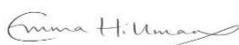


Risk Assessment 2021-22 v1

Description of Activity / Person / Area / Equipment being assessed	Preventing Covid-19 spread in a School Environment
Reference	This risk assessment is based on the guidance issued on 17 August 2021, "Schools covid-19 Operational Guidance"
Location(s) covered	Heathcote School
Date of Original Assessment	19 August 2021

What date did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?	01/09/2021 – main points shared and then NEU took feedback from members	
Are staff covered by this risk assessment aware of the controls noted and understand them?	Yes	
Copy of form sent to Trade Union Safety Representative	Yes	

Has action been taken	
Confirmed by Line Manager?	N/A
Head Teacher name (print)	Emma Hillman
Head Teacher's signature	
Date:	02/09/2021

Has action been taken	SEE ABOVE
COG's name (print)	Mike Ashwell
COG's signature	
Date:	09/09/2021

Review Dates

Future Review Date (depends on Action Plan findings)	Actual Review Date	Were Changes Made?	Name of Lead Reviewer	Date Staff updated about change
27/9/2021	27/9/2021	Staff advised on how to use CO2 monitors to check ventilation.	EHN	27/9/2021
January 2022	23/11/2022	Staff, visitors and pupils should wear face coverings in communal areas, unless for operational or exemption reason.	EHN	23/11/2022

January 2022	6 th December 2022	No singing and no assemblies. No mixed groups in detention, IEU and isolation except if there is enough space to fully socially distance at 2m. Enhanced cleaning and increased sanitising and handwashing.	EHN	6 th December 2022
January 2022	January 2022	As above but staff, visitors and pupils should wear face coverings at all times, unless for operational or exemption reason		

Significant hazards and current controls

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/ Low
1	Spread of Covid-19 Coronavirus	Everyone at school, including contractors and visitors	<p>The school will follow the government guidance on fully opening schools where reasonably practicable:</p> <ul style="list-style-type: none"> • Minimise contact with individuals who are unwell by regular contact with parents and staff; identify those who have coronavirus (COVID-19)/cold/flu symptoms and advise them not to attend school • Ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days. • 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, which instructs them to self-isolate for at least 10 days and arrange to have a test to see if they have Covid 19. • Any child awaiting collection, will be moved to the Covid First Aid room in the Sixth Form external ventilation (open window) where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. A separate toilet for them to use is located in the room. The toilet will be cleaned using standard disinfectant before use by anyone else. Staff will maintain 2m distance from the child, so far as is reasonably practicable. • Where a 2m distance cannot be maintained (such as for a very young child or a child with complex needs) the following guidance will be followed safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) guidance. • Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive, or they have been requested to do so by NHS Test & Trace and they are unvaccinated. • Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings outside the home guidance • Where practical First Aid to be administered by individual under the guidance of the First Aider. For more serious injury First Aid may be administered in close proximity and where reasonably practicable make available, a fluid-repellent surgical mask, disposable gloves, eye protection, apron or other suitable covering and covering for injured person. First Aiders should pay particular 	Low

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/ Low
			attention to sanitation measures immediately afterwards including washing hands; further guidance on First Aid during Covid-19.	
2	Unvaccinated member of staff is close contact of a confirmed case	Member of staff	<ul style="list-style-type: none"> • All staff have been asked to inform the Head if they are not double vaccinated. The Head will consider the implications of this and discuss with staff accordingly. • On being identified as a close contact of a confirmed case, the employee who is not double vaccinated must immediately inform their manager and go home to self-isolate for 10 days. This does not apply to employees unable to be vaccinated due to medical reasons. • The employee will be encouraged to get a PCR test. 	Low
3	Poor hand hygiene spreads Covid-19	Everyone	<ul style="list-style-type: none"> • An assessment of hand hygiene needs has been completed and there are adequate hand hygiene and handwashing facilities available for staff, pupils and visitors including sanitiser stations in all classrooms. • Staff and pupils must clean or sanitise their hands regularly, including when they arrive at school, when they return from the toilet, breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning will be needed for the foreseeable future. Pupils will be escorted to the toilets at break and lunch to wash hands and this will be reviewed. • Staff and pupils have been informed about good hand hygiene technique from the NHS. 	Low
4	Poor respiratory hygiene spread Covid-19, including not wearing face coverings	Everyone	<ul style="list-style-type: none"> • 'Catch it, Bin it, Kill it' approach is essential, so the school has enough tissues and bins available in the school to support pupils and staff to follow this routine. Staff are asked to report any supply issues to school-site@heathcote.waltham.sch.uk • Staff, visitors and pupils should wear face coverings at all times, unless for operational or exemption reason. • The BBC has a good video for how to wear a face covering; always over the mouth and nose and this will be sent to all pupils at the start of term. Pupils will also be reminded of the need to wear face coverings on public transport. 	Low
5	Poor levels of cleanliness spread Covid-19	Everyone	<ul style="list-style-type: none"> • The government guidance for cleaning in non-healthcare settings outside the home is applied to ensure appropriate controls are put in place • A cleaning schedule is in place and includes an additional staff member employed by the school (this will be regularly reviewed due to financial constraints) who will focus on the following in all 3 buildings during the day. This will be reviewed regularly: <ul style="list-style-type: none"> ○ more frequent cleaning of rooms / shared areas that are used by different groups ○ frequently touched surfaces being cleaned more often than normal and at least twice per day, with one period being at the start or end of the day ○ Cleaning to take place after KIC use of areas and before use by Heathcote pupils ○ records to be kept of when and where cleaning occurs 	Low

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/ Low
			<ul style="list-style-type: none"> • The school will monitor the quality of the cleaning by Kier regularly and ensure any issues are addressed and there is regular communication about the quality of cleaning. The Head meets with the Director of Capital Strategy and Portfolio Management to discuss any on-going issues as well as attending the Bi-weekly meetings. • Different groups don't need to be allocated their own toilet blocks, toilets will be cleaned regularly and pupils will be encouraged to clean their hands thoroughly after using the toilet • Hand dryers and/or paper hand towels may be used 	
6	Use of equipment and cleaning arrangements	Everyone	<ul style="list-style-type: none"> • Individual and very frequently used equipment, such as pencils and pens, are not shared. Classroom based resources, such as books and games, shared within the group are frequently cleaned, along with all commonly touched surfaces. • Shared resources, e.g. sports, art, music and science equipment and cases, are meticulously cleaned regularly and always between groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between different users. • Pupils may use balls etc in the playground as per school rules. • Pupils have been advised to limit the equipment they bring into school each day, to essentials such as a bag lunch boxes, hats, coats, books, stationery and mobile phones. • Pupils and teachers are allowed to take books and other shared resources home, avoiding unnecessary sharing. This is only allowed where it contributes to pupil education and development. The controls for hand cleaning, cleaning of the resources and rotation apply. • Drinking fountains - pupils/staff should use their own water bottle or cup and fill this up at the fountain, rather than drink directly from them. When filling the bottle/cup it should not directly touch the pouring spout. If the pupils or staff do not have containers of their own the school should supply some so individuals can keep well hydrated. 	Low
7	Poor social distancing spreads Covid-19	Everyone	<ul style="list-style-type: none"> • Where reasonably practicable, teachers at schools maintain 2m social distance from the pupils, staying at the front of the class, and away from their colleagues where possible, including in the staff room. They will also maintain 2m distance from each other and continue to keep meetings short in well ventilated spaces. • Many meetings will take place remotely or in smaller groups. Parents Evenings will continue to be remote. • Staff should not hold meetings in small offices and can book space via SJN or locate/book a free classroom via HOR. • After any large event, such as an Open Evening, additional cleaning will need to take place. • The lifts will still operate maximum capacity i.e. one adult or one adult and SEND pupil or 2 pupils if one is a buddy to the other in case of injury. This will continue to be reviewed. 	Low

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/ Low
			<ul style="list-style-type: none"> • The school will operate a system of staggered starts and a split break and lunchtime (with pupils allocated to areas) as well as follow certain routes and staircases around school to avoid unnecessary contact. Signage will be put in place once this is finalised. • Should a Covid-19 outbreak occur in the school, will follow the controls in outlined below, which may require a return to pupil/group segregation (bubbles) for an appropriate period of time. • There will be no singing and no assemblies, these will take place remotely. • The school will ensure no mixed groups in detention, IEU and isolation except if there is enough space to fully socially distance at 2m. 	
8	Lack of Personal Protective Equipment spreads Covid-19	Staff	<ul style="list-style-type: none"> • The majority of staff will not require PPE beyond what they would normally need for their work. PPE is only needed where: <ul style="list-style-type: none"> ○ an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained ○ a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same type of PPE should continue to be used • The guidance on use of PPE in education, childcare and children’s social care will be followed for when, how PPE should be used, what type of PPE to use, and how to source it. 	Low
9	Occupied spaces are not well-ventilated or are too cold	Everyone	<ul style="list-style-type: none"> • Rooms are aired as much as possible by keeping windows open to the outside at least 10 minutes per hour, but as often as possible subject to weather extremes. Staff should take responsibility for their classrooms and other areas of the school. Pupils will be asked to wear warm clothes in colder weather and tee shirts etc under uniform as coats cannot be worn currently in classrooms. • Doors must not be propped open with hand sanitiser stations but can be propped open with wedges if necessary. As these are fire doors, they must be shut in event of a fire or evacuation. • Rooms with no external windows will be checked regularly for appropriate CO2 levels. Staff have been advised as to how to use monitors to check levels and then to exercise control such as opening windows. Staff to inform EHN or JVZ if they have concerns. • To maintain a comfortable temperature: <ul style="list-style-type: none"> ○ high level windows will be opened in preference to low level to reduce draughts ○ where reasonably practicable ventilation will be increased when spaces are unoccupied, e.g. between classes, during break and lunch, and when a room is unused ○ furniture has been rearranged, where possible, to avoid direct draughts; ○ the heating has been adjusted to maintain comfort levels in occupied spaces • The ventilation system has been checked against the CIBSE guidance. Where necessary the maintenance company have carried out checks and provided guidance on the safe operation of the ventilation system. 	Medium

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/ Low
			<ul style="list-style-type: none"> Fans should not be used in areas/rooms with no air flow. Instead they can be used to increase air flow by pointing them at an open window or open external door to keep the air moving. They should not be pointing straight at someone's face as this may increase Covid-19 transmission. 	
10	Spread of Covid-19 goes unchecked	Everyone	<ul style="list-style-type: none"> The school will engage fully with the local Public Health Team's Local Outbreak Control Plan, the DfE Contingency Framework & Helpline: 0800 046 8687, the London Coronavirus Response Centre: 03400 303 0450 and NHS Test & Trace system, this is covered in the schools Outbreak Management Plan/Business Continuity Plan Regular reminders including in briefing and newsletter to encourage twice weekly testing at home for staff, consider increased frequency of testing. Support from Stay Safe Champions available. Access specialist Infection Prevention Control support if required. Implement one-off enhanced cleaning, focussing on touch points and shared equipment. Improve ventilation indoors if possible and consider moving activities outdoors where possible. Attendance restriction may be required in certain situations where other measures haven't been sufficient and should only be short-term. 	Low
11	Staff or pupils are asymptomatic with Covid-19	Everyone	<ul style="list-style-type: none"> Secondary schools will use lateral flow testing to help identify asymptomatic infections and will have a separate risk assessment to detail the appropriate controls following the guidance. Pupils have been encouraged to have 2 tests before school at the Assembly Halls 3 to 5 days apart, and this has been shared with parents. Pupils should then continue to test twice weekly at home until the end of September, when this will be reviewed. Pupils will be given tests in the first week of term and then at appropriate intervals. Pupils were asked to take one test before returning to school in January 2022. Again, this was undertaken at the Assembly Halls. Staff will be encouraged to test twice weekly. 	Low
12	There is a school confirmed case of Covid-19	Everyone	<ul style="list-style-type: none"> As set out in the Local Outbreak Control Plan, if made aware of a positive staff or pupil case, the SBM/Head will notify the Public Health Team using the standard reporting template. The Local Authority will provide communications guidance including letter templates for schools to send to staff, and parents of contacts. Ongoing infection control advice and support will be made available to schools via the local IPC lead for schools and the Public Health team. The school follows NHS guidance on testing for coronavirus (COVID-19). 	Low
13	Pupils and staff use public transport to get to and leave school	Everyone	<ul style="list-style-type: none"> Pupils and staff have been encouraged to cycle, scoot or walk to school Adequate secure cycle/scooter parking has been installed Anyone using public transport observes the safer travel guidance for passengers . Pupils will also be reminded of the need to wear face coverings on TFL public transport. 	Low

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/ Low
			<ul style="list-style-type: none"> • Car sharing is now allowed and where practicable should be the same group of travellers. Where this is not the case travellers are advised to wear a face covering • Taxis and private hire vehicles the Government recommends you wear Face Coverings • Home to School transport Children and young people aged 11 and over should wear a face covering when travelling on dedicated transport to secondary school or college 	
14	Member of school community is clinically extremely vulnerable / clinically vulnerable and staff at an increased risk from Covid-19	Extremely clinically vulnerable person	<p>Clinically Extremely Vulnerable</p> <ul style="list-style-type: none"> • The school has provided a Covid-19 safe work environment • Government is advising clinically extremely vulnerable people, as a minimum, to follow the same guidance as everyone else. • However, a CEV who is at a higher risk of becoming seriously ill they were to catch COVID-19, may wish to think particularly carefully about additional precautions that might wish to continue to take and hold discussion with their Line Manager resulting in a risk assessment. In addition, staff who are pregnant, new mothers, older staff, disabled staff and Black staff may also request a risk assessment. All staff have been informed of this. During periods of high or rising infection rates, anyone CEV will have a separate assessment carried out and additional controls regarding keeping a safe distance from others and the wearing of face coverings along with any other practicable controls will be put in place. • Pregnant employees / pregnant pupils will be advised to discuss vaccinations with the GP. Current evidence suggests vaccination should still go ahead for the protection of both mother and unborn child. 	Low
15	Pupils and staff at increased risk of mental ill-health	Pupils and Staff	<ul style="list-style-type: none"> • The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information is available regarding extra mental health support for pupils and teachers and the Wellbeing for Education grant. • Other resources that may be used include <ul style="list-style-type: none"> ○ webinar advising school staff how to support pupil and pupil mental wellbeing. ○ PHE support children and young people's mental health and wellbeing, ○ Advice on Being active from the Association for Physical Education, Youth Sport Trust & Sport England. ○ PHE and the NHS Every Mind Matters campaign to help take action to look after mental health and wellbeing. ○ A training module, teaching about mental wellbeing, to improve teacher confidence in talking about and teaching mental health and wellbeing. ○ The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing. 	Low

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/ Low
			<ul style="list-style-type: none"> ○ Local access to Kooth online mental health support is available for secondary school aged children in Waltham Forest ● The school has an employee assistance provider and details will follow of the contact information. ● Teachers may wish to access the free MindEd hub, which includes materials on staff resilience, families and other resources. ● Schools will work with school nursing services, as leaders of the healthy child programme, to support the health and wellbeing of pupils ● Staff can access the Thrive App on their mobile phone, search "Thrive Mental Wellbeing" in your app store, the access code is available from HR and will be posted in the staff room. ● The staff well-being group and mental health lead will review practice and implement a strategy for best-practice. ● All pupils receive a well-being interview on return to school and intervention will be implemented as appropriate. 	
17	Visitors/Peripatetic / supply staff increase risk of Covid-19	Everyone	<ul style="list-style-type: none"> ● All visitors, peripatetic and supply staff have confirmed they are not suffering any Covid-19 symptoms (new, continuous cough or a high temperature, or a loss of, or change in, their normal sense of taste or smell) when they arrive on site. This is via a questionnaire asked by Reception staff. ● Peri staff or long-term supply should also be encouraged to take twice weekly lateral flow tests, including one before starting work in the setting. ● Records of all visitors are kept for on the Inventory system and will be available for any Test and Trace purposes. ● The DfE guidance will be followed, including keeping children safe in education. 	Low
18	Pupil behaviour increased risk of Covid-19	Everyone	<ul style="list-style-type: none"> ● The behaviour policy has been reviewed and updated and will be ratified by Governors in the Autumn Term and key factors have been shared with pupils and staff. A summary document will be made available to parents. This has been updated in the light of the school's improvement journey as well impact of the Covid pandemic. 	Low
19	Pupils behaviour in alternative provision may increase risk of Covid -19	Everyone	<ul style="list-style-type: none"> ● Pupils will follow the school risk assessment and individual risk assessments may be in place for some pupils as requested. 	Low
20	Teaching requires close supervision, e.g. power tools in D&T	Teacher and pupil	<ul style="list-style-type: none"> ● Guidance from CLEAPSS will be followed on how to use power tools safely during the Covid-19 Pandemic 	Low
21	Exposure to Covid-19 during educational visits	Staff pupils on visit	<ul style="list-style-type: none"> ● The DfE guidance on trips is being followed. 	Low

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/ Low
22	Exposure to Covid-19 during PE	PE Staff and pupils	<ul style="list-style-type: none"> Outdoor sports will be prioritised, where reasonably practicable. AfPE guidance will be followed 	Low
23	Exposure to Covid-19 during music, dance and drama	Music staff and pupils	<ul style="list-style-type: none"> Music, dance and drama can all take place, where practicable outdoors is best, otherwise in well ventilated spaces. Sharing of equipment should only be undertaken where there are sufficient cleaning arrangements in place 	Low
24	Extra-curricular activities increase risk of Covid-19	Everyone	<ul style="list-style-type: none"> The following guidance will be followed Covid-19: Actions for out of schools settings, unless there is an outbreak and then the school's Outbreak Management Plan/Business Continuity Plan will be followed. 	Low
25	Dedicated school transport increases the risk of Covid-19	Pupils	<ul style="list-style-type: none"> The school follows the Dedicated transport to school and colleges Covid-19 operations guidance Dedicated transport providers are asked for evidence to ensure the DfE guidance is being followed The school and local authority will work closely and in partnership to ensure the school bus service is safe and sufficient. 	Low
26	Catering staff increase the risk of Covid-19	Everyone	<ul style="list-style-type: none"> The catering provider has confirmed compliance with existing food hygiene standards. Staff will adhere to the Food Standards Agency Safe Methods Checklist for personal hygiene and fitness to work practices. 	Low
27	Building not maintained/used without maintenance undertaken	Everyone	<ul style="list-style-type: none"> All the usual pre-term building checks have been undertaken to make the school safe, including managing the risks of Legionnaires' disease. The HSE guidance has been followed Legionella risks during the coronavirus outbreak. The advice on safely reoccupying buildings from the Chartered Institute of Building Services Engineers' guidance on emerging from lockdown has also been followed. 	Low
28	Staff and parents unsure what to do in the event of a local lockdown due to a local outbreak of Covid-19	Everyone	<ul style="list-style-type: none"> The school business continuity plan has been updated to include procedures to follow in the event of a local outbreak The Head will contact the Public Health Team and follow their advice, including the Local Outbreak Control Plan, and share with staff and parents. Guidance on communications and letter templates for schools to send to parents and staff will be shared via LCRC (London Coronavirus Response Centre) Infection control support and training will be made available to staff via Public Health 	Low
	Contractor / Providers visiting site increase risk of Covid-19 – School contractors.		<ul style="list-style-type: none"> Contractor/Provider has confirmed they are not suffering any Covid-19 symptoms (new, continuous cough or a high temperature, or a loss of, or change in, their normal sense of taste or smell) before arriving on site and provides evidence of a negative Lateral Flow Test Records of contractor/provider are kept for 21 days after their arrival and will be available for any Test and Trace purposes. 	Low

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/ Low
			<ul style="list-style-type: none"> The contractor/provider is requested to provide a risk assessment and method statement in 3 days advance of visit to school and how they will plan to minimise the risk of spreading Covid-19 in accordance with Government guidance. This will be reviewed by Head/SBD. Kier will be asked to provide their risk assessment for contractors. 	

Risk Rating : if High or Medium use Action Plan

High = current controls totally inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard/hazardous event occurring Immediate action required, may require task to be suspended until issue resolved

Medium = current controls still poor but consequences less serious: minor injury, short-term ill health with no lasting effects, Action required in specific timeframe, normally within 3/6 months, may be sooner dependent on how serious an issue it is

Low = current controls are adequate to minimise the risk so far as reasonably practicable, check still relevant at next review date

Action Plan for Improvement

No.	Hazard/Hazardous Event (What can go wrong)	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By
8	Occupied spaces are not well-ventilated or are too cold	<p>Where it is uncertain about ventilation in certain rooms, e.g. those without windows or air extraction systems the school will look to install more permanent CO2 monitors, as a way of identifying air quality in the room and taking appropriate action to keep the number of people in the room at a safe level. CO2 monitors have been provided by the government during the autumn term.</p> <p>The HSE provides ventilation guidance which recommend that CO2 meters can be used to monitor room CO2 levels to identify poor ventilation. Outdoor levels are around 400ppm and indoors a consistent CO2 value less than 800ppm is likely to indicate that a well ventilated space. An average of 1500ppm CO2 concentration over the occupied period in a space is an indicator of a poorly ventilated space.</p>	Low	Head/S BD	TBC		

Risk Assessment Review: During review of this risk assessment, any new controls identified in the action plan that are now in place should be transferred to the “Significant hazards and current controls” page to reflect the improvements made.