

COVID-19 RISK ASSESSMENT for Autumn Term 2021

Name of School	Maiden Erlegh School
Completed By	Nicola Scott, Business Manager
Date	11th October 2021

This risk assessment should be completed by all Maiden Erlegh Trust schools with specific reference to issues and risks that may materialise as a result of the COVID-19 pandemic.

Risk Score Criteria:

LIKELIHOOD	
Very High	The issue will occur (and reoccur) in most circumstances
High	The issue is expected to occur
Medium	The issue may occur at some time
Low	The issue could potentially occur
Very Low	The issue is unlikely to occur

IMPACT	
Very High	Critical impact to staff and students and/or critical threat
High	Significant impact to staff and students and/or significant threat
Medium	Moderate impact to staff and students and/or moderate threat
Low	Manageable impact – within acceptable boundaries
Very Low	Negligible

Risk Score	
15-25	Urgent remedial action required
5-14	Close monitoring of risk required; ensure mitigation plan in place
1-4	Risk noted and stakeholders aware; mitigation plan in place

		IMPACT				
		Very Low	Low	Medium	High	Very High
LIKELIHOOD	Very High	5	10	15	20	25
	High	4	8	12	16	20
	Medium	3	6	9	12	15
	Low	2	4	6	8	10
	Very Low	1	2	3	4	5



Date	Summary of Amendments	Responsibility
July 2021	Version 1	HT / BM
September 2021	Visitors limited to only those who bring direct benefit to the school. Year 10 limited to their own year group only at snack time Assemblies are all held remotely wef 22 nd September 2021	HT/BM
October 2021	Masks are strongly recommended inside communal areas	HT/BM

Guidance NB – this changes frequently and it is the responsibility of the Headteacher and Business Manager to keep up to date.

Background
This latest update is based on <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak> dated 28th June 2021

Key Principles of this Maiden Erlegh School Risk Assessment:

Essential measures include:

- Ensure good hygiene for everyone.
- Maintain appropriate cleaning regimes.
- Keep occupied spaces well ventilated.
- Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

This risk assessment has been produced with the information and knowledge available at this time. The Controls and Ratings are appropriate at the present time, however this Risk Assessment will continue to be reviewed periodically or in the event of new information and guidance.



Guidance:

<https://www.gov.uk/coronavirus>

Due to the 'impact' score remaining static, residual scores in the risk assessment often remain yellow. The school has attempted to mitigate risks to reduce the 'likelihood' scores to acceptable levels though the residual scores remain at level that requires the school to monitor the risks closely and respond swiftly to the changing situation.



Ref	Issue	L	I	Score	Control Measures	L	I	Residual Score	Risk Owner
R1	Transmission of COVID-19 virus in school setting – full Autumn opening school preparation	3	5	15	<p><u>1. Ensure good hygiene for everyone.</u></p> <ul style="list-style-type: none"> • Coronavirus (COVID-19) is deemed to be an easy virus to kill when it is on skin. This can be done with soap and running warm water or hand sanitiser. Staff should ensure that pupils clean their hands regularly, when they arrive at school, when they return from breaks, if they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future. • Students will be re-briefed on returning to school about hygiene • Staff and students to be reminded on a regular basis to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it which continues to be very important, and to avoid touching face, eyes, nose or mouth with unclean hands. • The site team check the supplies of liquid soap, toilet paper, disposable blue hand wipe paper, tissues and disposable wipes throughout the day. • Hand sanitiser is available throughout the school in suitable dispensers around the school communal areas and classrooms, also particularly on walls at lunchtime. • Students must also bring in their own hand-sanitizer into school to carry with them and use under teacher direction. • Science teachers advise students not to use hand sanitiser immediately before a Bunsen Burner activity. • Hand sanitiser will be in place next to all water fountains which have been re-opened • Year 10 will not be joined by any other year groups over snacks in the dining rooms wef 23rd September 2021. <p><u>2. Maintain appropriate cleaning regimes.</u></p> <ul style="list-style-type: none"> • The school will continue with the services of a day-time cleaner from 10am – 2pm during the Autumn Term to ensure regular cleaning of hotspots such as door handles, handrails and toilets areas • The EcoCleen cleaning team will continue with the thorough cleaning of the school at the end of each school day • A classroom etiquette is in place which outlines the cleaning measures that need to be undertaken before students and staff leave a teaching space; 	2	5	10	HT/SLG Site/BM



				<ul style="list-style-type: none">• Staff must leave their work spaces clear of clutter each day to enable all surfaces to be thoroughly cleaned each day.• Disposable wipes for keyboards and remotes are provided to teaching spaces and multiple-occupancy offices.• All areas in use have bins for disposal of tissues – rubbish double bagged when removed only if contaminated. <p><u>3.Keep occupied spaces well ventilated.</u></p> <ul style="list-style-type: none">• Windows must be kept open by staff during the day and closed at the end of the last lesson except where air-conditioning extraction is available to use. Staff should refer to the Guidance for Ventilation for detailed information about how to keep warm in the winter months whilst allowing natural air flow. The key points are:<ul style="list-style-type: none">○ During the winter months, pressure variances caused by wind and differences in temperature between indoors and outdoors, are usually greater so windows do not need to be opened as wide as in the summer○ opening high level windows in preference to low level to reduce draughts○ increasing the ventilation, opening the windows fully, while spaces are unoccupied○ providing flexibility to allow additional, suitable indoor clothing○ rearranging furniture where possible to avoid direct drafts• At the end of the school day between 3-4pm, the Site Team check all classroom and office windows are closed, however if there are still staff using the staff workrooms at this time they will leave the windows open in line with this guidance. After 4pm, the last person to leave the staff work room closes the staff work room windows in order to make the rooms secure for the night.• Air-conditioning is used where available as it features outside extraction.• Doors are left open where this complies with fire safety. The last person to leave a room must close the door behind them if it is a fire door.• All school assemblies are held remotely wef 22nd September 2021 until further notice <p><u>4.Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</u></p>			
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					<ul style="list-style-type: none"> Maiden Erlegh School plans to test every student for whom we have consent from 31/08/2021 – 02/09/2021 in the Sports Hall in a recreation of the Mass Covid Testing operation run over January 2021 – March 2021. This will be repeated 3-5 days later as a means to filter out any positive cases of Covid in line with Government advice. The original Covid-19 posters, signage and markings will be taken down including signage for social distancing and one-way systems that were not originally in place. New signage promoting the 4 key principles will be put into play around the site. <p><u>5. Face Masks</u></p> <p>The wearing of face masks inside public areas (not classrooms) is strongly recommended from 8th October 2021 as we continue to work with PHE and WBC regarding threshold limits.</p>				
R2	Staff wellbeing including workload consideration	3	3	9	<ul style="list-style-type: none"> The marked out “Teachers Box” in classrooms will remain in place for teachers and teaching assistants to use as they choose to do so. Teaching assistants will continue to help a specific student by standing or sitting to the side/rear of the student to support. CEV staff will have a review of their existing Risk Assessment before the end of term in view of the reduction of measures on place anticipated for September. The school remains conscious of staff workload and encourages staff to talk to their line manager if they are feeling overwhelmed or need support with their workload 	2	2	4	HT
R3	Potential transmission of COVID-19 in school environment	3	3	9	<ul style="list-style-type: none"> Staff rooms are fully open for staff use – mask wearing is optional There are no limits to the amount of people in a staff room or toilet, however consideration and common sense should be used to avoid overcrowding or when colleagues feel uncomfortable 	2	2	4	HT
R4	Cross contamination: Journey, arrival and departure from school.	3	3	9	<ul style="list-style-type: none"> Staff may share a vehicle with a colleague when arriving at, or leaving the school 	3	3	9	HT
R5		3	4	12	<ul style="list-style-type: none"> Risk assessments will be carried out for: <ul style="list-style-type: none"> SEND students (as per the link above) 	2	4	8	HT



	Student wellbeing – COVID-19 impact Including Safeguarding/Attendance & Behaviour				<ul style="list-style-type: none"> ○ pupils who have not previously been risk assessed but in the new circumstances may pose a risk; ○ pupils who need specific care, which cannot be delivered whilst ensuring social distancing; ○ Potentially violent pupils, especially those with a known risk of spitting and/or requiring physical restraint will need an individual risk assessment carried out by the SEND team • Specialists, therapists, clinicians, career advisors and other support staff for students with SEND may provide interventions as usual. The visitor policy must be provided and explained to visitors on or before arrival. • Violet College students will predominantly exist in their own bubble rather than their year group and may mix in their peers. • Inclusion continues to be a critical part of the school and will help to support students with anxiety or concerns regarding well-being. • The Behaviour policy allows for adaptation to Covid19 situations – the updated policy is available on the school website. • Staff are supported in enforcing the regulations by an On-Patrol services that will be operating. • OP Radios are still allocated to an individual and not shared • JAC and the Silverdale Centre have an RA in place for JAC students. 				
R6	Student mental health has suffered due to the limit on non-essential curriculum activities only & the limitations of Bubbles	3	4	12	<ul style="list-style-type: none"> • There is no need for “Bubbles” to be maintained except in the case of a serious outbreak of Covid-19 • Students will however remain seated all facing the same direction with rows facing the front • The changing rooms are back in use therefore students may change into PE kit on site • Perspex screens will remain in IT rooms • Sports fixtures are back in place • Extra-Curricular activities are encouraged • Educational day trips and residential trips are permitted subject to Risk Assessment • Theater audiences are permitted 	2	4	8	HT
R7	Wearing Facemasks/Face coverings, and using sneeze screens are both optional	3	3	9	<ul style="list-style-type: none"> • It is not mandatory for Face Masks/Face Coverings to be worn in school, however staff, students and visitors may choose to wear these. • The First Aid Team will however continue to wear masks when attending First Aid Incidents 	2	3	9	HT



					<ul style="list-style-type: none"> • It is no longer necessary for every staff desk which is within 2 metres of another desk to have a sneeze screen between them. However, if a staff member chooses to keep the sneeze screen in place, that is acceptable. The right of a staff member to keep the sneeze screen in place overrides a request for a colleague to have the sneeze screen taken away. • Where meetings take place and a 2- metre distance cannot be secured, all participants should wear masks if one member of staff requests that they do so. • Sneeze screens will be removed from DR2 and stored in the garages. Some of these screens will be used by the Inclusion team 				
R8	<p>Attendance of clinically vulnerable pupils https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#shielded-and-clinically-vulnerable-adults</p>	4	3	12	<ul style="list-style-type: none"> • School attendance is mandatory and all absences are followed up. • Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will immediately offer them access to remote education and we will monitor engagement with this activity (as set out in the section below). • We will be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc.). • Where students are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.; • Attendance policy has been revised and communicated with parents. • Any clinically vulnerable students have been contacted by the school primary First Aider to identify any specific requirements, and if necessary, a Risk Assessment is carried out by their Head of Year. • A small number of pupils will still be unable to attend in line with public health advice to self-isolate because they: <ul style="list-style-type: none"> ○ have symptoms or have had a positive test result ○ live with someone who has symptoms or has tested positive and are a household contact • Pupils who live with someone who is CEV should continue to attend school as normal. • As normal, you should not encourage parents to request unnecessary medical evidence such as doctors' notes from their GP when their child is absent from school due to illness. This is already set out in the school attendance guidance but is especially important in the context of the pandemic and the coronavirus (COVID-19) vaccination programme. If evidence is required, it can take the form of prescriptions, appointment cards, text or email confirmation of appointments, rather than a doctors' note. As usual, input from GPs should only be sought where there are complex health needs or persistent absence issues. 	3	3	9	HT



					<ul style="list-style-type: none"> You are required to provide remote education to pupils who are unable to attend school because they are complying with government guidance or legislation around coronavirus (COVID-19), in the circumstances provided for in the remote education temporary continuity direction. You should keep a record of this activity but do not need to record it in the attendance register. 				
R9	<p>Providing First Aid Non-COVID Possibly symptomatic person.</p> <p>Link: <u>Training for First Aid – COVID-19</u></p>	4	5	20	<ul style="list-style-type: none"> First aiders made aware of this guidance: https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/ Staff will continue to need basic first aid training on how to spot the signs of a symptomatic person and to know how to deal with them. This training is provided through a Handsam Course assigned after a Risk Assessment. An office in the administration area has been converted into a waiting room for symptomatic children. First Aid Team wear masks when attending a First Aide incident 	2	5	10	HT
R10	<p>Cross contamination: Accessing school site at main school reception area.</p>	3	4	12	<ul style="list-style-type: none"> Selected lettings are expected to recommence in September 2021 subject to an agreed Risk Assessment Community Arts classes are due to recommence at the end of the school day and at weekends As a precaution, numbers are being limited to ensure the Risk Assessments are being adhered to Parents evenings will not be held in person and instead are held over a telephone call/Zoom call/written report We are advising parents that if their child needs to be accompanied to the school, one of both parents should attend and book an appointment. Parents should not wander the site. We are making it clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) Temporary lanyards have now been replaced by full coloured lanyards to improve identification of visitors Meetings in person are now capped to a maximum of 12 Visitors are limited to only those who bring direct benefit to the school, for example no work experience volunteers will currently be accepted on site 	2	4	10	HT
R11	<p>Fire Drills / Lock downs/ H&S compliance</p>	2	5	10	<ul style="list-style-type: none"> The revised line up plan in place for September for fire evacuations will remain as it works well. Years 7, 8, & 9 will continue to line up on the top tennis courts, Years 10 & 11 will be on the lower courts, and Year 12 and 13 will line up on the Astro Turf. 	1	5	5	HT/ Site Manager



					<ul style="list-style-type: none"> Contractors will sign in using InVentry and be provided with a lanyard. <p>H&S compliance</p> <ul style="list-style-type: none"> Essential health and safety procedures have been maintained throughout the lockdown period; Estates Manager to review the DfE guidance re Premises to ensure compliance. This is to include a consideration of the ventilation system, legionella and fire alarm/ emergency light testing; Ventilation system to be set to full fresh air; All toilets will be flushed through with the lid down 				
R12	Local Lockdown – Enforced School Closure	3	5	15	<p>Logistics</p> <ul style="list-style-type: none"> The Trust would be informed in the event of the school receiving a notification to close; Staff and students would be notified of a closure. The website would also be updated to reflect this; Business Manager would notify catering, cleaning and site staff as soon as possible; Learning would switch to an online provision, which has been planned and is available in advance; All remote access granted to staff will not be removed for the foreseeable future; Laptops would be made available to staff as required; A local lockdown plan including communications templates will be created and shared with staff as appropriate. The Summer Term 2021 Risk Assessment would be re-visited as a temporary measure <p>Staffing and Wellbeing</p> <ul style="list-style-type: none"> Line managers would be asked to contact their teams virtually to update and identify issues or concerns. 	2	5	10	SLT
R13	Identification/Treatment of symptomatic member of school community Including measures, actions & communication	5	5	20		3	4	12	HT
R14	The school will not be prepared for an Ofsted visit	3	5	15	<ul style="list-style-type: none"> Next visit is likely to involve a consideration of safeguarding, action taken against previous points and how we are improving our practice); 	1	5	5	SLT



					<ul style="list-style-type: none"> • Ensure ghost plan is reviewed regularly • Ensure SCR is reviewed and audited regularly • School will need to maintain their preparation for these inspections and ensure there is rigor in their SEF and SIP/PP Strategy review processes. • Ofsted readiness plan to be created at SLT level to consider the approach and information required. 				
R15	Use of Catch-up Funding Recovery Curriculum and Gap Analysis	4	5	20	<ul style="list-style-type: none"> • Plan detailed on further documentation & published on the school website. 	3	4	12	SLT
R16	Risk Assessment is not fit for purpose.	3	4	12	<ul style="list-style-type: none"> • RA Informed by DfE advice and guidance; • RA to be reviewed by Trust leadership Date TBC • RA to be reviewed by Trustees (audit/risk committee); • RA to be circulated to Staff for consultation (on-going). • RA is dynamically reviewed, adjustments made and circulated as appropriate. 	2	3	6	Trust/LAB / SLT HT/SBM
R17	Consultation of RA	3	4	12	<p>RA will be shared with the following for consultation purposes and feedback:</p> <ul style="list-style-type: none"> ○ Any named trade union Representatives ○ All members of staff particularly those not part of a TU <p>HT will provide an outline letter to parents explaining our RA strategy. A copy of the RA will be made available on request and will be published on the website to provide transparency of approach to parents, carers and pupils</p>	2	3	6	HT



<p>R18</p>	<p>Students are asked to self-isolate and need access to Teaching/Learning</p> <p>Staff Link: P:\Staff Resources\LEARNING TEACHING & ASSESSMENT\Learning during lockdown guidance GV.docx</p>	<p>3</p>	<p>3</p>	<p>9</p>	<ul style="list-style-type: none"> School departments are creating resources for delivery for self-isolating students 	<p>0</p>	<p>0</p>	<p>0</p>	<p>HT</p>
<p>R19</p>	<p>Staff or parents may be financially penalised by self-isolation</p>				<p>Test and Trace Support Payments</p> <p>Some school staff, parents and carers may be eligible for a one-off Test and Trace Support Payment of £500. This is payable in one lump sum from your local authority. (Note: the majority of staff will continue to be paid whilst self-isolating so this mainly applies to parents)</p>				

FORMAL REVIEW

THE RISK ASSESSMENT WILL BE REVIEWED FORMALLY BY BM & HT, AND ANY AMENDMENTS NOTIFIED TO THE TRUST:

- WEEKLY for first 2 weeks of re-opening to wider school year groups
- FORTNIGHTLY for the remainder of the Autumn term
- FULL REVIEW

Signed by: **Paul Gibson** **Headteacher**

Signed by: _____ **Chair of Trust Board**

Date: 22nd September 2021