

BECKLEY RISK ASSESSMENT FORM – JANUARY 2022

Workplace	Beckley CE Primary School	Likelihood (L)	X	Severity (S)
Department	Education	Almost Impossible	1	Insignificant (minor injury, no time off)
Risk Assessor	Simon Thurston - Headteacher	Unlikely	2	Minor (injury and up to 7 days off)
Room/Area	School Site	Possible	3	Moderate (injury causing more than 7 days off)
Activity/Task	School opening during the Covid-19 pandemic	Likely	4	Major (death or serious injury)
Date	5.1.22	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity	Reducing the risks linked to the COVID-19 virus in school	Low = 1-8	Medium = 9-14	High = 15-25

This document was updated by ESCC on **4 January 2022**.

It is being kept under review as updated guidance is published by the Government and reviews of the impact of COVID-19 by Public Health England.

Schools should share the results of their risk assessment with their workforce (including local union representatives). If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils (HSE would expect all employers with over 50 staff to do so).

The [DfE latest documents and guidance webpage](#) is being updated regularly

What are the significant, foreseeable, hazards? (the dangers that can cause harm)	Who is at Risk?	Current control measures (What is already in place/done)	Risk Rating			What additional control measures can be put in place to reduce the risk further?	Revised Risk Rating		
			L	S	R		L	S	R
1. Potential transmission to clinically vulnerable staff and pupils Guidance is available in the Schools coronavirus (COVID-19) operational guidance	All members of school community	Ensure that there is an understanding that: The UK Clinical Review Panel has recommended that no children and young people under the age of 18 should be considered CEV and under-18s should be removed from the				Unless they are CEV, encourage parents/carers and staff to follow the guidance that applies to everyone .			

			<p>Shielded Patient List. The chief executive of the UK Health Security Agency and head of NHS Test and Trace has written to parents of these children to inform them.</p> <p>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 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.</p> <p>Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the guidance on protecting people who are CEV from COVID-19.</p> <p>Conduct an Individual Risk Assessment to help identify any additional action that needs to be taken to mitigate risks for any CEV members of staff or</p>			<p>While members of these groups are no longer required to shield, the school should appreciate arrangements being made for them to reduce their face-to-face contact during periods of high viral prevalence.</p> <p>All pupils asked to complete a weekly LFT test and report their result to the school (4.1.22)</p> <p>Health and safety advice for schools</p>			
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			<p>anyone with risk factors which make them more vulnerable to Covid 19. This includes pregnant members of staff.</p> <p>Work in partnership with local BAME and/or faith communities to reinforce individual and household risk reduction strategies relevant to the school community PHE review of the impact of Covid-19 on BAME groups</p> <p>The school will continue to assess the health and safety risks to staff and meet their equality duties as per their local procedures.</p> <p>Governors and leaders should pay regard to the wellbeing of all staff including the headteacher.</p> <p>Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process.</p>							
			Risk Rating L = 3 S = 4 R = 12				Risk Rating L = 2 S = 4 R = 8			
2.	Risk of ongoing contamination from pupils and staff	All members of the school community	<p>Office workers who can work from home should do so from Monday 13 December. Anyone who cannot work from home should continue to go into work – for example, to access equipment necessary for their role or where their role must be completed in-person.</p>				<p>Bubbles to be maintained whilst the Omnicom variant is strongly active in the local community (4.1.22)</p> <p>Key Stage collective worship times to be deferred (see above)</p>			

			<p>Teaching and learning should not be moved online as a result of the work from home guidance.</p> <p>It is no longer necessary to keep pupils in consistent groups or 'bubbles'. Assemblies can resume and there is no longer a need to make alternative arrangements to avoid mixing at lunch. Music and PE lessons can continue as normal. However, schools should ensure that control measures are in place and well communicated:</p> <p>Hand hygiene: Frequent and thorough hand cleaning is regular practice. The school ensures that pupils clean their hands regularly with soap and water or hand sanitiser.</p> <p>Ensure sufficient and proportionate handwashing supplies and cleaning materials are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments.</p> <p>Respiratory hygiene: The 'catch it, bin it, kill it' approach continues to be adhered to in school.</p> <p>Cleaning: Areas and equipment are cleaned regularly with a particular focus on frequently touched surfaces</p>			<p>Playtimes kept in class bubbles on individual playgrounds until further notice (4.1.22)</p> <p>All routines and procedures posted onto the website and communicated in letters to parents</p> <p>Additional hand sanitisers installed by entrances into the building</p>			
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			<p>The school follows the government guidance on cleaning of non-healthcare settings.</p> <p>Ventilation:</p> <p>The school will be well ventilated with windows and doors opened to create air flow.</p> <p>CO2 monitors have been provided to all state-funded education settings from September, so staff can quickly identify where ventilation needs to be improved.</p> <p>Any poorly ventilated spaces will be identified in the risk assessment and steps taken to improve fresh air flow in these areas, giving particular consideration to when holding events where visitors such as parents are on site.</p> <p>Adjust any mechanical ventilation systems to increase the ventilation rate where possible and check to confirm that normal operation meets current guidance and that only fresh outside air is circulated.</p> <p>In the very few cases where an area of poor ventilation (sustained CO2 readings above 1500ppm) has been identified and this cannot be resolved through opening windows and doors or minor repair works, it</p>			<p>O2 monitors installed in 3 out of 4 classrooms and checked several times each day by class teacher (11.10.21 - ongoing)</p> <p>The government has said that 7,000 air cleaning units will be provided to early years settings, schools and colleges, in an attempt to improve ventilation in teaching spaces. Schools will have to prove</p>		
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			<p>may be appropriate to consider the use of an air cleaning unit as an additional mitigation whilst further remedial work is undertaken to improve ventilation</p> <p>The Health and Safety Executive guidance on air conditioning and ventilation during the COVID-19 pandemic and CIBSE COVID-19 HYPERLINK "https://www.cibse.org/coronavirus-covid-19"advice provides more information.</p> <p>Contingency plans are in place outlining how the school would operate if there were an outbreak within school or local area.</p> <p>The school will call the dedicated advice service who will escalate the issue to the local health protection team, where necessary and advise if any additional action is required, such as implementing elements of your contingency plan.</p> <p>Communicate to parents that pupils should not come into school if they have symptoms or have had a positive test result.</p> <p>Anyone who develops COVID-19 symptoms, will be sent home and told to follow public health advice.</p>			<p>they are eligible for the units. All state schools can apply for these units if they meet the criteria.</p> <p>School web-site has clear guidance about COVID-19 procedures for pupils and families</p>			
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			<p>If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible.</p> <p>Appropriate PPE should also be used if close contact is necessary.</p> <p>Further information on this can be found in the <u>use of PPE in</u> <u>HYPERLINK</u> "https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care"<u>education, childcare and children's social care settings</u> guidance.</p> <p>Testing</p> <p>Close contacts in schools are now identified by NHS Test and Trace and education settings are not expected to undertake contact tracing.</p> <p>From Tuesday 14 December, a new national approach to daily testing for contacts of COVID-19 was introduced (including until the end of this term). All adults who are fully vaccinated and children aged 5 to 18 years and 6 months, identified as a contact of someone with COVID-19 – whether Omicron or not – should take a lateral flow device (LFD) test every day for 7 days instead of self-isolating and, unless they have a positive</p>			<p>Eligible staff will continue taking LFTs on a daily basis and the school has a record of their results (staff who have had COVID are advised not to test for 90 days, due to the risk of generating a 'false positive' result)</p>			
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			<p>test result or develop symptoms at any time, they should continue to attend school as normal.</p> <p>Once notified by NHS Test and Trace as a close contact, all eligible staff, pupils and students should take an LFD each day for 7 days and report the results through the <u>Online Reporting System</u> and to their setting. If they test negative, they can continue to attend their education setting. Outside of the education setting, they should continue to follow the advice set out in the <u>Sunday 12 December press release</u>. This approach should also be adopted over the winter break and on return in January.</p> <p>If they test positive, they should self-isolate and <u>order a PCR test</u> to confirm the result. If the PCR is positive, they must self-isolate for 7 days. If the PCR test is negative, they no longer need to self-isolate but should continue to carry out the remainder of the daily tests, and only need to isolate if it is positive. In the case of a positive PCR test, individuals may now take rapid lateral flow tests on day six and day seven of their self-isolation period. If those test results are negative, they no longer have to complete 10 full days of self-isolation.</p> <p>Further actions for educational settings may be advised by a local Incident Management Team (IMT) investigating a suspected or confirmed case of COVID-19.</p>							
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			<p>educational visit is still appropriate and safe. Only students who are attending the setting should go on an educational visit. Education settings should consult the health and safety guidance on educational visits when considering visits.</p> <p>You MUST ensure there is adequate financial protection in place in the event of a COVID-19 cancellation. You MUST consult with your insurers to find out if there are any COVID-19 exceptions.</p> <p>Schools should continue to offer wraparound provision, such as breakfast and after-school clubs, for those children eligible to attend school to help support the children of critical workers.</p> <p>Face Coverings</p> <p>Schools should have a small contingency supply of face masks available. Children of primary school age and early years children should not be advised to wear face coverings.</p>				<p>Breakfast Club and some after school clubs are running.</p> <p>After School Club will start on 10th January 2022</p>			
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			<p>Schools should have a process for managing face coverings in school that is clearly communicated.</p> <p>In primary schools, it is recommended that face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas. Health advice continues to be that children in primary schools and early years children should not be asked to wear face coverings. Face coverings do not need to be worn when outdoors.</p> <p>Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use.</p> <p>Leaders MUST ensure that school has enough tissues and bins available to support pupils and staff to follow the 'catch it, kill it, bin it' approach. Reinforce routines of using a tissue to cough or sneeze and bins for tissue waste.</p> <p>Ensure all the usual building checks are undertaken to make the school safe.</p>			<p>Pupils and staff continue to have the option to wear face masks in the event of increased case numbers in the local community. (4.1.22)</p> <p>Visitors to school are asked to wear face masks, wherever possible and when appropriate. (6.9.21)</p> <p>Additional bins and tissues continue to be used. 'Catch it, kill it, bin it' posters on display throughout the school.</p>			
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			<p>review and reinforce the testing, hygiene and ventilation measures already in place and consider:</p> <ul style="list-style-type: none"> • whether any activities could take place outdoors, including exercise, assemblies, or classes • ways to improve ventilation indoors, where this would not significantly impact thermal comfort • one-off enhanced cleaning focussing on touch points and any shared equipment 							
			Risk Rating L = 3 S = 4 R = 12			Risk Rating L = 2 S = 4 R = 8				
3.	<p>Site Safety risks</p> <ul style="list-style-type: none"> • Fire procedures • Lockdown • Movement for lunch / transitions • Toilets • Security including risk of theft • Data breaches 	All members of the school community	<p>SLT lead identified</p> <p>Continue taking the attendance register and following up any absences in line with statutory guidance.</p> <p>School to follow risk assessments for premises and accessing outside equipment and areas.</p> <p>Toilets to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.</p> <p>Share any updated fire evacuation information with all staff during daily briefing and with children.</p>				<ul style="list-style-type: none"> • Arrange revised fire evacuation drills / lockdown drills regularly see Restricting attendance during the national lockdown: schools <p>Fire Safety Risk Assessment carried out. Evacuation routes have been adapted appropriately and whole school fire drills undertaken in Terms 1, 4 and 6</p> <ul style="list-style-type: none"> • Reconsider e-safety policies and procedures in light of lessons learned during home learning Policies were updated in 			

			<p>High expectations of how children move around school upheld by all members of staff.</p> <p>Any incidents are logged, and the risk assessment is evaluated, and changes made as a result of lessons learned.</p> <ul style="list-style-type: none"> Reconsider e-safety policies and procedures in light of lessons learned during home learning. 				September 2021 to incorporate remote-learning details			
			Risk Rating L = 2 S = 3 R = 6				Risk Rating L = 2 S = 2 R = 4			
4.	Risk of transmission between parents and pupils during school drop-off and collection times	All members of the school community	<ul style="list-style-type: none"> Any parents who have had a positive test or who are displaying symptoms of COVID-19 should not be attending the school. 				<ul style="list-style-type: none"> Review and revise drop off and pick up protocols as necessary to minimise social contact Drop-off and pick-up protocols have remained in place. One-way system through the lower playground, with time-allocations for alphabetical groupings. Timings remain the same COVID-19 Drop-off /pick-up procedures are well-established and fully complied with Drop off/pick up times are always supervised by HT or senior staff 			
			Risk Rating L = 2 S = 3 R = 6				Risk Rating L = 2 S = 2 R = 4			
5.	Risks of possible transmission to pupils	Pupils	Recommend to parents and carers that face masks are worn in enclosed and				<ul style="list-style-type: none"> Children under the age of 11 are exempt from 			

	<p>who travel to school by dedicated school transport (including statutory provision) or wider public transport</p> <p>The <u>DfE Guidance for full opening – Section 2</u> details a new framework for transporting pupils to and from schools</p>		<p>crowded spaces where pupils may come into contact with people they don't normally meet. This includes public transport and dedicated transport to school or college.</p>		<p>wearing face coverings on public transport, and the regulations relating to face coverings exclude school transport services. <u>See updated transport guidance</u></p> <p>Currently, we do not have any pupils using public transport</p>	
			<p>Risk Rating L = 1 S = 4 R = 3</p>	<p>Risk Rating L = 1 S = 3 R = 3</p>		
<p>6.</p>	<p>Risk of ongoing contamination from people (staff, parents/carers, visitors, contractors and/or deliveries) coming into school</p>	<p>All members of the school community</p>	<p>In primary schools, it is recommended that face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas.</p> <p>Ensure contractors, school meal providers, milk providers and fruit providers can fulfil all risk assessment requirements.</p> <p>Communicate clearly that anyone displaying symptoms of COVID-19 should not attend school and arrange to take a PCR test as soon as possible.</p> <p>Make arrangements for strict handwashing/sanitising procedures in place as soon as pupils/staff/visitors/contractors arrive in school.</p>		<p>Volunteers and visitors are welcome to visit schools but should be made aware of the control measures.</p> <p>Before visitors attend performances or sporting events, the school will encourage them to self-assess for symptoms of coronavirus (COVID-19). These are:</p> <ul style="list-style-type: none"> • a high temperature • a new, continuous cough • a loss of, or change to, your sense of smell or taste • A copy of the COVID-19 specific risk assessment for catering and cleaning contractors is kept by the school 	

							<ul style="list-style-type: none"> • Ensure resources shared between classes or bubbles, (e.g. sports, art and science equipment) is cleaned frequently. It MUST be meticulously cleaned between its use by different bubbles or rotated to allow it to be left unused and out of reach 48 hours (72 hours for plastics). • Consider how outdoor play equipment is used ensuring more frequent cleaning. Review any use of shared equipment by wrap-around care providers. All outdoor equipment is cleaned with disinfectant spray immediately after use • Enhanced cleaning schedule in place to ensure effective hygiene standards and comply with latest guidance Caretaker hours have been adjusted to allow for thorough cleaning, according to guidelines 			
			Risk Rating L = 2 S = 4 R = 8				Risk Rating L = 2 S = 3 R = 6			

8.	Risk of transmission from pupils and staff who have been in contact with the virus	All members of the school community	The PCR test kits sent to schools can be used in the exceptional circumstance that an individual becomes symptomatic, and schools				Positive cases and symptoms Communicate to parents that contacts from a school setting will only be traced by NHS Test and			
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<p>and/or are showing signs of having the virus (a new, continuous cough or a high temperature)</p>		<p>believe they may have barriers to accessing testing elsewhere. It is for schools to determine how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils.</p> <p>These kits can be given directly to staff or parents and carers collecting a child who has developed symptoms at school.</p> <p>If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection,</p> <p>If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible.</p> <p>Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the use of PPE in education, childcare and children's social care settings guidance. Any rooms they use should be cleaned after they have left.</p> <p>The household (including any siblings) should follow the PHE stay at home</p>		<p>Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact.</p> <p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> • they are fully vaccinated • they are below the age of 18 years and 6 months • they have taken part in or are currently part of an approved COVID-19 vaccine trial • they are not able to get vaccinated for medical reasons <p>Instead, they 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.</p> <p>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who</p>		
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			<p>guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p> <p>Headteachers should communicate to staff that if they are displaying symptoms they should be tested 'as soon as practicably possible.'</p>			<p>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.</p> <p>Seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents.</p> <p>Be clear about the thresholds for contacting PHE (listed above and at the top of the contingency plan)</p>				
			Risk Rating L = 2 S = 4 R = 8			Risk Rating L = 2 S = 3 R = 6				

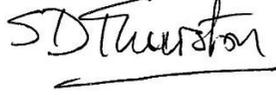
9.	Contingency planning for a potential local outbreak	All pupils and staff	<ul style="list-style-type: none"> Ensure that contingency plans are in place, being reviewed and updated Maintain same home learning procedures for individuals, if required 			<ul style="list-style-type: none"> Leaders and governors should devise contingency plans to cover a potential local outbreak. In such an event the PHE health 			
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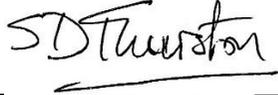
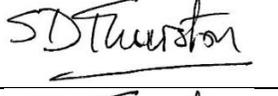
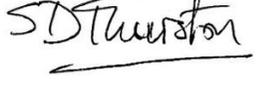
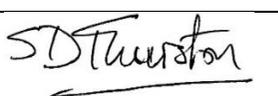
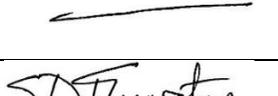
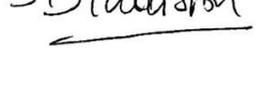
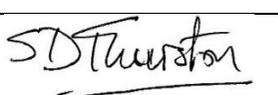
			<ul style="list-style-type: none"> Use of Microsoft Teams for remote-learning involving whole classes. 				<p>protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. The school has drawn up contingency plans for a partial and a full closure, using the ESCC model planning template. These have been approved by Governors</p>			
			Risk Rating L = 2 S = 4 R = 8				Risk Rating L = 2 S = 3 R = 6			

All actions taken in response to guideline updates and school reviews are recorded in the table below. These are reviewed and discussed with staff on a weekly basis, and a meeting every two weeks with Governors allows the Headteacher to ensure that they are fully updated with any revised plans.

Latest ESCC updates on the template are written in **ORANGE**. Additional school-specific information is written in **RED**

Action Plan, Signature and review dates:

Name of Manager:	Simon Thurston - Headteacher	Signature of Manager:		Date:	1 st August 2020
1st review undertaken on:	19.8.2020 – new, clearer signage to pupil toilets and larger waste paper bins installed	Signature of Manager:		Date:	19 th August 2020
2nd review undertaken on:	11.9.2020 – adapt pick up areas for pupils waiting to be collected, so as to keep pupils from different bubbles more safely distanced	Signature of Manager:		Date:	11 th September 2020
3rd review undertaken on:	21.9.2020 – re-assess drop-off timings for pupils, in light of changing weather. Reduce length of staggered time windows, now that parents are more familiar with routines	Signature of Manager:		Date:	21 st September 2020

4th review undertaken on:	5.10.2020 – Review and update RA with new guidelines (in Purple) produced by ESCC on 24.9.2020	Signature of Manager:		Date:	5 th October 2020
5th review undertaken on:	10.11.2020 – Review and update RA with revised guidelines published by ESCC on 4.11.2020	Signature of Manager:		Date:	10 th November 2020
6th review undertaken on:	2.12.2020- Review and update RA with revised guidelines (in Green) published by ESCC on 1.12.2020	Signature of Manager:		Date:	2 nd December 2020
7th review undertaken on:	13.1.2021 – Review and update RA with revised guidelines (in Green) published by ESCC on 8.1.2021, that relate to school closure for most pupils except key worker and vulnerable pupils.	Signature of Manager:		Date:	13 th January 2021
8th review undertaken on:	5.2.2021 – Review and update with revised guidelines (in Orange) published by ESCC on 5.2.2021, that relate to rapid home-testing for school staff and the wearing of facemasks	Signature of Manager:		Date:	5 th February 2021
9th review undertaken on:	1.3.2021 – Review and update with revised guidelines (in Purple) published by ESCC on 24.2.2021, that relate to the planned full-reopening of schools on 8.3.2021	Signature of Manager:		Date:	1 st March 2021
10th review undertaken on:	16.5.2021 – Review and update with revised guidelines (in pink) published by ESCC on 13.5.2021. There are no significant changes in the Risk Assessment that particularly relate to our school.	Signature of Manager:		Date:	17 th May 2021
11th review undertaken on:	7.7.2021 – Review and update with minor alterations (in red) to playtime and lunchtime arrangements for bubbles	Signature of Manager:		Date:	7 th July 2021
12th review undertaken on:	6.9.2021 – Review and update with some alterations (in green) for returning to school with some relaxation of bubbles	Signature of Manager:		Date:	6 th September 2021
13th review undertaken on:	8.11.2021 – Review and update with some procedures from CONTINGENCY PLAN being re-introduced (in blue).	Signature of Manager:		Date:	8 th November 2021
14th review undertaken on:	5.12.2022 – Review and update with some adaptations (in orange) due to the new variant in the community.	Signature of Manager:		Date:	5 th January 2022
15th review undertaken on:		Signature of Manager:		Date:	

16th review undertaken on:		Signature of Manager:		Date:	
17th review undertaken on:		Signature of Manager:		Date:	
18th review undertaken on:		Signature of Manager:		Date:	
19th review undertaken on:		Signature of Manager:		Date:	
20th review undertaken on:		Signature of Manager:		Date:	