

**COVID-19 Risk Assessment**

Trust:	Lincoln Anglican Academy Trust		Academy: Whaplode CofE Primary School		
Date of Assessment:	14 January 2022	Assessed By: (detail all involved)	AF/EA/SR		
Date Authorised:		Authorised By: (detail all involved)			
Date Communicated	17 January 2022	How Communicated?	Shared with staff/Parago/school website		
Planned Review Date:		Date Reviewed:	6 <sup>th</sup> January 2022	Reviewed By: (detail all involved)	

**Hazard:** Contraction of Coronavirus COVID-19

Coronavirus disease 2019 (COVID-19) is an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). Believed to have originated in Wuhan, a city in the Hubei province of China, the first COVID-19 cases were reported in December 2019. It has since spread globally, resulting in an ongoing pandemic.

Common symptoms include fever, cough, fatigue, shortness of breath, and loss of smell and taste. While the majority of cases result in mild symptoms, some progress to acute respiratory distress syndrome (ARDS), multi-organ failure, septic shock and blood clots. The time from exposure to onset of symptoms is typically around five days but may range from two to fourteen days.

The virus is primarily spread between people during close contact most often via small droplets produced by coughing, sneezing and talking.

The droplets usually fall to the ground or onto surfaces rather than travelling through air over long distances. Less commonly, people may become infected by touching a contaminated surface and then touching their face.

It is most contagious during the first three days after the onset of symptoms, although spread may be possible before symptoms appear, or from people who do not show symptoms.

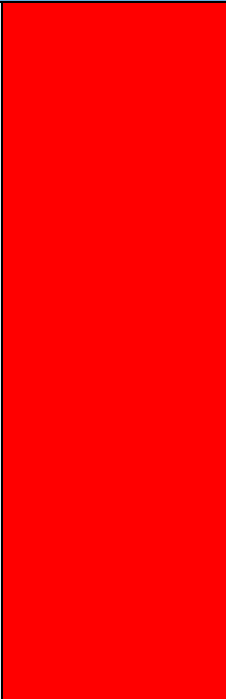

<b>Who might be harmed:</b> Employees, pupils, contractors or visitors and their family members.	<b>How might people be harmed</b> Inhalation of coronavirus in small droplets expelled from the nose or mouth of persons coughing, sneezing, breathing who are shedding the COVID-19 virus; contact with surfaces contaminated with the COVID-19 virus and transfer to the body through touching eyes, nose and mouth.  Transmission could result in possible infection, mild, moderate or serious illness and potential death through respiratory failure and / or associated complications.
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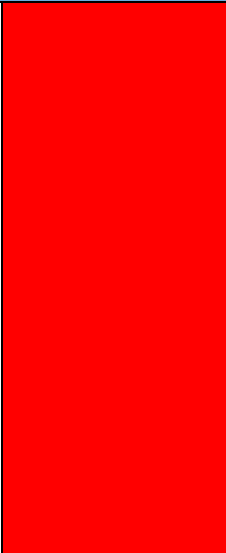

**Assessed Risk:** Risk is a combination of the likelihood of occurrence and severity of injury or illness arising from the hazard. Each criteria is assigned a score of 1 to 5 based on the detail below. The two scores are then multiplied and the resultant number plotted on the matrix to determine the assessed risk.

Hazard	Likelihood	Severity	Assessed Risk	Likelihood of Occurrence					Hazard Severity					
				1	2	3	4	5	Negligible	Slight	Moderate	High	Very High	
Without controls	Very Likely (5)	Very High (5)	High (25)	Very Unlikely (A freak combination of factors required for an incident to result)	1	Low	Low	Low	Low	Low	Low	Low	Low	Low
				Unlikely (A rare combination of factors required for an incident to result)	2	Low	Low	Low	Low	Medium	Medium	Medium	Medium	Medium
				Possible (Could happen when additional factors are present but otherwise unlikely to occur)	3	Low	Low	Medium	Medium	High	High	High	High	High
				Likely (Not certain to happen but an additional factor may result in an incident)	4	Low	Medium	Medium	High	High	High	High	High	High
				Very Likely (Almost inevitable that an incident would result)	5	Medium	Medium	High	High	High	High	High	High	High
With controls	Possible (3)	High (4)	Medium (12)											

This risk assessment has been prepared with reference to existing legislation, COVID-19 protocols and sector specific UK Government Guidance 'Working Safely during COVID-19' together with the provision of background and supporting detail obtained through online or telephone discussions.

To fulfil your legal duties you must ensure that risk controls reflect what you are doing now, and further actions are allocated to named individuals, with a date for implementation and a date when signed off. The risk assessment must be implemented within the business and communicated to your employees and others (visitors or contractors) who may be affected. If you have more than 50 employees, UK Government Guidance suggests publishing the document on your website. This COVID-19 risk assessment will need to be maintained and periodically reviewed in line with changes in your business activities as well as updates in UK Government Guidance.

Identified hazards	Initial risk rating	Existing control measures	Residual risk	Comments
<p>COVID-19 introduced to the school by staff</p>		<ul style="list-style-type: none"> <li>• Staff should test at home twice weekly using lateral flow test kits.</li> <li>• Anybody who displays symptoms of COVID-19 or receives a positive result from a lateral flow test should be told not to come into school and should be advised to self-isolate, following all guidance issued by NHS Test &amp; Trace.</li> <li>• Staff displaying symptoms should be refused entry to the school.</li> <li>• The member of staff should not return to school until their isolation period comes to an end and symptoms have gone, or if the only symptom is a cough or anosmia, which can last for several weeks.</li> <li>• Anybody who displays symptoms of COVID-19 whilst at the school should be sent home immediately, waiting alone in a closed room with an open external window if being collected. The room should be thoroughly cleaned after they have left.</li> <li>• Anybody displaying symptoms of COVID-19 and returning home should be told to avoid public transport.</li> <li>• Staff who live in the same household as someone with COVID 19 or who have been identified as close contacts by NHS Test and trace are not required to self-isolate if any of the following apply: <ul style="list-style-type: none"> <li>• They are fully vaccinated</li> <li>• They have taken part in or are currently part of an approved COVID vaccine trial</li> <li>• They are not able to get vaccinated for medical reasons.</li> </ul> </li> <li>• If the above apply, they should take a PCR test and continue to attend work as normal, <b>taking a daily lateral flow test for a period of 7 days and follow the steps above if positive</b> .</li> <li>• Staff returning from overseas should be advised to follow government advice at the time regarding self-isolating and testing upon entry to the UK.</li> </ul>		<ul style="list-style-type: none"> <li>• All staff are aware of systems and procedures regarding symptomatic staff and pupils. Regular reminders shared with staff.</li> <li>• LFT testing continues twice per week. Risk assessment completed.</li> <li>• LFT stocks are monitored to ensure a sufficient supply is held.</li> </ul>

Identified hazards	Initial risk rating	Existing control measures	Residual risk	Comments
<p>COVID-19 introduced to the school by pupils (primary schools)</p>		<ul style="list-style-type: none"> <li>• Anybody who displays symptoms of COVID-19 or receives a positive result from a lateral flow test should be told not to come into school and should be advised to self-isolate, following all guidance issued by NHS Test &amp; Trace.</li> <li>• Pupils displaying symptoms should be refused entry to the school.</li> <li>• The pupil should not return to school until their isolation period comes to an end and symptoms have gone, or if the only symptom is a cough or anosmia, which can last for several weeks.</li> <li>• Anybody who displays symptoms of COVID-19 whilst at the school should be sent home immediately, waiting alone/with one designated supervisor (who should wear a face covering) in a closed room with an open external window if being collected. The room should be thoroughly cleaned after they have left.</li> <li>• Anybody displaying symptoms of COVID-19 and returning home should be told to avoid public transport.</li> <li>• Pupils who live in the same household as someone with COVID 19 or who have been identified as close contacts by NHS Test and trace should take a PCR test and continue to attend school as normal taking a daily lateral flow test for a period of 7 days if aged over 5 and follow the steps above if positive.</li> <li>• Pupils returning from overseas should be advised to follow government advice at the time regarding self-isolating and testing upon entry to the UK.</li> </ul>		<ul style="list-style-type: none"> <li>• Communications to parents/carers as government guidance updates</li> </ul>

Identified hazards	Initial risk rating	Existing control measures	Residual risk	Comments
<p>COVID-19 introduced to the school by pupils (secondary schools)</p>	<p>NOT APPLICABLE</p>	<ul style="list-style-type: none"> <li>• All pupils should be tested on site using lateral flow test kits at the start of the Autumn Term. Two tests should be carried out, 3-5 days apart.</li> <li>• Return of pupils at the start of the Spring Term should be staggered to allow the first round of testing to be completed before lessons begin.</li> <li>• Pupils who receive a positive test result should be sent home and told isolate in line with the latest guidance</li> <li>• Pupils should test at home twice weekly using lateral flow test kits.</li> <li>• Anybody who displays symptoms of COVID-19 or receives a positive result from a lateral flow test should be told not to come into school and should be advised to self and follow all guidance issued by NHS Test &amp; Trace.</li> <li>• Pupils displaying symptoms should be refused entry to the school.</li> <li>• The pupil should not return to school until their isolation period has ended as per latest guidance</li> <li>• Anybody who displays symptoms of COVID-19 whilst at the school should be sent home immediately, waiting alone/with one designated supervisor (who should wear a face covering) in a closed room with an open external window if being collected. The room should be thoroughly cleaned after they have left.</li> <li>• Anybody displaying symptoms of COVID-19 and returning home should be told to avoid public transport.</li> <li>• Pupils who live in the same household as someone with COVID 19 or who have been identified as close contacts should attend school as normal, taking a daily lateral flow test for a period of 7 days if aged over 5 and follow the steps above if positive.</li> <li>• Pupils returning from overseas should be advised to follow government advice at the time regarding self-isolating and testing upon entry to the UK.</li> </ul>	<p>N/A</p>	

Identified hazards	Initial risk rating	Existing control measures	Residual risk	Comments
<p>Infected persons (lessees/tenants, visitors, contractors, bin men, deliveries, etc.) could introduce COVID-19 into the school</p>		<ul style="list-style-type: none"> <li>Persons attending/visiting the premises should be told not to attend if they or anyone they live with have symptoms of COVID-19. Signage to this effect should be displayed at points of entry to the school.</li> <li>Visitors, contractors and couriers should be provided with timeslots so that the number of people attending the premises at any one time can be minimised as much as possible.</li> <li>Maintenance, etc. visits should be scheduled for outside of normal school hours where possible.</li> <li>Large deliveries should be avoided to enable them to be collected by a single person. Where “two-person collection” is necessary, consistent “teams” of two people should be used.</li> <li>Alcohol based hand sanitiser gel should be used before entering the school. This should be provided at all points of entry.</li> <li>A “drop box” should be provided to enable letters, etc. to be delivered in a contactless way.</li> <li>Contactless payment should be used instead of cash payments.</li> <li>A Perspex screen should be considered as a barrier at the counter between the receptionist and visitors.</li> <li>Alcohol based hand sanitiser gel should be used before and after using touch screen visitor management systems or visitor books.</li> <li>Pens intended for shared use in reception (e.g. with visitor books) should be removed.</li> <li>Alcohol based hand sanitiser gel should be used after signing delivery receipts, etc.</li> <li>Handshakes should be avoided when greeting visitors.</li> </ul>		<ul style="list-style-type: none"> <li>Systems remain in place as identified.</li> <li>Visitors to site limited and those that attend site must wear face coverings if in enclosed or crowded places.</li> <li>Signage at entrances and throughout school.</li> <li>Sanitiser at entry points and at each classroom entrance.</li> <li>Visitor book removed from reception and is completed by staff to eliminate shared contact.</li> <li>Visitor details taken for track and trace purposes.</li> <li>External music and sports provision to continue in line with government guidance, risk assessments in place.</li> </ul>
<p>Pupils or staff that are potentially more vulnerable to COVID-19 due to underlying health conditions or pregnant workers</p>		<ul style="list-style-type: none"> <li>An individual risk assessment should be carried out and acted upon for all persons who are considered Clinically Extremely Vulnerable and clinically vulnerable (as defined by Public Health England).</li> <li>Government guidance on Supporting Pupils at School with Medical Conditions should be followed.</li> <li>Risk assessments for pregnant staff should be in place and include documented measures to minimise the risk of COVID infection.</li> <li>For staff who are 28 weeks pregnant or more, homeworking arrangements will need to be put in place.</li> <li>If an outbreak occurs in the school, pregnant staff should be deployed away from the classes affected and if this is not possible, homeworking arrangements put in place.</li> </ul>		<ul style="list-style-type: none"> <li>SLT to discuss any concerns and adaptations made, if required, with personal risk assessment.</li> </ul>

Identified hazards	Initial risk rating	Existing control measures	Residual risk	Comments
Spread of COVID-19 within the school		<ul style="list-style-type: none"> <li>• Staff and pupils should be told to thoroughly clean and/or sanitise their hands on arrival at the school and regularly throughout the day.</li> <li>• Hand sanitiser points should be provided at points of entry to the school and at strategic points elsewhere.</li> <li>• Staff should supervise hand sanitiser to reduce the risk of ingestion by pupils. Skin friendly cleaning wipes should be considered as a safer alternative if required.</li> <li>• Staff should help small children and pupils with complex needs to clean their hands properly.</li> <li>• Hand washing regimes should be built into the school's daily regime.</li> <li>• The "catch it, bin it, kill it" approach should be followed with appropriate posters displayed.</li> <li>• Sufficient tissues and bins should be provided.</li> <li>• Additional support/explanation in respect of hand washing should be provided to younger children and those with complex needs.</li> <li>• Pupils should be encouraged to wash their hands after using the toilet.</li> <li>• An enhanced cleaning regime should be put in place with additional focus on cleaning frequently touched surfaces/equipment (i.e. at least twice a day).</li> <li>• Public Health England published guidance on the cleaning of non-healthcare settings should be followed.</li> <li>• Poorly ventilated spaces should be identified with steps put in place to improve air flow.</li> <li>• Particular consideration should be given to adequate ventilation when events (e.g. school plays) are held.</li> <li>• Where mechanical ventilation systems cannot be set to "full fresh air", they should be deactivated if they serve more than one room.</li> <li>• Mechanical ventilation systems should be set to "full fresh air".</li> <li>• Mechanical ventilation systems should be checked to confirm that their operation meets existing government guidance on fresh air levels.</li> <li>• External doors, external windows and internal doors should be left open (without compromising fire protection or security).</li> <li>• HSE guidance on air conditioning and ventilation during the COVID-19 pandemic and CIBSE COVID-19 guidance should be followed.</li> <li>• CO2 monitors (when received) should be used to measure CO2 levels in the school, with action taken if levels are too high</li> <li>• The use of face coverings is recommended to all persons in enclosed/crowded spaces.</li> <li>• Face coverings should be worn in designated areas if advised by Public Health England. The school must provide full information to NHS Test &amp; Trace if contacted.</li> </ul>		<ul style="list-style-type: none"> <li>• All other systems in place as specified.</li> <li>• Classes to continue to be organised as one bubble per class with limited mixing.</li> <li>• No whole school workshops and events to be reviewed as per phased recovery plan.</li> <li>• Some restrictions over lunchtime arrangements to limit class mixing – see phased recovery document.</li> <li>• Full daily cleaning programme in place.</li> <li>• Pupils/staff requesting to wear face coverings in school may do.</li> <li>• Sports coach has provided school with own risk assessment showing adherence to stringent cleaning routine for equipment used by different bubbles.</li> <li>• Daily mid-day cleaning procedure in place.</li> <li>• Staff reminded to clean any shared equipment when used.</li> <li>• Classroom staff to monitor CO2 levels and open additional windows to improve air flow when levels are poor.</li> </ul>

Identified hazards	Initial risk rating	Existing control measures	Residual risk	Comments
Confirmed case of COVID-19 in the school community		<ul style="list-style-type: none"> <li>NHS Test &amp; trace will identify and advise of any close contacts that are asked to self-isolate.</li> <li>Instructions received by the school from NHS Test &amp; Trace must be followed.</li> <li>Individuals that are identified as close contacts should be advised to arrange a PCR test.</li> <li>Individuals that are not exempt from self-isolation should isolate in line with government guidance.</li> <li>Individuals that receive a positive result from a lateral flow or PCR test must not attend school and should self-isolate in accordance with government guidance.</li> </ul>		<ul style="list-style-type: none"> <li>Latest government guidance used for changes to LFT and PCR testing for positive cases.</li> </ul>
COVID-19 outbreak in the school community		<ul style="list-style-type: none"> <li>An Outbreak Management Plan, based on the government's contingency framework, has been prepared.</li> </ul>		
COVID-19 contracted on public/private transport to/from school		<ul style="list-style-type: none"> <li>Individuals using public, shared or school arranged transport to/from school should be advised to follow all rules issued by the service provider and to wear face coverings whilst using transport.</li> </ul>		<ul style="list-style-type: none"> <li>LCC transport guidance to be followed and information passed on to parents.</li> </ul>
1 <sup>st</sup> aiders or persons providing intimate care being exposed to COVID-19		<ul style="list-style-type: none"> <li>Personal protective equipment should be provided for staff to use when attending to someone with COVID-19 symptoms and where two metres distance cannot be maintained.</li> <li>Personal protective equipment should be provided in accordance with intimate care needs.</li> <li>Personal protective equipment type/needs should be assessed and provided.</li> <li>Instruction and training in the fitting, use and removal of personal protective equipment should be provided.</li> </ul>		<ul style="list-style-type: none"> <li>PPE is readily available for first aiders who understand that it must be worn at all times when administering first aid.</li> </ul>
Pupils' education adversely affected due to the impact of COVID-19		<ul style="list-style-type: none"> <li>Where a pupil is required to self-isolate or cannot attend the school as a result of COVID-19, they should be provided with work and support to ensure continuation of their education at home whilst absent if they are well enough to do so.</li> <li>High quality remote education should be provided that is equivalent in length to the core teaching pupils would receive in school.</li> <li>The school should work collaboratively with parents and carers to put in place reasonable adjustments to enable pupils with special educational needs and disabilities to successfully access remote education.</li> </ul>		<ul style="list-style-type: none"> <li>School to refer to remote education plan and policy for expectations and procedures.</li> </ul>
Pupils' education adversely affected due to the use of face coverings		<ul style="list-style-type: none"> <li>In situations where the use of face coverings has been deemed necessary (e.g. enclosed/crowded spaces or if advised by Public Health England), the use of visors as an alternative to face coverings should be considered where a person relies on lip reading, clear sound or facial expression to communicate.</li> </ul>		

Identified hazards	Initial risk rating	Existing control measures	Residual risk	Comments
Individuals are exempt from wearing face coverings (e.g. for medical or communication reasons)		<ul style="list-style-type: none"> <li>The use of visors should be considered.</li> </ul>		
Pupil wellbeing affected		<ul style="list-style-type: none"> <li>Provision should be made to monitor and address emotions such as anxiety, stress and low mood.</li> </ul>		<ul style="list-style-type: none"> <li>Class teacher and SENCO to monitor and put in place interventions and support as required.</li> </ul>
Pupils/parents anxious about attending school		<ul style="list-style-type: none"> <li>Clear and consistent expectations around school attendance should be communicated to families (and relevant health professionals).</li> <li>Pupils who appear reluctant or anxious about attending school, or who appear disengaged, should be identified and plans should be developed to re-engage with them.</li> <li>Additional resources should be put in place for those families who may need additional support to secure regular attendance.</li> <li>Where a pupil has support from a Social Worker, they should be notified in the event of non-attendance.</li> <li>Staff should monitor pupils' wellbeing following their return and raise any concerns.</li> <li>Government guidance on the extra mental health support for pupils and teachers should be consulted and followed.</li> </ul>		<ul style="list-style-type: none"> <li>Systems in place</li> </ul>
Staff wellbeing affected		<ul style="list-style-type: none"> <li>Provision should be made to monitor and address emotions such as anxiety, stress and low mood.</li> <li>All measures that are being put in place should be explained to staff.</li> <li>Staff should be involved in the development and implementation of control measures.</li> <li>Government guidance on the extra mental health support for pupils and teachers should be consulted and followed.</li> <li>Supervisors should monitor their staff and raise any concerns.</li> <li>Staff should be encouraged to raise any concerns with their supervisor.</li> <li>Staff should be advised to contact the confidential wellbeing hot line should they have any concerns, and to report these to a supervisor where appropriate.</li> <li>Staff should be given contact details for the Education Support Partnership.</li> <li>Supervisors should maintain regular contact with any staff that are working from home or self-isolating.</li> </ul>		<ul style="list-style-type: none"> <li>Systems in place.</li> <li>Staff aware of APL support.</li> </ul>



Identified hazards	Initial risk rating	Existing control measures	Residual risk	Comments
Staff shortages as a result of COVID-19		<ul style="list-style-type: none"> <li>Required staffing ratios should be maintained.</li> <li>Where appropriate, consideration can be given to merging classes to enable face to face teaching to continue</li> <li>It should be ensured that any redeployed staff have the appropriate checks in place to allow them to engage in regulated activity.</li> <li>Where there are concerns about staffing capacity, this should be addressed by the school leadership team.</li> <li>Supply teachers should be engaged from the Trust's preferred supplier list</li> <li>The use of longer term contracts should be considered to reduce the number of different supply teachers attending site.</li> <li>School leaders should discuss leave arrangements with staff to ensure that travel arrangements, and any subsequent quarantine period, do not impact on staffing arrangements.</li> <li>Where a member of staff is required to self-isolate during term time, home-working should be enabled where possible.</li> </ul>		<ul style="list-style-type: none"> <li>Systems in place</li> </ul>
Exposure to COVID-19 during Educational Visits		<ul style="list-style-type: none"> <li>Educational visits, should be subject to full and thorough risk assessment ensuring that any advice from Public Health England, such as hygiene and ventilation requirements, is included in the risk assessment.</li> <li>Specialist advice available from Evolve should be obtained and followed.</li> <li>International visits are not recommended at this time due to potential complications arising from travel lists and international travel policy.</li> </ul>		
Exposure to COVID-19 at wrap around care provision		<ul style="list-style-type: none"> <li>Up to date government guidance for extra-curricular provision and interaction with third party providers of wrap around care should be followed.</li> </ul>		<ul style="list-style-type: none"> <li>Leaders to review regularly in line with government guidance and situation within the school</li> </ul>