilst waiting for collection. • The child with symptoms must be tested. • In the event of a positive test result, the school would notify all parents and work with the local health protection team on next steps. • In the event of a negative test result, the child may return to school if they feel well – if they feel unwell, they should stay at home until they are feeling better 	IR/KN/NBB	3
Child develops symptoms during BOARDING	6	<ul style="list-style-type: none"> • The school has a designated isolation area, which includes a bed for a child and chair for the person supervising the child. The child must be contained within this isolation area and arrangements made for a parent to collect as soon as possible; this could involve an overnight stay. PPE will be provided for the staff member assigned to supervising the child whilst waiting for collection. • The child with symptoms must be tested. • In the event of a positive test result, the child must isolate at home for 10 days from the day their symptoms started. • In the event of a negative test result, the child, may return to school if they feel well – if they feel unwell, they should stay at home until they are feeling better 	Boarding staff	3
Staff member or child tests positive for COVID-19	6	<ul style="list-style-type: none"> • If a child or staff member were to test positive they must isolate at home for 10 days from the day their symptoms started, if earlier than when you took your test.. 	IR/KN/NBB	3
Spread of infection during administration of Lateral Flow Testing	6	<ul style="list-style-type: none"> • Staff administering the testing must wear appropriate PPE and use hand sanitiser between each individual test. • The LFD test is carried out in the designated test site (Sports Hall) which complies with the guidance issued by NHS • The Risk Assessment for Testing for COVID-19 is read and followed by all concerned • The test area must be cleaned daily, and waste disposed of in the clinical waste disposal bins 	KN	3
Spread of infection during administration of first aid	6	<ul style="list-style-type: none"> • If a child is showing symptoms of COVID-19, then the guidance above regarding development of symptoms must be followed. • If a staff member is treating a sick or injured child, they should maintain an adequate distance or wear a face covering if this is not possible. • The medical room is cleaned daily with appropriate materials. • Anyone with a temperature exceeding 38° must be sent home. 	KN	3

Failure to respond to changes and guidance published by Government, Local Health Protection Team (HPT), the DfE and the NHS and communicating this appropriately.	6	<ul style="list-style-type: none"> • The SLT are regularly reviewing the current guidance and checking for updates. Clarity is sought if the situation or change is unclear. • Policies, in particular the school safeguarding policy, procedures, and risk assessments are updated in accordance with revised guidance. • All changes are communicated to Governors, staff and parents, by a member of the SLT, via the appropriate forum. • The school's insurers are notified of any changes made. 	IR/KN/NBB	2
Failure to adequately respond to published guidance results in local outbreak	6	<ul style="list-style-type: none"> • Engage with the NHS test and trace process • Ensure all contact details are up to date • Ensure all staff and parents are aware that they must be ready and willing to: <ul style="list-style-type: none"> - Book a test if they or their child are displaying symptoms. - provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) if asked by NHS Test and Trace 	IR/KN/NBB	3
Failure to recognise and address mental health issues of staff and children with the school community	6	<ul style="list-style-type: none"> • Staff and children are actively encouraged to discuss any concerns with colleagues, teachers, or trained specialists. • Some staff members have received counselling or mental health awareness training. • Further support is sought where necessary. 	IR/NBB/KN	2
Lack of adult supervision	6	<ul style="list-style-type: none"> • Staffing levels are checked and monitored to ensure the staff/pupil ratios are adhered to at all times. • Classes are joined together, if possible, to ensure adequate supervision. • Staff with additional skills are redeployed to cover inadequately supervised areas. 	IR/NBB/KN	2
Outbreak	9	<ul style="list-style-type: none"> • If the number of confirmed cases substantially increases the SLT will liaise with the Governors to decide whether to reintroduce bubbles and face masks. If this is the case then the school will revert to the previous risk assessment, dated 19 May 2021, for safely operating the school during COVID-19. 	IR/NBB/KN	3
Absence of Designated Safeguarding Lead	4	<ul style="list-style-type: none"> • In the absence of the designated safeguarding lead any safeguarding concerns can be dealt with by either of the safeguarding deputies. In their absence any issues will be reported to the nominated governor for safeguarding. Further information can be found in the schools safeguarding policy. 	IR/NBB/KN	2

Number of children with a confirmed case of COVID-19 is of a significant level	9	<ul style="list-style-type: none"> • The school will follow the guidance outline in the COVID-19 Contingency Plan, specifically; • The children in a cohort with an increased number of infections will be asked to undertake PCR testing. If the PCR is negative then the child should continue to take regular LFD tests but is allowed to remain in school. If the test is negative, they should self-isolate for 10 days from the date of the test. • For 7 days following the point at which the threshold is met the school will limit <ul style="list-style-type: none"> - residential educational visits - open days - transition or taster days - parental attendance in school - live performances in school <p>This will be reviewed on a weekly basis to ensure appropriate amendments are made to the school calendar and parents are notified accordingly.</p>	IR/NBB/KN	3
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Prepared by



Approved by



Yarlet's Handy Guide for Assessing Risk

Remember, risk is a mix of two factors: likelihood and consequence. This is how to assess them at Yarlet:

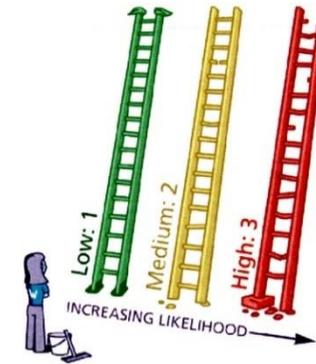
Step One:

Think about the likelihood.

Low (1): if it's unlikely that the event will happen

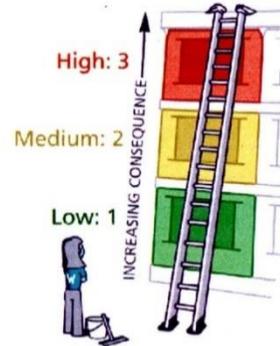
Medium (2): if it's fairly likely that the event may happen

High (3): if it's likely that the event will happen.



Step Two:

Think about the consequences.



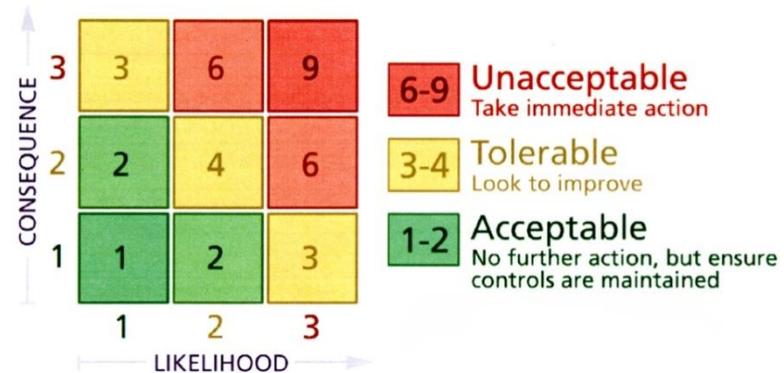
Low (1): minor injuries requiring first aid – for example, grazes or minor cuts

Medium (2): an injury requiring further medical assistance – for example, cuts needing stitches or broken bones

High (3): major injuries, such as paralysis, or death.

Step Three:

Put the likelihood together with the consequences to assess whether the risk is acceptable, tolerable or unacceptable.



Now, ask yourself whether you can reduce the risk by introducing risk control measures. Take advice from Nicky Burrows-Berry or Kirsty Nixon if you are unsure.