



Overview

This risk assessment, based on the CCC model risk assessment written in August 2021, has been modified and amended to ensure that the arrangements and protocols in place are reflecting safe practice to enable school to operate safely and effectively from September 2021.

This document is based on the CCC template which is to be used to help governing bodies and headteachers develop and tailor a site-specific risk assessment in relation to infection prevention control including ongoing controls for COVID-19.

Headteachers and governing bodies are responsible for monitoring the advice and guidance available, ensuring risk assessments and safe working practices are updated where applicable and cascaded through to employees. They must ensure that compliance is monitored, and any emerging issues addressed appropriately.

This risk assessment refers to current national guidance, In the event of a conflict between school protocols and government guidance, official government guidance should be followed where reasonable and practicable.

Should a conflict arise between information in protocols and this document, this document takes precedent.

The volume of information in all the risk assessments and protocols mean that some administrative errors may be found. In this event, common sense shall prevail and latest government guidance sought to ratify any contradictions.

We will ensure that our risk assessments are shared with parents and carers, staff and unions when agreeing the best approaches for our circumstances.

This risk assessment refers to current national guidance, which is listed at the end of this document, and within accompanying guidance.





Likelihood:

Very unlikely, e.g. 1 in 1,000,000 chance of it happening
Unlikely, e.g. 1 in 100,000 chance of it happening
Possible, e.g. likely to occur during standard operations
Likely, e.g. has been known to happen before
Very likely, e.g. it is almost certain that something will happen

Severity:

Insignificant No injury

Minor Minor injuries requiring first aid
Moderate First aid/RIDDOR reportable incident
Major Serious injury/hospital attendance
Most severe Disabling injury, long term ill-health or

fatality

15-25 Unacceptable.

Stop activity and make immediate improvements

6-12 Tolerable

Look to improve within a specified timescale

1-5 Acceptable

No further action, but ensure controls are maintained

		Severi	ty		
	1 Insignificant	2 Minor	3 Moderate	4 Maior	5 Most
					Severe
5	5	10	15	20	25
Very	Low Risk	Medium	High Risk	High	High
Likely		Risk		Risk	Risk
4	4	8	12	16	20
Likely	Low Risk	Medium	Medium	High	High
		Risk	Risk	Risk	Risk
3	3	6	9	12	15
Possible	Low Risk	Medium	Medium	Medium	High
		Risk	Risk	Risk	Risk
2	2	4	6	8	10
Unlikely	Low Risk	Low Risk	Medium	Medium	Medium
			Risk	Risk	Risk
1	1	2	3	4	5
Very Unlikely	Low Risk	Low Risk	Low Risk	Low Risk	Low Risk
	Very Likely 4 Likely 3 Possible 2 Unlikely 1 Very	Insignificant 5 Very Likely 4 Likely 4 Likely Low Risk 3 Possible Low Risk 2 Unlikely Low Risk 1 Very Low Risk	Insignificant Minor Insignifi	Insignificant Minor Moderate 5	Insignificant Minor Moderate Major 5





RA reference	CVS03	Activity description	Infection prevention and control – during COVID-19 pandemic
Assessment date	24 th August 2021	Assessor name	Jennifer Rowlands
Assessment team members	Senior Leadership Team	Planned review date	Monthly, and reviewed to reflect any changes in National Guidance
Location	Cumbria Futures Federation: Solway Community School Beacon Hill Community School	Number of people exposed	Up to 250 at each site
Overall residual risk level following implementation of effective control measures	Medium risk Step 4 of the Government Roadmap came into force on Monday July 19th, 2021 Professionals in Public Health, Health and Safety and LA services will continue to work closely with recognised trade union colleagues to promote safe working procedures, suitable safety controls and limit risk.	People exposed	All employees Pupils Visitors Contractors Members of the public Vulnerable children/adults Persons with pre-existing medical conditions First aiders New/expectant mothers
DfE helpline 0800 046 8687 (select op	tion ${f 1}$ for advice on action to take in response to	o a positive case)	
Assessment last updated	24 th August 2021	Is this an acceptable risk?	Yes/ No

Training: All staff will receive training and information proportionate and relevant to the activity that is being undertaken.

Monitor and review: This risk assessment and its implementation will be monitored on at least a monthly basis and will take account of any new or updated guidance and ensure that the control measures remain relevant and effective.

Communication and consultation: Regular updates will be provided to all staff thorough team meetings / staff briefings / staff bulletins – feedback and comments will be welcomed. Copies of this risk assessment will be available on our school website.

¹From 16 August 2021: children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.

¹ Actions for schools during the coronavirus outbreak - GOV.UK (www.gov.uk)





Hazard description and how people are at risk	Potential risk	Current control measures (those that are in place)	Δ	additional control measures (to be identified and implemented)	Residua risk	Action details by whom by when
Hazards in relation to staffing and daily operation during COVID-19 pandemic		In the event of an outbreak, we will follow Local Health Protection advice and local contingency framework arrangements. Information posters highlighting the symptoms of COVID-19 are prominently displayed throughout the premises. Ongoing communications (posters, emails, inductions briefings toolbox talks) are provided to all employees, pupils, and visitors. Staff and pupils are advised that they must not come into school if they have Coronavirus (COVID 19) symptoms (a high temperature, a new continuous cough, loss of taste or smell), or they have had a positive LFT. ² Staff and pupils travelling from abroad will adhere to travel legislation as set out in Government travel advice. Staff and students will be asked to voluntarily participate in asymptomatic testing at home and will be provided with kits for future testing until at least the end of September. Individual risk assessments are completed for all Clinically Extremely Vulnerable staff and pupils with any extra precautions identified to minimise the risk of exposure to the virus. Where necessary referrals will be made to our		Catch it Kill it Bin it Poster on Schools Portal e-Bug COVID-19 website The Headteacher reserves the right to refuse a pupil's attendance in school if in their reasonable judgement the rest of the pupils and staff are at risk of possible infection. 3Staff and pupils with a positive LFT will be asked to self-isolate and take a PCR test. 4We have put in place a contingency framework for managing local outbreaks		
		Where necessary referrals will be made to our occupational health provider.				

² Those aged 11 to 17 need <u>proof of a negative COVID-19 test</u> to travel to England (children aged 10 and under are exempt from this) and those aged 5 to 17 must take a COVID-19 travel test on or before day 2. More information is provided in the government's <u>quarantine and testing guidance</u>

³ If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.

⁴ Model Contingency Framework document available on the Schools Portal <u>Crisis Management and Emergencies in Schools - All Documents (cumbria.gov.uk)</u>





Hazard description and how people are at risk	Potential risk	• • •	al control measures (to be feesiduation fied and implemented) risk	Action details by whom by when
		the 'trad situation and and respiratory hygiene and where identified, ocial distancing and use of face coverings. taff are responsible for ensuring that they are up-to-late with their own routine immunisations. taff and pupils over the age of 16 where appropriate re encouraged to download the NHS COVID-19 app and follow the government guidance Use of the NHS COVID-19 app in education and childcare settings. We will continue to encourage staff to take up the offer of vaccination and will support them to attend booked accine appointments during term time. We will dentify staff who have and who have not been accinated in order to ensure we can encourage self-solation for those staff who are not vaccinated if they are a close contact at school, in line with government ules We will continue to stagger lunchtimes and breaks to insure continuous safe management of groups within chool. We will continue to encourage staff to remain on site luring lunch breaks. Where this is not possible we will sk that they take added precautions such as using face overings in busy or crowded areas.	ommend that staff pause ace' function in certain ons. ill support and encourage ung people (aged 16-17) to p the offer of a vaccine they are invited.	
Hazards relating to visitors coming into the setting		Ve will continue to ask visitors to sign in and use the and sanitiser available at the entrance.		

⁵ Who can get the coronavirus (COVID-19) vaccine - NHS (www.nhs.uk)





Hazard description and how people are at risk	Potential risk	Current control measures (those that are in place)	•	Additional control measures (to be identified and implemented)	Residual risk	Action details by whom by when
		We will continue where possible to check in advance with visitors that they are not experiencing symptoms. We will encourage visitors and visiting specialists to take a Lateral Flow Test prior to the visit. Key contractors carrying out critical/essential works will be made aware of this risk assessment.				
Hazards relating to close contact with asymptomatic persons		Headteacher/SLT will continue to determine arrangements to manage student groups dependent on the school circumstances, with the aim of minimising contact between individuals and maintain social distancing wherever possible. Children will continue to be supported to maintain social distancing and encouraged not to touch staff where possible. ⁶ We will continue to follow government guidance regarding the use of ⁷ face coverings. We will continue to keep a small supply of face masks in the event of a change to local public health guidance due to any rise in cases. We will conduct two asymptomatic tests for students at the start of the Autumn term. We will continue to encourage all staff to undertake twice weekly home tests until at least the end of September 2021. We will continue to encourage our students to undertake twice weekly home tests until at least the end of September 2021.		We may reintroduce bubbles for temporary periods to reduce mixing between groups in the event of a local outbreak situation. Staff and adult visitors may choose to wear face coverings when moving around the school in corridors and communal areas, and in offices and classrooms. Staff should wear face coverings in enclosed and crowded spares where they may come into contact with people they don'[t normally meet – this includes public transport. Secondary school staff will continue to maintain social distancing between themselves, their colleagues and their pupils.		

⁶ The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.

⁷ Face coverings may still be included as part of a range of protective measures in secondary schools and colleges

⁸ Face coverings: when to wear one, exemptions, and how to make your own





Hazard description and how people are at risk	Potential risk	Current control measures (those that are in place)	Additional control measures (to be identified and implemented)	Residual risk	Action details by whom by when
		☐ We will retain a small asymptomatic testing site on-site to offer testing to pupils who are unable to test themselves at home.	 We will continue to maintain records of all visitors to support the NHS Track and Trace programme where necessary. 		
Hazards relating to close contact with symptomatic persons		 We will continue to follow public health advice on testing, self-isolation and management of confirmed cases of COVID-19. We will send home anyone who develops symptoms, however mild whilst in school. We will continue to make a space available for any symptomatic pupil who is awaiting collection We will ensure that there is adequate ventilation in the room and a supply of PPE available in case close contact is necessary. We will ensure that appropriate adult supervision is available. We will ensure that the space is thoroughly cleaned once the pupil has been collected. 	 ⁹We will encourage staff to take a PCR test if they are contacted by NHS Track and Trace We will encourage those who have symptoms to take a PCR test We will arrange for the pupil to be collected rather than use public/dedicated school transport. 		
Hazards in relation to poor cleaning/ hygiene/waste management Inadequate cleaning and hygiene processes		 We will continue to encourage and remind about frequent and thorough hand-cleaning for all staff and pupils and maintain adequate supplies of soap and hand sanitiser. We will continue to remind pupils to discard used paper towels in the bins provided. Cleaning regimes will be maintained and will include regular cleaning of areas and equipment and frequently-touched surfaces as detailed in the current PHE guidance 	☐ Pupil allergies identified where applicable.		

⁹ Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.





Hazard description and how people are at risk	Potential risk	Current control measures (those that are in place)	Additional control measures (to be identified and implemented)	Residual risk	Action details by whom by
		 (i.e. twice a day) in line with COVID-19 Cleaning in non-healthcare settings We will continue to ensure that shared resources are cleaned regularly and rotated where possible. We have copies of all relevant safety data sheets for sanitising products used. Electric hand dryers are subject to planned maintenance as identified in manufacturers recommendations. Local school-specific risk assessments will identify additional control measures to be followed to prevent cross contamination and infection, e.g., cleaning/kitchen RA's. 			when
Hazards in relation to shortage of staff due to infection or isolation		 We have a staffing plan in place to ensure safe staffing levels are achievable, agreed, established, and monitored appropriate to group sizes/student needs and the activities required. Ratios are based on appropriate risk assessments. All employees are advised of and offered vaccination cover. 			
Hazards in relation to staff and pupils deemed high risk due to underlying or pre-existing health conditions, and pregnant women		 ¹⁰Students- separate individual risk assessment/healthcare/behaviour management plans and external support is accessed where required to determine if the child or young person can safely attend the setting where one-to-one care or support is not available for them. ¹¹We will continue to follow the government guidance for Clinically Extremely Vulnerable (CEV) people and ensure that individual risk assessments are carried out and any additional measures put in place to ensure their safety. 			

Supporting pupils at school with medical conditions
 Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19





Hazard description and how people are at risk	Potential risk	Current control measures (those that are in place)	Additional control measures (to be identified and implemented)	Residual risk	Action details by whom by when
		 We will acknowledge advice from an individual's clinician who has advised that a CEV person cannot attend the setting. ¹²We will continue to encourage staff who may be at increased risk from COVID-19 to raise their concerns with the headteacher/SLT, who will explain the measures the school is putting in place to reduce the risk. We will continue to follow the ¹³Coronavirus (COVID-19) advice for pregnant employees Individual risk assessments will be completed for all female staff who have given notification that they are pregnant. We will ensure that remote access is available to any pupil who is unable to attend school due clinical or public health advice. 	□ 14We will support and encourage our pregnant staff to take up the offer of vaccination.		
Hazards in relation to the use of transport and travel (public transport, dedicated school transport and educational visits)		 We will promote safe transport guidance to staff and parents and continue to encourage where possible to avoid/limit the use of public transport. We will follow government guidance and continue to recommend that children and young people aged 11 and over wear face coverings when travelling to school on dedicated school transport. A Transport risk assessment is available for SEND children. All SEND children have individual risk assessments in place for transport purposes. Transport providers will continue to follow appropriate controls as highlighted in their code of practice. 	 □ Protocols will remain in place for drop off and pick up. □ We will continue to record how everyone, travels to and from school (to support NHS Test and Trace). 		

Protect vulnerable workers - Working safely during the coronavirus (COVID-19) pandemic (hse.gov.uk)
 Guidance provided by the HSE, The Royal College of Obstetricians & Gynaecologists and the Royal College of Midwives
 Pregnancy, breastfeeding, fertility and coronavirus (COVID-19) vaccination - NHS (www.nhs.uk)





Hazard description and how people are at risk	Potentia risk	Current control measures (those that are in place)	Additional control measures (to be identified and implemented)	Residual risk	Action details by whom by when
		 Pupils who have travelled to school on public or dedicated transport will be reminded about good hygiene practices when putting on, removing and storing their face coverings. ¹⁵We will refer to the EVOLVE website for additional guidance regarding the resumption of educational daytrips and residential visits. 			
Hazards in relation to pupil and staff wellbeing and mental health		 Whole-school stress risk assessment in place. Where staff report work-related issues, individual stress risk assessments will be carried out in line with HSE guidance. 			
Preventing ill health due to anxiety and work-related stress					
Staff suffering from 'Post-COVID Syndrome' returning to work following COVID-19 infection		 Arrangements will be in place to ensure that any staff member returning to work following a COVID-19 infection and potentially suffering from 'Long COVID' is fully supported in their return to work. Referrals to occupational health will be made where required. 	 □ Individual risk assessments to be carried out. □ Your COVID Recovery Supporting your recovery after COVID-19 		

¹⁵ Local Authority schools must make use of the EVOLVE Notification and Approval System. They will be expected to follow the normal process of risk assessment and log all educational visits onto the EVOLVE database





Hazard description and how people are at risk	Potential risk	Current control measures (those that are in place)	Additional control measures (to be identified and implemented)	Residual risk	Action details by whom by when
Hazards due to the lack of suitable PPE		 Local risk assessments/individual healthcare plans/ behaviour management plans reviewed and followed to identify ¹⁶PPE requirements in line with current guidance. ¹⁷PPE to be fit for purpose/approved specification. Where PPE/RPE is provided, staff are provided with training and instruction in its use. Local compliance to be monitored by headteacher as far as reasonably practicable. Guidance provided to staff in relation to the use and wearing of their own face coverings. 	Where required contact the call centre to order PPE 0800 783 1967 (Manned from 09:00 – 17:00 Monday to Friday)		
Hazards due to verbal and physical abuse of staff		 We have a separate risk assessment for dealing with violent situations and staff are aware of the control measures Staff are all aware of the school SIGN 04 Violence and aggression at work. All incidents of verbal or physical abuse will be reported on an ¹⁸Accident/incident report form for inclusion on the E-Safety database. 			
Hazards in relation to managing incidents and emergencies		 Emergency procedures have been reviewed to ensure that arrangements remain valid for fire safety management. Suitable follow-up procedures to be taken following potential infection exposure incidents (in line with current Public Health England and updated HSE RIDDOR guidance circulated to schools). Suitable first aid kits are in place, regularly checked and updated to include (where already not supplied) 			

PPE provided free to SEND schools will continue as long as supplies continue to be provided at no cost.
 PPE will be available to order where required (i.e., in the event of an Outbreak)
 Accident Reporting and Investigation - All Documents (cumbria.gov.uk)





Hazard description and how people are at risk	Potential risk	Current control measures (those that are in place)	Additional control measures (to be identified and implemented)	Residual risk	Action details by whom by when
		 IIR surgical masks, rubber gloves and hand sanitisers for close contact first aid treatment. First aiders for the premises are issued with current advice and guidance. All staff are aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents, or incidents in line with existing school policy. 			
Respiratory syncytial virus (RSV), Norovirus, Influenza and other health conditions		 E-School Nurse - support for health conditions Cumbria County Council Health A to Z - NHS Health protection in schools and other childcare facilities 			





To be completed by the individual undertaking the risk assessment:										
Name:	Jennifer Rowlands	Job title:	Director of Finance and Operations							
Signature	Trouland	Date:	24/08/2021							
To be complete	d by the headteacher:									
	sk assessment to be suitable and sufficient to control the risks to the hea	lth and safety o	of both employees undertaking the tasks involved and any other							
person who may	y be affected by the activities.									
Name:	Tom Hailwood	Job title	Headteacher							
Signature:	T.E. llind	Date:	24/08/2021							

Useful links and guidance:

Schools COVID-19 operational guidance

When to self-isolate and what to do - Coronavirus (COVID-19)

COVID-19 actions for out-of-school settings

SEND and specialist settings - additional operational guidance: COVID-19

The use of personal protective equipment (PPE) in education, childcare and children's social care settings, including for aerosol generating procedures (AGPs)

Outdoor Education Advisory Panel advice on health and safety on educational visits: https://oeapng.info