

COVID-19: Operational risk assessment for Huntcliff school – January 2022

Responsibility for the health and safety of the school site for staff and students remains with the Trust as the employer and the legal entity.

- It is the responsibility of Huntcliff School to ensure that a general policy on the management of health and safety is in place, that this policy is communicated to all employees and that appropriate systems and procedures are in place to secure effective implementation of that policy.
- The operational compliance of this function is delegated on a day-to-day basis to the Headteacher of Huntcliff School.
- Overall compliance with this requirement is monitored by the Audit Committee.

As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce disruption to young people's education – particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September. Our priority is to deliver face to face high quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

Assessment conducted by:	N.Bibby	Job title:	Headteacher	Covered by this assessment:	Staff, students, contractors, visitors, volunteers
Date of assessment:	4 th January 2022	Review interval:	Termly	Date of next review:	01/02/2022

Related documents	
<p>Trust documents:</p> <ul style="list-style-type: none"> Key external contacts – suspected case Staff risk assessment Estates and facilities risk assessment Catering risk assessment EYFS guidance SEND risk assessment Supplier list 	<p>Government guidance:</p> <ul style="list-style-type: none"> https://www.ons.gov.uk/peoplepopulationandcommunity/healthandsocialcare/causesofdeath/bulletins/coronaviruscovid19relateddeathsbyoccupationenglandandwales/deathsregistereduptoandincluding20april2020 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings https://www.gov.uk/guidance/contacts-phe-health-protection-teams https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers http://www.educationsupport.org.uk/ https://covid.minded.org.uk/ https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19 https://www.gov.uk/coronavirus https://www.hse.gov.uk/coronavirus/roadmap-further-guidance.htm https://www.gov.uk/get-coronavirus-test

Risk matrix

Risk rating High (H), Medium (M), Low (L)				
		High	Moderate	Low
	High: Serious harm or ill-health.	H	M	L
	Moderate: Moderate harm or ill health			
	Low: Causes physical or emotional discomfort.			

We do not believe the risk under the current circumstances in the presence of the coronavirus can ever be deemed 'LOW'. As such the risk can only be reduced to medium. However, every action will be taken to reduce this to the lowest possible risk. This risk assessment should be used by all stakeholders to determine their confidence levels in accessing in-school provision within personal parameters of vulnerability.

In relation to working in schools, whilst is not possible to ensure a totally risk-free environment, the Office of National Statistics analysis on COVID-19 suggest that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults. Given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus.

Areas for Concern	Risk rating	Control measures	Further action/comments	Residual risk rating (H/M/L)
1. Establishing a systematic process ready for full school opening, including social distancing/safe personal conduct				
1.1 Prioritising provision				
Organisation of teaching spaces				
<p>Classroom sizes will not allow adequate social distancing / safe personal conduct</p>		<ul style="list-style-type: none"> Classroom size and numbers reviewed Class sizes and timetables/staffing amended allowing for appropriate numbers of pupils, and where possible not exceeding 30 Classrooms re-modelled, with new chairs and desks in place in science and maths. Tables arranged so as to ensure students are sat facing forward at all times, although staff can start to move to collaborative groups until further notice Spare chairs removed from desks so they cannot be used. Clear signage displayed in classrooms promoting social distancing. Staff briefed on how to ventilate rooms if CO2 monitors indicate levels over 800 and below 1800 	<p>Survey of facilities completed and maximum numbers identified</p> <p>All unnecessary furnishings (incl. soft furnishing) removed</p> <p>The school will ventilate occupied space. Staff have been briefed that they should open doors and / or windows but allow for a comfortable temperature</p> <p>The school have CO2 monitors that have been placed in strategic places so staff can monitor and identify where ventilation needs to be approved. Staff will open doors / windows as appropriate to keep CO2 levels down. Offices and reception to enforce maximum number of people in each area.</p> <p>Areas that might show 1800 for a long period the school will purchase an air purifier providing staff have put all preventative measures in place and this has not lowered the level.</p>	
1.2 Availability of staff and class sizes				
<p>All staff required to return to work and perform their normal duties</p>		<ul style="list-style-type: none"> The health status and availability of every member of staff is known and reported to RWo so that deployment can be planned with leaders. 		

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		<ul style="list-style-type: none"> • Full engagement of those staff who are self-isolating but who are well enough to plan / review online learning. • Flexible and responsive deployment of teaching assistants and pastoral staff to supervise classes is in place. • Induction for all staff • Leaders are aware of testing procedures • Full use is made of testing to inform staff deployment. 	<ul style="list-style-type: none"> • https://111.nhs.uk/ 	
1.3 The school day				
<p>Structure of the day is conducive to social distancing.</p>		<ul style="list-style-type: none"> • Start and ending of school day remains fixed for all due to restrictions of buses. • Staff and students are briefed and signage provided to identify which entrances, exits and circulation routes to use. • A one way system is in place for managing the movement of people on arrival to avoid any groups of people congregating. • Floor markings are visible where it is necessary to manage any queuing. 	<ul style="list-style-type: none"> • Induction for all groups took place in Forms on first day of new term. Forms moved into year groups from January 2022. • Communicate to parents the agreed process for drop off and collection; along with requirements of travelling on school buses and recommended use of face masks. • In line with latest Government guidance students are recommended to wear face coverings indoors and classrooms. • Staff are recommended to wear face covering in school indoors and classrooms. 	

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1.4 Planning movement around the school				
<p>Movement around the school should support social distancing / safe personal conduct guidelines</p>		<ul style="list-style-type: none"> • Circulation plans have been reviewed and revised. • One-way systems are in place. • Appropriate signage is in place to clarify circulation routes. • Pinch points and bottle necks are identified and managed accordingly. • Movement of students around school is minimised as much as possible • Students are regularly briefed regarding observing social distancing / safe personal conduct guidance • Appropriate duty rota and levels of supervision are in place • Face Coverings are recommended to be used inside the school, corridors and classrooms by everyone 	<p>Although the need for social distancing is removed, where possible we want to maintain pupils' awareness still</p> <p>Ask visitors / contractors / parents to do visits remotely rather than face to face.</p> <p>Secondary students should continue to wear face coverings on public and school transport and inside the school building.</p> <p>Recommendation face coverings worn by students, staff and visitors when moving around the premises, outside and inside the classrooms. This does not apply if it impacts exercise (PE) or outside.</p> <p>The school, gov.uk and / or NLC may update these rules and if so, these will be adopted and followed by the school and parents / carers / staff / students / visitors advised.</p>	

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1.5 Curriculum organisation				
<p>Students will have lost learning opportunities during school closures and achievement gaps will have widened</p>		<ul style="list-style-type: none"> • Students to receive full curriculum entitlement • Additional revisit lesson included in curriculum model • Process of curriculum re-design to be completed. The ‘spiral curriculum’ model will enhance key topics, skills, words and knowledge and will be revisited numerous times between Y7 and Y11. • Use of additional government catch up funding to be utilised when received 	<p>TCM employed full time to run additional small group catch up in Eng and Maths Reading clubs to take place in the library with PP year 7 and 8 pupils and year 11 intervention to take place in form</p>	
1.6 Staff workspaces				
<p>Staff rooms and offices should still be clean and safe</p>		<ul style="list-style-type: none"> • Anti-bacterial spray and wipes are available • Staff have been briefed on the use of these rooms • Hand washing reminders in place 	<ul style="list-style-type: none"> • Staffroom reallocated to the CPD room • each facility in use will have antibacterial spray and wipes. Dispensers also accessible throughout the building in strategic places 	

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			<ul style="list-style-type: none"> via signage 	
1.7 Managing the school lifecycle				
Regular reviews of calendar allow flexibility re Government Guidance		<ul style="list-style-type: none"> 2021 calendar completed. Identified activities subject to change if Covid-19 restrictions are still in place 	Regular discussion of the calendar on SLT will allow any changes in government guidance to be responded to asap	
1.8 Policy review				
Policies are not flexible enough to adapt to a change in circumstances.		All relevant policies have been revised to take account of government guidance on social distancing and are regularly reviewed.	<ul style="list-style-type: none"> appendix added to relevant policies 	
1.9 Staff induction and CPD				
Staff are unaware of new procedures, leading to risks to health		Briefing/ guidance will be issued to all staff prior to full opening will include: <ul style="list-style-type: none"> Infection control procedures shared Fire safety and evacuation procedures Constructive behaviour management Safeguarding Risk management 	Fire policy review to be done now tutor groups have moved into year groups	
New staff are not aware of policies and		<ul style="list-style-type: none"> Induction programmes are in place for all new staff – either online or in-school – prior to them starting 	Evidence of this to be kept in staff files	

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procedures prior to starting at the school		<ul style="list-style-type: none"> The revised procedures are issued to all new staff prior to them starting. 		
1.10 School transport				
<p>Pupils need remain safe on public transport if changes to the covid advice changes</p>		<ul style="list-style-type: none"> The details of how students will travel to and from school have been confirmed with parents and bus company and new operating procedures have been established prior to opening. Effective liaison with bus companies is used as a basis for planning start and departure times. 	<ul style="list-style-type: none"> Students organised so that lower school students are seated on the upper desk and upper school students on the lower desk on the double decker buses. On single deck buses lower school students will be seated at the front half of the bus and upper school students at the back Reminder communication to parents that face coverings are recommended to be worn whilst travelling on school bus. Students should avoid public transport if they develop symptoms and / or a positive test and follow PHE advice. 	
1.11 Off-site learning / Remote learning				
<p>Increased risk of cross-contamination due to students and staff being on another educational establishment</p> <p>Delivering high quality remote education</p>		<ul style="list-style-type: none"> Off-site learning opportunities to be limited to activities which are an essential delivery requirement of a curriculum subject and are in line with government guidelines Off-site venue’s Covid risk assessment must be compliant with the conditions as set out in the school’s own risk assessment. A copy of the off-site venue’s risk assessment must be obtained and filed prior to any activity commencing. Whilst on site, students and staff will follow expectations and requirements of off-site venue’s Covid risk assessment An initial Evolve proposed trip form will be completed and submitted prior to any activity 	<ul style="list-style-type: none"> Parents will be informed prior to off-site activity starting and consent obtained where necessary in-line with current school practice Agreement must be gained from the off-site establishment’s senior leadership team that any planned activity is sanctioned to take place. This agreement must be given in writing and filed along with the off-site venue’s Covid risk assessment The school will maintain our capacity to deliver high quality remote learning if required. This will be equivalent to core teaching in school 	

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		<p>taking place. Permission from the Headteacher and/or LA must be obtained in-line with Evolve protocols</p> <ul style="list-style-type: none"> • Transport to the off-site venue will be in-line with requirements as outlined in this risk assessment. Where the school mini-bus is the primary source of transport, the wearing of masks is recommended. • All equipment and tools will be sanitized before and after use where possible. • The school has in place a contingency plan in case of an outbreak 		
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19				
2.1 Cleaning				
<p>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required.</p>		<ul style="list-style-type: none"> • A return-to-work plan for cleaning staff (including any deep cleans) agreed with contracting agencies prior to full opening. • An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. • Working hours for cleaning staff have been increased. 	<ul style="list-style-type: none"> • Sufficient quantities of cleaning supplies and hand soap to be maintained. • More frequent wipe down of high passage area door handles, including main entrance doors and commonly used doors. • JG to has liaised with ICS and agreed recruitment, alterations to shift patterns and the identification of key areas requiring additional/frequent cleaning • Bins are emptied throughout the day. • Daily cleaning in place to provide disinfection of all handles and commonly used surfaces. • Desk swapping during a day will be kept to a minimum; students will only sit in identified seats with same students. • Staff should where possible not swap desks and if necessary must wipe down between times 	

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2.2 Hygiene and handwashing				
Inadequate supplies of soap and hand sanitiser mean that students and staff do not wash their hands with sufficient frequency		<ul style="list-style-type: none"> An audit of handwashing facilities and sanitiser dispensers will be undertaken before the school fully reopens and additional supplies purchased. Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. Pupils asked to notify staff when sanitizer has run out / low. 	<ul style="list-style-type: none"> Alcohol based hand sanitiser should be considered for practical sessions where hand washing will be required before and after if sufficient facilities are not available. These are in situ. All used facilities will have disinfectant sprays and wipes and additional sanitisers are distributed strategically throughout the premises and monitored regularly by site staff All staff instructed to actively monitor to ensure all colleagues are adhering to the same principles of good hygiene. A bank of sanitisers will be in place for students entering the site. 	
Students forget to wash their hands regularly and frequently		<ul style="list-style-type: none"> Staff training includes the need to remind students of the need to wash their hands regularly and frequently. Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. 	<ul style="list-style-type: none"> Induction for each team of staff to adhere to new guidance Student reminders at all break sessions Sanitiser to be used on entry and exit to all facilities Information on measures in place will be provided at reception and key entry points. 	
Students forget to follow good respiratory hygiene		<ul style="list-style-type: none"> Students frequently reminded to follow NHS “Catch it, Kill it, Bin it” guidance 	<ul style="list-style-type: none"> Visual reminders displayed around school 	

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2.3 Clothing/fabric				
School uniform will be required when fully re-opened		<ul style="list-style-type: none"> Expectations and guidance are communicated to parents. 	<ul style="list-style-type: none"> Uniforms do not need to be cleaned any more often than usual. 	
2.4 Testing and managing symptoms				
Regular testing should still be taking place by staff and students		<ul style="list-style-type: none"> LFD testing kits for home use will be provided by the government and distributed to staff and students via school Students and staff to self-test at home twice weekly. Results to be reported to NHS and any positive results to school. Staff and volunteers involved in the testing procedures have been trained in accordance with DfE/PHE protocols Post-testing support is available for staff through the school's health provider. Students who have symptoms are advised to do a PCR test 	<ul style="list-style-type: none"> The guidance has been explained to staff as part of the induction process. All stakeholders to follow government guidance in the event of a positive test Everyone must engage with the NHS Test and Trace process SLT must contain any outbreak of more than 5 people by following local health protection team advice Normal systems of control continue to be operated Staff should home test twice weekly and follow PHE advice if their LFD is positive 	
Staff, students and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school		<ul style="list-style-type: none"> Staff, students and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. 	<ul style="list-style-type: none"> Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. The school will send home the person who has tested positive, advising them to self-isolate for 10 days and follow PHE advice on PCR testing and depending on that result may be able to stop self-isolating. Close contact will be contacted through NHS track and trace 	

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		<ul style="list-style-type: none"> This guidance has been explained to staff and students as part of the induction process. 	<ul style="list-style-type: none"> The school will provide a voucher if a child is isolating through COVID-19 and they are entitled to a FSM as an alternative. 	
2.5 First Aid/Designated Safeguarding Leads				
<p>designated First Aiders and Designated Safeguarding Leads remain safe while dealing with students who are unwell</p>		<ul style="list-style-type: none"> First Aid certificates extended for three months. A programme for training additional staff in place. 	<ul style="list-style-type: none"> The school will maintain suitable first aid hygiene control measures will be maintained so far as is reasonably practicable when providing first aid e.g. limiting numbers in first aid rooms, cleaning the area after treatment, PPE for first aiders and thorough hand washing. PPE can include masks, gloves, aprons, goggles, or face shields. All first aid equipment will always be accessible. Children, young people, and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way If a child, young person, or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. All incidents will be recorded as per the school’s normal arrangements 	
2.6 Communication with parents				

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Parents and carers should be fully informed of the health and safety requirements for the reopening of the school		<ul style="list-style-type: none"> As part of the overall communications strategy parents are kept up to date with information, guidance and the school’s expectations on a using a range of communication tools. A COVID-19 section on the school website is created and updated. 	<ul style="list-style-type: none"> Amendments to policies in the light of COVID are published on the website and communicated to parents. Parents / carers are aware that school attendance is mandatory. If they travel abroad parents / carers should bear in mind the impact if they student needs to quarantine and / or isolate on return. 	
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19		<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced via email, text and the school’s website. 		
3.1 Keeping visitors and school community safe				
Reception area				
Visitors in school need to be carefully managed to prevent risk of any infection		<ul style="list-style-type: none"> Social distancing / safe personal conduct points are clearly set out, using floor markings, continuing outside as necessary. Social distancing / safe personal conduct guidance is displayed to protect reception staff (e.g. distance from person stood at reception desk). Non-essential deliveries and visitors to school are minimised. Visitors must wear a face covering in school. Reception staff are well briefed on guidelines and restrictions for visitors and these should be essential visitors only 	<ul style="list-style-type: none"> Social distance markings near reception indicate where to wait until entry is enabled. Visitors to school should arrange an appointment. Telephone and email should be used as the main communication with school Deliveries will be managed by reception staff Screens and hand gel are now provided at reception for protection of staff and visitors Key contractors are aware of schools control measures and ways of working 	

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		<ul style="list-style-type: none"> Staff to do book visits through teams / phone to reduce the number of face-to-face meetings online. 	<p>It is strongly encouraged that visitors / parents take a LFD before entering the school</p>	
4. Enhancing mental health support for students and staff				
4.1 Mental health concerns – students				
<p>Students’ mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</p>		<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support students with mental health issues. There is access to designated staff for all students who wish to talk to someone about wellbeing/mental health. Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings Resources/websites to support the mental health of students are provided. 	<ul style="list-style-type: none"> Students who would like additional support above what the school is already providing should identify this need to their form tutor who will arrange for an appropriate member of the pastoral; team to make contact 	
4.2 Mental health concerns – staff				
<p>The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</p>		<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training have included content on wellbeing. Staff briefings/training on wellbeing are provided. 	<ul style="list-style-type: none"> Staff who experience additional need for support should follow the advice provided within the leaflet. This includes access to the confidential counselling service and this information is available from RWo 	

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		<ul style="list-style-type: none"> Staff have been signposted to useful websites and resources, including Employee Assistance Programme. 		
4.3 Bereavement support				
Students and staff are grieving because of loss of friends or family		<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary. 	<ul style="list-style-type: none"> On notification of a bereavement, support will be offered for those who wish it. This will be agreed on an individual basis. 	
5.0 Educational trips		<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	
Gaps in COVID-19 cancellation cover		<ul style="list-style-type: none"> Undertake a full and thorough risk assessment in relation to all educational visits and ensure that any PHE advice is included as part of the risk assessment EVC and trip protocol is followed 	<ul style="list-style-type: none"> Establish when booking what financial protection is in place if cancelled. 	