



COVID Safe School Opening Organisational Risk Management Plan_ September 2021

Assessors Name: Helen Jones Persons Involved in Task/Activity: Appleton Staff Date of Assessment: 1st September 2021

The following risk assessment has been undertaken in consultation with Craig Armitage, Rachel Garlick, Joanne Clayton and John Wavell and has been undertaken following the national move 'Step 4' COVID-19 guidance.

Key Documents	<p>Government guidance:</p> <p>This Risk Assessment draws on the Government Guidance for Schools during the Coronavirus outbreak: https://www.gov.uk/government/publications/actionsfor-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance and https://www.gov.uk/government/publications/health-and-safety-advicefor-schools/responsibilities-and-duties-for-schools#covid-19</p> <p>The Government guidance now outlines 4 main control measures that schools must adopt in order to mitigate the spread of coronavirus:</p> <ol style="list-style-type: none"> 1. Ensure good hygiene for everyone. 2. Maintain appropriate cleaning regimes. 3. Keep occupied spaces well ventilated. 4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19
Linked Documentation	<p>Managing Suspected or Confirmed Cases_September 21</p> <p>COVID-19 Case Management Categorisation_ September 2021</p>

Risk Matrix

		Impact				
		5- Catastrophic	4- Significant	3-Moderate	2-Minor	1- Negligible
Likelihood	5- Almost Certain	25	20	15	10	5
	4- Highly Likely	20	16	12	8	4
	3-Likely	15	12	9	6	3
	2-Possible	10	8	6	4	2
	1-Unlikely	5	4	3	2	1

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Risk Assessment Content
Preparing Buildings and Facilities
Ventilation and waste disposal
Cleaning
Personal Hygiene
Curriculum & Class 'Bubbles
Lateral Flow Testing
Clinically Vulnerable Pupils or Staff
Staffing & Visitors
Catering arrangements and free school meal
PPE
Response to suspected/ confirmed case of COVID-19 in school
Pupil Wellbeing and recovery

Building Preparation and Facilities						
Area For Concern	Risk rating prior to action	Control	In Place	Further Action	Monitoring	Residual risk rating
Building is not prepared for the school year and ongoing maintenance is behind schedule	16	<p>Current government guidance is being applied and the building services are maintained for the start of the school year;</p> <p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	Y	Repairs to be undertaken as identified during service of building services.	Y	4
Areas designated out of use for the previous	16	<ul style="list-style-type: none"> • No restrictions on the use of outdoor play equipment and multiple groups can use it simultaneously. 	Y			4

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academic year may have become unsafe and pupils are unsure of safety expectations		<ul style="list-style-type: none"> Pupils will be reminded of safe use of areas and this will be monitored carefully by duty staff. Servicing and regular safety checks in place 				
Office spaces are not designed to allow office-based staff to work safely in any future outbreak.	12	<ul style="list-style-type: none"> Admin office staff desks to remain as designated during 2020/21 with partitions remaining in place. Restrictions removed from all workrooms however restricted seating will be introduced at Category 4 of an outbreak. Wipes provided for shared desks. All pupils can now sit in groups to aid social interaction. Screen in foyer to remain to reduce risk from virus droplets 	Y	Staff briefed regarding escalation of measures in the event of an outbreak		3
Pupils are unable to socially distance on entry to school	12	<ul style="list-style-type: none"> Entry and exit routes to the school have been reviewed and staggered times have been removed. Revised timings mean pupils will go straight to classrooms rather than have time to socialise on site or within the building. Walking single file on the right hand side will be expected. Whilst social distancing is no longer required, pupils will be expected to maintain a distance and not to touch one another. Categorisation identifies the possible step up in measure if necessary. 	Y			3
Toilets could become an area where pupils congregate and infection could spread	16	<ul style="list-style-type: none"> Primary classes will continue to use their designated toilets for year groups Secondary toilets will be monitored at lesson changeovers to ensure they do not become areas where pupils socialise. Toilets will be checked for sufficient paper / soap / hand dryers / disinfectant spray daily. Cleaning staff regularly check and clean toilets throughout the school day. 	Y			4
Ventilation of workspaces						
Poor ventilation encourages the spread of COVID-19 and leads to an outbreak of cases	20	<ul style="list-style-type: none"> All rooms have CO2 monitors which can be viewed by occupants and by the site team via the BMS The guidance is that ideal levels are below 1000, amber is 1000 to 1100 and red is above 1100. Staff advised to open additional windows if they notice the CO2 indicator in the room goes above 1000. Staff advised to keep the classroom door, and a window, open at all times and open additional windows between lessons. 	Y	Estates Manager to monitor internal classrooms as air conditioning cannot be used and rooms may need additional ventilation.		4

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		<ul style="list-style-type: none"> The school will carefully balance the need for fresh air with a comfortable working temperature. During cold months, the automatic windows will remain in operation to ensure circulation of air throughout the building. Internal fire doors must not be propped open if the room is unoccupied and wedges etc. will not be used. All windows in the circulation areas will need to remain open unless the temperature is particularly cold. Air conditioning remains out of use. 				
Cleaning and waste disposal						
Cleaning of rooms is not rigorous to prevent the spread of infection	20	<ul style="list-style-type: none"> Full deep clean has been completed during the summer holiday Additional day cleaners remain in place to ensure a clean throughout the day Building closing times for staff will remain as established in 2020/21 to give time for cleaning to be completed Fogging of rooms will continue to be completed at intervals and in the areas where a case has been identified Cleaning materials will continue to be available to staff within rooms. 	Y	Additional monitoring of cleaning in place		4
Cleaning supplies are not available to ensure the level of cleaning is maintained	20	<ul style="list-style-type: none"> Cleaning materials fully stocked and classroom supplies are in place Additional checks of stock to be undertaken by Estates Manager Arrangements for longer-term continual supplies are also in place Checks made with cleaning contractor to ensure the continued supply of materials 	Y	Executive Services Manager to seek assurances from Bullough's regarding supply of materials.		4
Staff shortages due to absence may compromise operational safety	16	<ul style="list-style-type: none"> Executive Services Manager to check the contingency plans for absence of staff with external contractors Current staffing level of site team allows for contingencies in the event of absence 	Y	Executive Services Manager to seek assurances regarding contingencies		4
Waste disposal process in place for potentially contaminated waste.	12	<ul style="list-style-type: none"> Waste disposal arrangements in place It is unlikely that additional contaminated waste will need disposing of but arrangements are in place for bagging in line with COSHH 	Y			3
Personal Hygiene						

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Poor personal hygiene allows infection to spread	16	<ul style="list-style-type: none"> Personal hygiene measures remain in place and pupils are reminded regularly to ensure personal hygiene measures are maintained Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser if needed. Sanitiser is available in classrooms if required Pupils reminded to catch it – kill it – bin it 	Y			4
Airborne transmission of COVID-19 increases the likelihood of transmission within school	16	<ul style="list-style-type: none"> Face coverings are no longer required for pupils and staff although they may be worn through personal choice Vulnerable pupils and staff are advised to consider wearing coverings in circulation spaces Staff should not wear masks when teaching but will continue to maintain a distance within the classroom The reintroduction of mask wearing will be introduced if school cases increase with use in corridors initially 	Y			4
Curriculum & Class 'Bubbles'						
Unintended mixing between year groups will increase the risk of the virus spreading	16	<ul style="list-style-type: none"> Classes and teaching groups will no longer be organised in bubbles Resources and classroom layouts have been returned to pre COVID organisation Pupils will still be advised to remain apart, and teachers are advised to remain at a distance wherever possible for the Autumn term. Full curriculum offer and use of facilities is in place including year group assemblies and use of sports areas <p>The mixing of pupils will be reviewed in the event of an increase in cases and some aspects of separation may be reintroduced.</p>	Y			4
Education may be interrupted in the event of a school based or community outbreak	15	<ul style="list-style-type: none"> Remote learning will continue to be updated and provided for pupils who are test positive for COVID-19 School cloud will be used for small sessions and for keeping in touch with pupils absent due to COVID-19 	Y			3
Lateral Flow Testing						
Transmissions due to asymptomatic cases put pupils and staff at risk and could result in some transmissions in	25	<ul style="list-style-type: none"> Testing is provided in line with current government guidance for both primary and secondary staff Any testing arrangements carried out in school are in line with government guidance and are covered by an appropriate risk assessment, with additional control measures in place as required. 	Y			5

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schools going undetected. This is a particular concern given the high transmissibility of the new variants of Covid-19.		<ul style="list-style-type: none"> A separate risk assessment for COVID-19 testing in schools is in place to cover testing arrangements (refer to the Trust 'COVID-19 Risk Assessment: School Based Asymptomatic Testing' for further details). 				
Clinically Vulnerable Pupils or Staff						
Increased infection rates due to high levels of community transmission, and impact of new variants may be of increase the risk to the vulnerable	25	<ul style="list-style-type: none"> There is no longer any restriction/shielding for pupils/staff identified as CEV. All pupils and staff are expected to attend school CEV pupils and staff will have a risk assessment which will be reviewed in the event of an increase in cases. 	Y			5
Staffing & Visitors						
Staffing arrangements may increase the risk of spread of infection	16	<ul style="list-style-type: none"> Staff meetings and training will return to in person events. Staff will be encouraged to sit in linked groups with space between each group Meetings will take place in ventilated spaces <p>Staff events will return to online platforms in the event of a school outbreak.</p>	Y			4
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	16	<ul style="list-style-type: none"> Ongoing works and scheduled inspections for schools (e.g. estates related) is essential work will continue as planned Due diligence is carried out prior to any contractors attending the site, and methods statements and risk assessments are obtained and reviewed. Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to minimise the risk of transmission in the event of a positive case 	Y			4
The mental health of staff has been adversely affected during the period of COVID-19	20	<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. 	Y			4

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		<ul style="list-style-type: none"> Staff have been signposted to useful websites and resources. 				
Catering and provision of Free School Meals						
Pupils eligible for free school meals do not receive them due to being absent with COVID-19	16	<ul style="list-style-type: none"> A member of the school's administrative team is tasked with ensuring that the list of pupils eligible for free school meals is accurate and up to date and that pupils receive free meals when in school. Pupils will be provided with a FSM voucher if they test positive for COVID-19 once official confirmation has been provided Contacts of a positive case are not required to self-isolate and those pupils are expected to attend school. If a parent makes the choice to isolate a child who has not tested positive, a voucher will not be provided. In the event of a class closure, FSM vouchers will be provided to eligible pupils 	Y	Executive Services Manager will brief admin team on changes to FSM vouchers		4
Meal service is interrupted by supply or staffing issues	20	<ul style="list-style-type: none"> Arrangements in place for the provision of meal service Catering contractor has plans in place to manage staffing in the event of an increase of cases amongst catering staff Arrangements in place to stagger sittings and provide grab bags to be used if staff shortages affect the ability to provide food to the current timings Catering contractor to ensure contingency plans in place for the provision of food service in the event of food shortages. 	Y	Executive Services Manager to liaise with catering contractor to ensure contingency plans are in place for the provision of food		4
Provision of PPE						
Shortage of PPE increases the risk of transmission	12	<ul style="list-style-type: none"> PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place. Supply of PPE ready for distribution to classrooms in the event of an increase in case 	Y			3
Response to suspected/ confirmed case of COVID-19 in school						
The school is unsure how to respond when there are suspected or confirmed cases of COVID-19 amongst pupils or staff	12	<ul style="list-style-type: none"> Managing Suspected or Confirmed Cases document in place and disseminated to staff Suspected cases within school will continue to be isolated in the community room with staff wearing PPE, distancing and a cleaning regime as previously identified. Executive Services Manager monitors cases daily and liaises with Bradford Public Health where there is a suggestion of an outbreak. 	Y			3

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		<ul style="list-style-type: none"> Daily monitoring in place to track cases 				
Pupil Mental Health and Wellbeing						
Pupil mental health and wellbeing has been impacted by COVID-19	16	<ul style="list-style-type: none"> Continued consideration of the impact of COVID19 on families and whether any additional support may be required: <ul style="list-style-type: none"> Financial Increased FSM eligibility Referrals to social care and other support Referrals to MHST or Psychotherapist Allocation of a mentor to support pupils when required Pupil Premium support / covid recovery spend and focus on vulnerable groups 	Y			4

