

The Warriner MAT

Coronavirus (COVID-19): Risk Assessment Action Plan

The Warriner School

Assessment conducted by: Annabel Kay / SLT	Job title: Executive Headteacher	Covered by this assessment: Whole school
Date of assessment: January 2022	Date of next review: March 2022- unless infection rates indicate the need to review earlier	

- For the purpose of this risk assessment, the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19).
- Schools must ensure that this risk assessment reflects the local setting and context of the school. Staff must be consulted with regard to this risk assessment.
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.

Key:	
Risk Description:	Outlines the area of concern. This list is not exhaustive and schools should add/amend/delete where appropriate
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context.
Impact:	Could be L/M/H
Likelihood:	Could be L/M/H
Responsible person:	The identified staff member(s) responsible for implementing the risk controls.
Completion Date:	The date by which required plans for controls will be in place.
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.

Risk Description/Area of Concern	Risk Controls	Impact	Likelihood	Responsible person	Planned completion Date
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<p>The school lapses in following national guidelines and advice</p>	<p>To ensure that all relevant guidance is followed and communicated: The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE. Information on the school website is updated. Pupils updated as necessary. Any change in information to be shared with stakeholders.</p> <p>As a result: The school has the most recent information from the government, and this is distributed throughout the school community.</p>	<p>H</p>	<p>L</p>	<p>ANK GBU SNI</p>	<p>As things change</p>
<p>Poor communication with parents and other stakeholders</p>	<p>All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems. Risk assessment plan shared with parents and staff via website.</p> <p>As a result: All pupils and all staff working with pupils are adhering to current advice.</p>	<p>H</p>	<p>L</p>	<p>SNI GBU</p>	<p>As things change</p>
<p>Lack of awareness of policies and procedures</p>	<p>All staff have regard to all relevant guidance and legislation as it is issued by the DfE and PHE. Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. Pupils are made aware of the school's infection control procedures in relation to coronavirus. All are informed that they must tell a member of staff if they begin to feel unwell.</p> <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>	<p>M</p>	<p>M</p>	<p>SNI</p>	<p>As things change</p>
<p>Poor hygiene practice in school</p>	<p>Posters are displayed around school and in every classroom reminding pupils of the hygiene practice required in school (e.g. washing hands before entering and leaving school). Pupils instructed to wash and sanitise hands frequently. Teachers to reiterate key messages in class-time (when directed) to pupils to:</p> <ul style="list-style-type: none"> - Cover coughs and sneezes with a tissue, - To throw all tissues in a bin, - To avoid touching eyes, nose and mouth with unwashed hands. <p>Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) to be provided at key locations for staff, visitors and pupils. Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance.</p>	<p>H</p>	<p>M</p>	<p>NGA SNI</p>	<p>Ongoing</p>

	<p>Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets.</p> <p>Cleaners are employed by the school to carry out additional cleaning to include fogging on a rota. Door handles, doors and toilets are cleaned during the day and paper/hand towels are refilled regularly.</p> <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>				
Ill health in school	<p>Staff are informed of the symptoms of possible coronavirus infection and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <p>Guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell.</p> <p>All staff are informed of the procedure in school relating to a pupil becoming unwell in school.</p> <p>Any pupil who displays signs of being unwell is immediately referred to the SLT duty member.</p> <p>Any staff member who displays signs of being unwell immediately refers themselves to SLT and is sent home.</p> <p>Where the named person is unavailable, staff ensure that any unwell pupils are moved to an empty room whilst they wait for their parent to collect them. School admin team to contact parents. Parents advised to follow the COVID-19 guidance.</p> <p>If a pupil needs to go the bathroom, they should use the medical room which will be cleaned after use.</p> <p>Pupils displaying symptoms of coronavirus do not come into contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</p> <p>If contact with a child or young person is necessary, then gloves, an apron and PPE should be worn by the supervising adult. If there is a risk of splashing, the eye protection should also be worn.</p> <p>The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen.</p> <p>Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others.</p> <p>Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated.</p> <p>As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p>	H	L	SNI Staff	Ongoing

<p>An asymptomatic pupil or staff member is in school potentially infecting others</p>	<p>Staff and children who have given consent are tested once within school followed by home testing for CV19 using lateral flow device testing in line DfE guidance.</p> <ul style="list-style-type: none"> • Set up as testing location - • Staff trained in carrying out key roles • Volunteer & Admin team established and trained • Appropriate consents arranged • Tests completed in line with SOP • High level of communication between all stakeholders • Timetables in place to support staggered return • Redeploy staff roles and responsibilities <p>Staff and student then undertake home testing until further notice. Staff and students are aware of how to safely take and process the test. Share the following:</p> <ul style="list-style-type: none"> • NHS instruction leaflet • Training video and online resources on the document sharing platform • Contact details if queries • Process for reporting incidents • How to report their test results to school and to NHS Test and Trace • Process in place to monitor and replenish test supplies • Process in place for appropriate PPE to be available <p>As a result, any member of the school community who is infected but is asymptomatic, is identified quickly and appropriate action is taken to minimise the risk of infection.</p>	<p>H</p>	<p>M</p>	<p>SNI/ CKE</p>	<p>From 01/09/21</p>
<p>Vulnerable staff not sufficiently supported / protected</p>	<p>Risk assessments in place for appropriate staff and those who are pregnant and appropriate arrangements for mitigating risk are identified.</p> <p>As a result those staff in higher risk categories are protected.</p>	<p>H</p>	<p>L</p>	<p>SNI</p>	<p>Ongoing</p>
<p>Spread of infection in classrooms/shared areas/ on school buses</p>	<p>Bins to be emptied at least daily in classrooms.</p> <p>Contact with communal surfaces, such as door handles etc. to be minimised. Doors to be kept open.</p> <p>All windows and doors to be opened to provide ventilation.</p> <p>Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc.</p> <p>Students to wear face masks in school and public transport in line with DfE guidance.</p> <p>Students and staff to wear face masks in corridors and in class as these are confined spaces.</p> <p>As a result, the risk of infection to staff and pupils in classrooms / shared areas is reduced.</p>	<p>H</p>	<p>M</p>	<p>Staff / site team NGA SNI</p>	<p>Ongoing</p>

<p>Cleaning is not sufficiently comprehensive</p>	<p>Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening.</p> <p>A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures.</p> <p>Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning.</p> <p>Whilst pupils are at break time/lunch time clean tables/door handles with a disinfectant spray. Gloves to be worn during this and hands washed afterwards.</p> <p>Wipes/sprays next to photocopiers/printers etc.</p> <p>Cleaners to act upon guidance normally linked to 'deep cleans' as part of their daily procedures (i.e. a focus on door handles, toilets, changing rooms etc.) – pupils to clean IT equipment (especially keyboards) with anti-bacterial wipes after use.</p> <p>Ensure classrooms being used are deep cleaned each week</p> <p>As a result, high standards of cleanliness are maintained in school.</p>	<p>H</p>	<p>M</p>	<p>NGA</p>	<p>Ongoing</p>
<p>Curriculum in place to address gaps in knowledge</p>	<p>Subject leaders reassess curriculum sequence to reflect knowledge gaps and any exam board changes.</p> <p>Pupils in need of 1:1 support identified, and support put in place.</p> <p>Additional catch-up sessions provided for Years 11 & 13 students</p> <p>As a result, pupils are able to close their knowledge gaps swiftly.</p>	<p>H</p>	<p>L</p>	<p>SLs</p>	<p>Ongoing</p>
<p>Pupils have poor mental health</p>	<p>Tutors monitor student wellbeing and flag any concerns with WLC staff.</p> <p>Parents asked to inform tutors of any wellbeing concerns.</p> <p>As a result, any student who suffers from poor mental health is identified and appropriate support put in place.</p>	<p>H</p>	<p>M</p>	<p>Staff</p>	<p>Ongoing</p>
<p>Spread of infection due to visitors (Supply staff, Parents, Careers, Professionals) poor hygiene</p>	<p>Reception staff to question any visitors on site about whether they have had symptoms or tested positive in at least the last 10 days and deny access if necessary.</p> <p>Reception staff to instruct visitors that should they develop COVID-19 symptoms whilst, on site they are to inform the member of staff that they are visiting and will be sent home.</p> <p>Reception staff to direct all visitors to hand sanitize on arrival.</p> <p>Visitors to sign a declaration of being symptom free on arrival and inform staff of who they have met on leaving</p> <p>Visitors to the school such as peripatetic teachers, parents, other professionals etc. will be expected to comply with the school's arrangements for managing and minimizing risk, including taking particular care to maintain distance from other staff and pupils.</p>	<p>M</p>	<p>L</p>	<p>Staff</p>	<p>Ongoing</p>

