

COVID 19: RISK ASSESSMENT

Educational Setting	Linton Village College
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings) for September 2021 school reopening
Completed by & Date	Helena Marsh – 31 st August 2021 Emboldened actions require particular attention/vigilance. Orange actions relate to lateral flow testing arrangements (please see separate risk assessment for LFT).
Review Date	Ongoing – next review 17 th September 2021

This Risk Assessment should be used and modified to suit the individual school setting. Identify hazards, mitigation and other actions as appropriate.

The Anglian Learning Outbreak Management Plan will be instigated if an outbreak occurs in school.

As of 17th August DFE contingency planning advises the following threshold for reviewing and implementing outbreak management plans:

For most education and childcare settings, whichever of these thresholds is reached first:

- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for Covid-19 within a 10-day period; or;
- 0% of children, pupils, students or staff who are likely to have mixed closely test positive for Covid-19 within a 10-day period
- Single hospitalisation or death due to Covid-19.

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Infection in school through proximity	Staff, students and visitors through rising transmission of C-19 due to close contact.	<ul style="list-style-type: none"> • Seating plans in place for all lessons to reduce and keep a record of close contact on Go4S. • Protocol to be shared in parent/student comms and assemblies. • Explanation of new health and safety protocols on training days and in staff briefing. • Staff members to avoid unnecessary physical contact between staff, students and each other. • Share reminders and ensure that signage is in place to encourage natural ventilation. • Windows to be opened fully at the start/end of the day and should be opened regularly to provide natural ventilation throughout the day. This includes external doors (as long as it is safe to do so). • Advise staff to use natural ventilation through opening of windows - air conditioning is permissible in hot weather in line with HSE guidance. • Practical lessons to involve modified subject risk assessments following Cleapps and other specialist guidance (PE, Arts and B&E subjects in particular) as appropriate. • Full risk assessments in place for residential trips and day trips, following LA guidance and with consideration of potential timetable/staffing disruption. 	<p>Reminders/key messages in bulletin regarding hygienic classroom routines – encouraging sanitising and good respiratory hygiene.</p> <p>Check that current seating plans are complete on Go4S.</p> <p>Reminders to staff particularly Drama, PE and LSAs regarding avoiding unnecessary physical contact and minimising close contact in staff bulletin and line management.</p> <p>Review and update signage to reflect changes to operations and maintain hygiene reminders</p> <p>Remind staff of the need to ensure routine natural ventilation in classroom and office spaces in staff bulletin messages.</p>	<p>TD</p> <p>CM and CFe</p> <p>HM</p> <p>TD and RG</p> <p>TD</p>	<p>Ongoing</p> <p>September 2021</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

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		<ul style="list-style-type: none"> IT maintenance to be conducted after school hours, where possible. Wipes and gloves used to touch equipment. Split timetable to minimise social time congestion and mixing of year groups in busy areas. Split timetable to avoid congestion in staff communal areas. Staff members to also avoid gathering together in large groups in the staffroom. No face to face House assemblies in September (to review) to avoid gathering of large numbers of students from different year groups. Staff and students are able to wear face masks in communal areas as personal choice. See through face masks should be worn to support hearing impaired members of the College community. 		TD	Ongoing	
Inadequate /poor Cleaning	Staff, students and visitors through transmission of C-19 as a result of inadequate cleaning standards.	<ul style="list-style-type: none"> Catering team to ensure cleaning of hall tables in between lunch sittings. Cleaning team to ensure cleaning of Atrium and Common Rooms between lunch sittings. Students using IT rooms are encouraged to sanitise work stations before use in IT spaces – spaces, chairs, keyboard & mouse. High expectations of thorough daily cleaning standards in place including more frequent cleaning procedures should be in place across the site, particularly in communal areas and at touch points including: 	Remind staff in bulletin of the need to support with tidy classrooms and log need for sanitising equipment in staffrooms.	HM	Ongoing	

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		<ul style="list-style-type: none"> ○ Taps and washing facilities, ○ Toilet flush and seats, ○ Door handles and push plates, ○ Handrails on staircases and corridors, ○ Photocopiers. ○ Staff room and other eating areas (chairs, door handles and appliances). ● Sanitising wipes to be located in each room. ● Encourage staff to declutter and tidy rooms to enable thorough daily cleaning and surface sanitisation. ● Protocol in place with VHS for securing and deep cleaning space 72 hours after confirmed Covid-19 case. ● Monitor cleaning hours and regime to ensure sufficient coverage and capacity, including measures around community use cleaning. ● Daily monitoring of cleaning standards against Covid-19 specification and check-lists. Immediate reporting of any issues to site team VHS and Trust to resolve. ● Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn. ● Shared workstations (keyboard / mouse / work surface / screen) and designated desk equipment is sanitised with wipes after each use. <p>If informed that someone has tested positive with Covid-19 then any area/room they have accessed will</p>				

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		<p>be secured. VHS to be advised of positive case and areas affected. Rooms will be fogged and then deep cleaned ready for use.</p> <p>The following guidance has been approved by Public Health, confirm cleaning contractors and in house cleaners are following these procedures. VHS have confirmed they are following the procedures.</p>				
Break, lunchtimes and catering facilities	Student transmission of C-19 as a result of close contact/ touching shared surfaces.	<ul style="list-style-type: none"> • Staggered break and lunch times and use of separate catering facilities to avoid congestion and cross-year group contact. • Foot-pump operated water fountains to be installed in zones to fill up water bottles. • Screens in place for staff protection in canteen and Atrium. 				
Fire Safety	Students, staff and visitors by inadequate safety measures.	<ul style="list-style-type: none"> • Ensure all emergency escape routes / doors are fully operational and kept clear. • Ensure that Personal Emergency Evacuation Plans (PEEPs) are in place, including any necessary use of lifts, if required. • Updated fire risk assessment and protocol to be shared and explained with staff and students through training day and assemblies. 	<p>Share protocol for temporary disability evacuation chair as appropriate.</p> <p>Service evacuation chairs</p>	<p>TD and RG</p> <p>RG</p>	<p>April 2021</p> <p>November 2021</p>	

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		<ul style="list-style-type: none"> Fire drills to be conducted at the start of term with all year groups. Fire drills must be logged in the Fire Risk Assessmnt folder and Every system. 	Update fire drill signage for school re-opening, review fire routes and conduct fire drill once the all students have returned.	TD and RG	September 2021	
Transport and access/egress of school building	Students, staff and visitors by inadequate safety measures.	<ul style="list-style-type: none"> Where possible, doors are propped open to reduce the need for touch (fire protection measures must be adhered to) especially at entrance and exits points. Ensure that there is clear signage to direct all visitors to Reception around the site. Monitor traffic congestion and report/respond accordingly. Share seating plans and transport expectations with students, including the wearing of face masks on public transport and school buses. Bus seating plans in place to separate support track and trace if required. Students and bus drivers advised to keep windows open to enable ventilation during travel. 	Address any traffic management issues with individual parents, particularly during testing roll out.	TD HF	Ongoing Ongoing	
First Aid	Students, staff and visitors by	<ul style="list-style-type: none"> Medical Room to be used as isolation room if required. 	Staffing rota ensures that there is suitable first aid provision in place.	CM	September 2021	

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	inadequate first aid.	<ul style="list-style-type: none"> Ensure that kits are in situ where necessary plus PPE access. Re-circulation and reminder of Trust first aid briefing note and protocol, including administering medication. -link in staff handbook Reminders of how to access medical needs on SIMs. Ensure deep clean with approved disinfectant of isolation room after each use and the room to be secured for 72 hours and deep cleaned if confirmed case. Fogging of affected rooms <p>First aid providers have resumed first aid training and assessment. FAW or EFAW certificates that expired after 16 March 2020 can remain valid until 31 October 2020 or 6 months from date of expiry, whichever is later.</p>	<p>Review Covid risk assessment and Site Specific First Aid Policy. Reviews dates to be added to the RA. Expectations would be that the policy has been reviewed after 6 months and any changes have been shared with staff.</p>	CM	Ongoing	

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Waste	Students, staff and visitors by inadequate hygiene measures.	<ul style="list-style-type: none"> Waste bins have been placed in key strategic positions both inside the College buildings and in external areas in order that waste materials can be managed safely. Make sure that bins are emptied daily. Ensure staff wear protective gloves and wash hands immediately after emptying bins. Pedal bins are in place, in each room and are emptied throughout the day (double bagged where required). Covid waste is double bagged and stored safely in the compound, ready for incineration, with fortnightly collections. Under CCTV range. 	Routines in place to monitor anti-social behaviour using CCTV with waste bins with follow-up for unsafe behaviour.	RG	Ongoing	
Staff/students/visitors attending school	Students, staff and visitors by increased risk of close contact.	<ul style="list-style-type: none"> Conduct/update risk assessment and register of staff vulnerabilities in line with Trust guidance (e.g. medically vulnerable, BAME, pregnant in third trimester) to support staff with a safe return to work. Survey staff, student and parents to identify any vulnerabilities/anxieties that require management/support. Address student attendance issues in line with government and medical guidance for any extremely medically vulnerable students. Offer pre-visits for reintegration of particularly anxious students. Signage in place at key entrances reminding any staff, students and visitors to return home if experiencing any Covid-19 symptoms. Anyone 	<p>Review individual risk assessments for medically vulnerable staff and anyone who may need one following updated guidance.</p> <p>Signpost additional support available.</p>	<p>SLT with AB</p> <p>SM & AG</p> <p>AG</p>	<p>September 2021</p> <p>Ongoing</p> <p>Ongoing</p>	

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		<p>exhibiting symptoms to be instructed to return home.</p> <ul style="list-style-type: none"> • External meetings to be conducted outside of the school day where possible. Covid-19 signage, measures and protocol to be in place for any visitors. • Face to face meetings to take place in well-ventilated spaces. Staff briefings to be conducted in the school hall instead of staff room in September (to review). • Perspex screens in place at reception. • C-19 measures shared with visitors, including supply staff. • Sanitiser gel and wipes at reception for those signing in and processing deliveries. • Sports Centre risk assessment in place to ensure safety and socially-distanced use of facilities (see separate risk assessment and control measures in place). • Staff and visitors are encouraged to wear face masks in busy, congested spaces that are not well ventilated e.g. corridors/stair wells. 	<p>Interview arrangements to be made with Covid-19 risk management measures in place.</p> <p>To review</p>	HM with AB	Ongoing	
Lack of staffing	Inability to deliver an education to students.	<ul style="list-style-type: none"> • Review staffing/absence levels and make contingency arrangements for cover/supervision as necessary. • Avoid unnecessary cover / timetable disruption 	Stick to core cover provision where possible using known, dedicated supply to avoid mixing between schools.	CM with AR	Daily	

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Contractors	Students, staff and visitors by increased risk of site transmission.	<ul style="list-style-type: none"> All <u>contractors</u> must provide a suitable and sufficient risk assessment for the activities they carry out which must <u>include covid-19</u>. All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. 	Ensure necessary risk assessments are asked for and contractors briefed as per school safety expectations.	RG	Ongoing	
Property Compliance	Students, staff and visitors by inadequate safety measures.	<ul style="list-style-type: none"> The school has ensured high risk statutory compliance checks (fire, water, gas) have been completed and records updated. All other checks to recommence as suppliers return to work. Statutory inspections to continue by external contractors for high risk areas such as fire, water and gas, adhering to C-19 guidance displayed at reception. Ensure that C-19 compliance certificate is displayed at reception All serious property concerns have been raised with the school's property management advisor and appropriate steps are in place to ensure the safety of all building occupants. Daily and weekly checks which have been undertaken throughout Covid-19 continue and pre-opening checklist completed as per DfE guidance. Site team will regularly flush systems when areas of the site are closed to prevent legionnaires. 	Conduct Health and Safety inspections and report to the Health and Safety committee and LGB.	TD & RG	Ongoing Ongoing	

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Hygiene / infection control	Students, staff and visitors by inadequate hygiene measures.	<ul style="list-style-type: none"> The school has a suitable supply of soap and staff have access to soap and hot water for washing hands. Sanitiser, wipes and tissues topped up regularly. Trust to ensure additional stocks of liquid soap. Trust to receive confirmation of stock with external provider for 2-3 months. Sanitising stations installed throughout the building to enable sanitisation on entry, in each classroom and eating space. Reminders to staff and students regarding toilet protocol to avoid congestion and ensure thorough hand washing (training day and assemblies). Check in-house provision check of stock and order in bulk in advance, allowing for delays. Remind staff of the need to be vigilant and proactive in reporting low stock. Updated posters to be displayed around the whole site including reminders about hand and respiratory hygiene measures, including toilets, social spaces and staff room. Staff to promote with students. Briefing information to clarify that face coverings are no longer advised to be worn in school buildings. External doors propped open, safeguarding permitting, to allow greater ventilation and safe supervision. Students released to the toilet one at 	Reminders given to students about respiratory hygiene and avoiding congestion in toilets.	TD	September 2021	

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		<p>a time if necessary, during lesson time. Vigilant duty staff to ensure that there is no congestion.</p> <ul style="list-style-type: none"> • Site team have a routine in place for daily checks and top up of all sanitising materials. There are systems in place to ensure that these are topped up throughout the day. • Windows to be opened (just enough to provide constant background ventilation during lessons) and opened more fully start/end of day during breaks, start and end of lesson. 				
Self Isolation	Students, staff and visitors by risk of increased transmission of C-19.	<ul style="list-style-type: none"> • Anyone with a positive LFT result must isolate while awaiting the outcome from a PCR test. • Anyone with one of the three main Covid-19 symptoms (high temperature/new and persistent cough/change in taste or smell) to self isolate and book a PCR test (self isolating while awaiting the test result. • Anyone that has tested positive for Covid with a PCR test must self isolate in line with government guidance. • Close contacts are not required to self isolate unless they have Covid-19 symptoms but are advised to get a PCR test. 				
Accident reporting Covid-19 incidents	Students, staff and visitors by inadequate	<ul style="list-style-type: none"> • Schools to ensure confirmed cases reported to LA using single/multiple case form Director of Operations and will seek guidance from Director of Operations for the latter. • School adheres to NHS / PHE <u>track and trace guidance.</u> 				

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	safety measures.					
Administrative Staff	Staff as a result of increased risk of transmission of C-19 through close contact / use of shared surfaces.	<ul style="list-style-type: none"> • Ensure that shared office spaces have good ventilation. • Avoid cramped use of office spaces and unnecessary close contact. • Avoid sharing equipment and sanitise shared surfaces. 				
Personal Protective Equipment		<ul style="list-style-type: none"> • PPE packs provided with first aid grab bags in each zone, Reception, Support Hub and Sports Centre for first aid incidents or staff who may have close proximity working (face mask, face shield, apron and gloves) in line with H&S addendum policy. • Where close proximity working (school Site Team) is required for longer than 15 minutes, assess the need to issue employees with appropriate Personal Protective Equipment. Re-usable PPE should be thoroughly cleaned after use and not shared between staff. • Check and maintain stocks of PPE in liaison with the Trust. 				

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Behaviour	Students, staff and visitors by increased risk of C-19 behaviour through unsafe/ irresponsible conduct.	<ul style="list-style-type: none"> Behaviour appendix includes Covid-19 specific adjustments to behaviour management, policy and practices, including sanctions for those deliberately putting others at risk with irresponsible behaviour. Devise risk assessments for students whose behaviour poses a risk. 	Ensure that risk assessments are in place for students exhibiting repeated unsafe behaviour.	GJ	Ongoing	
School Staffroom	Staff as a result of increased risk of transmission of C-19 through close contact / use of shared surfaces.	<ul style="list-style-type: none"> Arrangements should be made to ensure the staffroom is not overcrowded <ul style="list-style-type: none"> Sanitising shared objects/appliances (e.g. kettles, fridge handles and photocopier panels) and handwashing after use. Putting own items in dishwasher. Keeping windows and doors open to support natural ventilation. Staff members encouraged to make use of outdoor space when possible. 	Reinforcement of hygiene requirements will be communicated to staff weekly in briefings and bulletins.	TD	Ongoing	

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		<ul style="list-style-type: none"> Staff briefings and meetings involving large numbers of staff to be conducted in ventilated spaces or online. 				
Wellbeing	Staff/ stakeholders poor health and wellbeing as a result of enhanced anxiety levels.	<p>Staff bodies/health & Safety groups to be consulted on Covid 19 related risk assessments.</p> <p>Termly surveys to response to stakeholder concerns.</p> <p>Opportunities to feedback on risk assessments.</p>	Consultation and feedback to be documented and evidenced	TD and HM	Ongoing	
Lateral Flow Testing Physical management of the testing location	Staff and students Incorrect set up, lack of training	<ul style="list-style-type: none"> Distribute home testing LTDs to students and staff Independent Risk Assessment for physical Management of testing area when required for use. Core group of trained testing team in place 	<p>Review in September</p> <p>Regular reminders to complete tests and log results via ALIS notification and NHS website</p>	SP and CM	Ongoing	

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			Review and update LFT risk assessment and arrangements on a regular basis.			
Incorrect Storage of LFT	False test results	<ul style="list-style-type: none"> Storing kits in appropriate space at the correct temperature. Receipt of testing kits and PPE and other necessary equipment and safe storage arranged by the Site Manager. 				
Safeguarding	Staff, students and administrators	<p>All non-DBS vetted staff used in testing MUST be supervised at all times by an appropriate member of the school's permanent staff.</p> <p>Safeguarding training briefing has been conducted with all necessary testing team.</p>				
Consent Parent communication	Students Trust	<p>School has issued the following prior to mass/home testing:</p> <ul style="list-style-type: none"> A Parent Letter B Parent E Consent Form C NHS Leaflet D Privacy Notice D <p>Consent has been sought from parents prior to LFT tests being booked and LFT packs of devices being issued. Students without testing consent may continue to attend school.</p>	Regular reminders about the issuing of home testing kits and LFT protocol and communications to be shared with students, parents and staff.	CM	Ongoing	

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Consent Staff communication	Staff Trust	Staff who don't wish to be tested must be allowed to attend school as normal. Testing to be offered to key contractors such as Catering and Cleaners. Consent forms must be completed prior to testing and checked on arrival	.			
Health & Safety Civil Liberty	Personal Injury	<ul style="list-style-type: none"> LFT will be self-administered under adult supervision to ensure correct processes are being followed (except students with SEND where necessary). School must be particularly vigilant in ensuring in maintaining sufficient safety regime regarding testing. Clear guidance and protocol is issued with the home testing kits for staff and students. 				
Health & Safety Criminal Liberty	The school has no legal right to undertake onsite testing and may be liable to legal challenge	<ul style="list-style-type: none"> Suitable and sufficient site-specific risk assessment carried out and reviewed regularly, amendments dated. All pupil, parent and staff communication has clearly communicated the legal position of the testing programme. The sharing of health data under the testing program is being facilitated within Safeguarding powers under Section 175 of the Education Act 2002. This is referred to within the Trust Privacy Notice that has been made available to pupils, parents, and Staff. A copy of this is available for viewing at the testing location reception or has been provided with consent forms. 	On site testing risk assessment regularly reviewed and dated.	TD with SP		

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		<ul style="list-style-type: none"> • The testing program is recommended and supported, but not mandated. • Pupils and staff will not be required to participate in the Mass Testing program. • Staff will not be required to participate in the Weekly Routine Testing program but will need to follow current guidelines of isolation periods and PCR testing. • Testing will not be undertaken on pupils or staff without their consent. • All pupils aged 16 years and under who are tested will also be required to have parental or legal guardian consent. Consent requires agreement between parents with parental responsibility. • Test will be self-administered, under adult supervision, to a participant's own nose. • Specific arrangements have been put in place for children with SEND to mitigate risk of harm through parental or legal guardian consent for adult assistance. • Positive test results on site will be communicated individually in a location that provides privacy to pupils and staff. • Positive test results will also be communicated to the parents or legal guardians of those aged 16 or under. • Guidance on safe travel and additional precautions (regarding self-isolation, further 				

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		<p>testing, and family access to benefits) will be provided to those testing positive on site.</p> <ul style="list-style-type: none"> • During the testing process anonymity will be provided through digital registration and the use of barcodes against samples. Positive tests will be matched against the digital record and known only to the COVID-19 Coordinator, Registration Assistant and Results Recorder. Ideally, these roles are all required to be School staff and not 3rd party workforce. • The use of barcodes and the following of guidance regarding their correct use will prevent the miscoding of samples and results. • All electronic and paper record Personal Data associated with testing will be securely destroyed after 14 days, in line with Trust's Privacy Notice on Covid 19 Testing and the DfE guidance. 				
Accident reporting Covid-19 incidents	Staff / Students Positive case raised	<ul style="list-style-type: none"> • All positive cases (LFT and PCR) must be reported in line with current procedures and actions taken appropriately. • Twice weekly ALIS emails will be sent to staff and parents to log test results with the Trust in addition to recording online using the NHS site. • A confirmatory PCR test result is required for all positive LFT results (conducted on site or at home) with self-isolation while awaiting results. 	<p>School to inform LA of each case and make Sarah Golding/ Director of Operations aware of multiple cases to seek guidance from Health & Safety adviser.</p> <p>The school will make direct contact with any positive cases to ensure that current protocol is followed.</p>	HM HM		

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Useful Guidance

The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)

The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).

CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)

CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)

Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)

COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found [here](#)

General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Handwashing techniques advice can be found [here](#)