

WHOLE SCHOOL COVID-19 RISK ASSESSMENT

This is a live document and will be reviewed and amended as necessary by the Leadership Team

Through this risk assessment, the robust control measures in place along with the ongoing reviews, The Burgate School considers that the overall risk of Covid-19 transmission or contraction is currently **LOW**. However, we acknowledge that we cannot eliminate the risk, we can only put in place control measures to minimise the risk. We have considered additional measures to mitigate as best as possible the risk infection and transmission of the virus. The Burgate School Leadership Team and Trustees are taking practicable steps to keep all staff, students and visitors to the school site safe.

What are the hazards or risks?	Who might be harmed and how?	Level of risk: High, Medium or Low?	What measures do we already have in place to control the risks?	What further action do we need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done	Level of risk once action taken
Transmission of Coronavirus	Staff, Students, Parents, Visitors (including contractors and delivery drivers).		See Health & Safety Manual incorporating codes of good practice.	Regular review of RA safety procedures. Monitoring of Government updates and advice including DHSC, PHE and DfE guidance for schools to include updates on vulnerable groups. All policies have been amended prior to include COVID safety measures and will be amended as appropriate according to any new government guidance.	LT – responsible for reviewing, updating and communicating any changes to the RA following government/PHE/WHO updates or stakeholder feedback	Regularly or as updates require	Ongoing	
			Minimising contact with individuals who are unwell by ensuring that all those who have coronavirus symptoms do not attend the school site. Following Government Guidelines for self-isolation and testing.		SITE/LT	DAILY	Ongoing	
			Protocol for staff, students and visitors: Continue to encourage visitors to wear masks and encourage all to practice good respiratory hygiene. Ensure that key contractors are aware of the school's control measures and ways of working. Hand sanitiser in all work/teaching spaces. POSTERS DISPLAYED ON WALLS AND IN CLASSROOMS/CORRIDORS for good respiratory hygiene and handwashing. Parents to be encouraged to supply students with own hand sanitiser wherever possible reminders of safe usage Regular checks of hand sanitiser and hand washing facilities will be carried out by site staff. Ventilation is important in reducing transmission of COVID-19 – CO2 monitors indicate good ventilation. Opening windows regularly for 10 minutes, or keeping them open just by a small amount, can still reduce the airborne risk from COVID-19 substantially compared to spaces with no fresh air.	A record of all visitors must be kept.	KG/HS/SITE	DAILY	Ongoing	
			Ensuring good respiratory hygiene – promote Government, 'catch it' 'bin it' 'kill It' approach. In good weather leave windows and doors open if you can.	Provide tissues and hand sanitiser/cleaning station equipment and bins in all rooms. Ensure good ventilation.	SITE/JF	DAILY	Ongoing	
			Cleaning - Reducing clutter and removing difficult to clean items can make cleaning easier. Increase the frequency of cleaning, using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices.		SITE	DAILY	Ongoing	

			Face Coverings – From Thursday 20 January, face coverings are no longer recommended in classrooms and teaching spaces for staff and students in year 7 and above. From Thursday 27 January, face coverings are no longer recommended in communal areas for staff and students in year 7 and above.		HS/BC	DAILY	Ongoing	
Staff Anxiety	Staff		Assessment of staff to ascertain those identified as clinically or potentially more vulnerable to be given additional support and reassurance. Conduct individual risk assessments for staff where mental or physical health may warrant additional safety considerations and support. Ensure sensitive consideration of the needs and concerns of our BME and all other potentially more vulnerable staff, students and parents. Clinically extremely vulnerable people, as a minimum should follow the same guidance as everyone else. However, for anyone at a higher risk of becoming seriously ill if you were to catch COVID-19, additional precautions may be considered.	https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/who-is-at-high-risk-from-coronavirus-clinically-extremely-vulnerable/ Pregnant women are in the moderate risk (clinically vulnerable) group as a precaution. It's important to follow advice to stop the spread of COVID-19 throughout your pregnancy Outbreak management plan to be communicated to all staff and any updates clearly communicated.	HS/FW	DAILY	Ongoing – update as necessary	
Student Anxiety	Students		Staff to provide ongoing reassurance of routines and protocols to include new COVID-19 home test and vaccination programmes, to listen and respond also to students about their worries and signpost to wellbeing team as necessary.	Ongoing updates home	HS	DAILY	Ongoing	
Parent Anxiety	Parents		Signpost to wellbeing hub and outside agencies where necessary for additional advice and support.		LT	DAILY	Ongoing	
Vulnerable students	Students		Assess the number of vulnerable students and ensure appropriate support is in place for them - continue monitoring engagement with school work and wellbeing support. When a vulnerable child is asked to self-isolate, schools should notify their social worker (if they have one). School leaders should then agree with the social worker the best way to maintain contact and offer support to the vulnerable child or young person. Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population. However, if a child or young person has been advised to isolate or reduce their social contact by their specialist, due to the nature of their medical condition or treatment, rather than because of the pandemic, they should continue to follow the advice of their specialist.	Pastoral team have reviewed all students who have had counselling to assess their needs.	HS/PB/MH	Amend as necessary	Ongoing – regularly reviewed	
			SEND - COVID-19 Individual RISK ASSESSMENT for SEND students		PB/HS	Amend as necessary	Done - updated as needed	
			Visiting external agencies – Continue online meetings where possible offered in school for children receiving or needing additional support and this to be facilitated by school staff in line with GDPR and standard safeguarding protocol or undertake individual risk assessment where key professional needs to visit.	Consider outbreak protocols to enable key external professionals to visit the school to deliver specific EHC responsibilities i.e. speech and language, physio etc. This may include informing them of the school's expectations of face coverings and other PPE expectations or safety measures.	HS	As required	Ongoing	
Travel to school and increased traffic on school site	Staff and Students		Children and young people aged 11 and over, unless they are exempt, should wear a face covering when travelling on dedicated transport to and from educational settings. There is no longer a legal requirement to wear a face covering. The government suggests that you continue to wear a face		LT/CC	DAILY	Ongoing	

			covering in crowded and enclosed spaces where you may come into contact with other people you do not normally meet. Operators set their own requirements for wearing face coverings. Jan 28 2022					
Increased risk of virus transmission – cleaning and First aid	Cleaning staff and general staff		Cleaning and first aid staff to adhere to and amend cleaning and first aid practices in line with guidance. To use appropriate cleaning agents and equipment. Training and guidance for all site staff and first aid staff and access to PPE as required:	Follow the COVID-19:cleaning of non-healthcare settings guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings PPE specification and guidance: https://www.gov.uk/government/publications/technical-specifications-for-personal-protective-equipment-ppe	FW/SITE	DAILY	Done	
Storage of flammable substances	All staff, students and visitors		-Site staff to ensure safe storage and disposal of flammable substances as per policy for storage/disposal of all other flammable substances on site.		SITE/LT/FW/	DAILY	Ongoing	
Storage, disposal and safe use of hand sanitiser	All staff, students and visitors		<ul style="list-style-type: none"> It consists of ethanol, hydrogen peroxide, distilled water and glycerol and is 75% ABV. The hand rub is not for consumption as the alcohol has been denatured, nor should it be placed near any naked flames as it is flammable (ethanol within it).		SITE/LT	DAILY	Ongoing	
Cleaning in the event of suspected or confirmed case	All staff, students and visitors		Principles of cleaning after an individual with symptoms of, or confirmed, COVID-19 has left the setting or area https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#left-area		SITE	As required	Ongoing	
First Aid – including staff and students that display symptoms	Staff, Students, visitors		All staff to monitor and alert first aid coordinator of anyone displaying symptoms – Ensure enough qualified first aid staff available for students/staff and that PPE available. If a child or young person develops COVID-19 symptoms, however mild, while at school or college, they will be sent home. They should avoid using public transport and, wherever possible, be collected by a member of their family or household.		ALL	DAILY	Done - ongoing	
Spreading infection due to touch, sneezes and coughs			Respiratory hygiene The ‘catch it, bin it, kill it’ approach continues to be very important. The e-Bug COVID-19 website contains free resources for you, including materials to encourage good hand and respiratory hygiene. https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus	Ensure posters and regular reminders for students and staff to wash hands more frequently – on arrival, at break, lunch and before leaving site as a minimum. Be aware of any students that may struggle to maintain good respiratory hygiene such as those with complex needs and consider additional support and safety measures as necessary.	FW/HS/MH	DAILY	Ongoing	
Tiered Local restrictions/ contingency plans			We have an Outbreak management and other contingency plans outlining how we would operate if the number of positive cases substantially increases in our school or local area. The contingency framework describes the principles of managing local outbreaks of COVID-19 in education and childcare settings	If there is a substantial increase in the number of positive cases in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.	LT	As required	Done - ongoing	
TEST AND TRACE			Adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. Within education and childcare settings, staff and students who have tested (either at home or through ATS) and reported a positive LFD result will no longer be advised to get a confirmatory PCR test unless they: <ul style="list-style-type: none"> have symptoms (in which case they need to follow the stay at home guidance, self-isolate and order a PCR test) 		LT/MH	As required	Ongoing	

		<ul style="list-style-type: none"> wish to claim the Test and Trace Support Payment have been advised to take a PCR test because they are in a clinically vulnerable group have been advised to do so as part of a research or surveillance programme <p>Students are strongly encouraged to test twice weekly at home and to report all results to NHS Test and Trace and to school. Anyone with a positive LFD test result should self-isolate and follow self-isolation guidance.</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p>				
Self-Isolation		<p>From Monday 17 January, people who are self-isolating with COVID-19 will have the option to reduce their isolation period after 5 full days if they test negative with a lateral flow device (LFD) test on both day 5 and day 6 and they do not have a temperature. For example, if they test negative on the morning of day 5 and the morning of day 6, they can return to their education or childcare setting immediately on day 6.</p> <p>The first test must be taken no earlier than day 5 of the self-isolation period, and the second must be taken the following day. All test results should be reported to NHS Test and Trace. If the result of either of their tests is positive, they should continue to self-isolate until they get negative results from two LFD tests on consecutive days or until they have completed 10 full days of self-isolation, whichever is earliest.</p> <p>Anyone who is unable to take LFD tests or anyone who continues to have a temperature will need to complete the full 10 day period of self-isolation.</p>		LT		
Lack of operational capacity e.g. High staff absence	Staff, students	Additional cover staff recruited to support	LT to monitor: required staffing levels for following day to ensure correct ratio per student numbers attending	LT	DAILY	
Lateral Flow Testing – Home test kits and school test centre.		Testing remains important in reducing the risk of transmission of infection within schools. Staff and students should continue to test twice weekly at home, with lateral flow device (LFD) test kits, 3 to 4 days apart. Testing remains voluntary but is strongly encouraged. We have asymptomatic testing site (ATS) facilities on-site also to offer testing students who are unable to test themselves at home.	Staff and students with a positive LFD test result should self-isolate in line with self-isolation guidance (see above).	FW/CC/SD/JF	Ongoing	
COVID vaccination programme for children aged 12-17		<p>All young people aged 16 and 17 years have now been offered 2 doses of COVID-19 vaccine 12 weeks apart. Children and young people aged 12 to 17 years who are at increased risk from infection, or who are living with someone who is immunosuppressed, have also been offered 2 doses of the vaccine, 8 weeks apart.</p> <p>And now all children aged 12 to 15 years are being offered 2 doses of vaccine as part of the school-based COVID-19 vaccination programme. Children aged 12 to 15 will be able to receive their second dose of COVID-19 vaccination in school. All children who have yet to receive their first dose can have their first at the vaccination session.</p>	<p>Parents can find more about the in-school vaccination programme in COVID-19 vaccination programme for children and young people guidance for schools.</p> <p>https://www.gov.uk/government/publications/covid-19-vaccination-resources-for-schools/covid-19-vaccination-programme-for-children-and-young-people-guidance-for-schools</p>	LT		

			12 to 15 year olds are also able to access the vaccine outside of school through vaccination or walk in centres. Bookings can be made on the NHS website. The vaccine will also continue to be offered in school to ensure there is equal access for all children. Children who are 12 years old and over on the day the School Age Immunisation Service (SAIS) team visits the school, will be offered a vaccination as part of the in-school vaccination programme.				
Contingency outbreak management plan (OMP) to ensure continued quality education and care of all students following local authority notice			<p>Plan in place covering aspects below:</p> <ul style="list-style-type: none"> • Advice to increase the use of home testing by staff and students if outbreak • Consider how ATS could be implemented again in a way that does not negatively impact on the education we provide to our students. • Face coverings – consider the possibility that that face coverings should temporarily be worn more widely in settings - except where exemptions apply. • Consider contingencies for shielding staff cover in the event of a major outbreak or Variant of Concern (VoC) that poses a significant risk to individuals on the shielded patient list (SPL). Consider contingency plans also for: <ul style="list-style-type: none"> • residential educational visits • open days • transition or taster days • parental attendance in settings • performances in settings • Attendance restrictions - If attendance restrictions are advised across an area, the government will publish detailed operational guidance for settings. <ul style="list-style-type: none"> - High-quality remote education should be provided for all pupils or students not attending. 	Communicate OMP to wider staff Pupils should then continue to test twice weekly at home until the end of September, when this will be reviewed.	LT		Ongoing

Assessors comments: This is a live document and updates are made as required to ensure the latest Government, PHE and WHO guidance is being considered and adhered to where it applies to our educational setting and concerns the safety of our students, staff, their families and our wider community.

Name of Assessor: CC/FW	Signature of Assessor: Carolyne Connolly/ Fiona Wilcox	Date: Reviewed: 28/1/2022
H&S Co-ordinator's comments:		
Name of H&S Co-ordinator:	Signature of H&S Co-ordinator:	Review Date: 28/1/22 FW
Trustee Signature to proceed:	Trustee Name:	Review Date: 28/1/22 CC