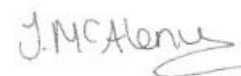


RISK ASSESSMENT RECORDING FORM

Location or School Address: Gayton Primary School, Gayton Road, CH60 8PZ	Date assessment Undertaken 24.01.2022	Assessment undertaken. by: Jeanne Fairbrother & Jennie McAleny
Activity or situation Contingency Plan COVID 19	Review date: Weekly review or as appropriate for the activity	Signature: 

Background information

The **DfE Contingency framework**: education & childcare settings guidance was updated 7th January 2022. The contingency framework describes the principles of managing local outbreaks of Coronavirus (COVID-19) (including responding to variants of concern) in education and childcare settings, covering:

- the types of measures that settings should be prepared for
- who can recommend these measures and where
- when measures should be lifted
- how decisions are made

UPDATED sections

All education and childcare settings should already have contingency plans (sometimes called outbreak management plans) describing what they would do if children, pupils, students or staff test positive for COVID-19, or how they would operate if they were advised to reintroduce any measures described in this document to help break chains of transmission.

COVID-19 resilience and planning is now more important than ever. Settings do not need to reformat their existing contingency plans to specific templates, but the plans should be kept robust and up to date in light of the advice set out here.

A good plan should cover:

- roles and responsibilities
- when and how to seek public health advice
- details on the types of control measures you might be asked to put in place

For each control measure you should include:

- actions you would take to put it in place quickly
- how you would ensure every child, pupil or student receives the quantity and quality of education and support to which they are normally entitled
- how you would communicate changes to children, pupils, students, parents, carers and staff

This risk assessment applies to:

- primary schools
- secondary schools (including sixth forms)
- special schools, special post-16 providers and alternative provision
- 16 to 19 academies
- infant, junior, middle, upper schools

Please note that this risk assessment has been created in line with the current government guidance. It contains sample control measures that fit with the system of controls contained in Government guidance. One size does not fit all, and schools should make this model risk assessment their own and reflect specifics of what they are doing and any local guidance, particularly from local HPT's in line with DfE expectations.

Important

The DfE use the terms '**must**' and '**should**' throughout their guidance. The term '**must**' for when the person in question is legally required to do something and '**should**' when the advice set out should be followed unless there is a good reason not to.

Control measures in **purple** indicate different measures are in place for different settings. Please choose the setting that applies and delete the others to make this reflect your school/setting.

Legislation and guidance

Health and Safety at Work Act etc. 1974

Management of H&S at Work Regulations 1999

Workplace (Health, Safety and Welfare) Regulations 1992

DfE Actions for schools plus associated COVID 19 Guidance

Public Health England Guidance

1) Hazard / Activity	2) Who can be harmed and how?	3) What controls exist to reduce the risk? <i>Have you followed the hierarchy of controls (eliminate, substitute etc)?</i>	Risk Score Consequence X Likelihood	4) Any further action. <i>This should be included in the action plan (5), below</i>
Collaboration with local authorities during localised outbreak of COVID 19 cases All settings unless indicated	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	All settings unless indicated <ul style="list-style-type: none"> Local authorities, directors of public health (DsPH) and PHE health protection teams (HPT's) are responsible for managing localised outbreaks. School liaises and responds to guidance from DsPH& local HPT's 	3X2=6	
Failure to assess the risks of COVID 19 transmission in school and have control measures in place. All settings unless indicated	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	All settings unless indicated <ul style="list-style-type: none"> School has assessed the reasonably foreseeable risks of transmission of COVID 19. See RA 029A Full school opening. This is shared with all staff and stakeholders. The risk assessment is regularly reviewed as circumstances in school and the public health advice changes. School monitors whether the controls in place are effective and working as intended. School seeks support from HS advisors as required. Baseline measures As per DfE School's operational guidance school/college has in place measures to manage transmission of COVID-19. See RA 029A Full opening of school	3X2=6	
Failing to have adequate outbreak management plans to allow for stepping measures up and down. All settings unless indicated	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	All settings unless indicated <ul style="list-style-type: none"> School has assessed the reasonably foreseeable risks of transmission of COVID 19. See RA 029A Full opening of school. This is shared with all staff and stakeholders. School has this contingency plan risk assessment with measures it will use if staff or pupils test positive for COVID 19 or, to step measures up or down, if required by local DsPH in the event of a local outbreak 	3X2=6	
Communication All settings unless indicated	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	All settings <ul style="list-style-type: none"> School will communicate its plan for addressing any imposed restrictions with parents, staff, pupils and other relevant parties regarding: <ul style="list-style-type: none"> opening arrangements. 	3X2=6	

		<ul style="list-style-type: none"> ○ access for specific targeted groups where applicable, such as certain year groups, vulnerable pupils and children of critical workers. ○ any reviews of the school's protective measures as part of school's risk assessments. ○ any arrangements for remote working • School will keep all relevant parties up to date with the circumstances of any imposed restrictions and how these affect the school as the situation develops. 		
Close Mixing All settings unless indicated	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • All settings School is able to identify any group(s) that are likely to have mixed closely. 	3X2=6	
Testing All settings unless indicated	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	All settings <ul style="list-style-type: none"> • <i>School contingency plans reflect the possibility of increased use of lateral flow device (LFD) testing by staff and, where they are already being offered testing, for pupils and students including on site testing facilities in secondary schools/FE colleges.</i> • <i>DsPH could advise on increased LFD testing, which may be advised for an individual setting or in areas of high prevalence by as part of their responsibilities in outbreak management.</i> • <i>This could also include advice on the reintroduction of onsite LFD testing for settings across areas that have been offered an enhanced response package or are in an enduring transmission area, where settings and DsPH decide it is appropriate.</i> • <i>DsPH will consult and work with school/college to identify what support may be needed to do this.</i> 	3X2=6	

		<ul style="list-style-type: none"> • All settings School strongly encourages all staff to continue to LFD test twice weekly at home (3-4 days apart) and report their results. • Primary schools- no need for primary age pupils (those in year 6 and below) to regularly test, unless they have been identified as a contact for someone who has tested positive for Covid-19 and therefore advised to take lateral flow tests every day for 7 days. • All settings School strongly encourages parents, guardians and other visitors to take a lateral flow device (LFD) test before entering the setting. 		
Welcoming pupils back to school	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	All settings <ul style="list-style-type: none"> • If a parent or carer insists on a pupil attending school the decision to refuse the pupil can be made if, in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. • School will decide after carefully considering the circumstances and current public health advice. 	3X2=6	
Thresholds for extra action All settings unless indicated	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	All settings <ul style="list-style-type: none"> • School has RA 029A Full opening of School which sets out the measures that are in place to manage transmission of COVID-19 day to day. This has been shared with all staff & stakeholders. • School/college will think about extra action if the number of positive cases substantially increases. • If school/college meets the thresholds, below, then it will seek public health advice if they are concerned. <p><i>For most education and childcare settings, whichever of these thresholds is reached first:</i></p> <ul style="list-style-type: none"> • <i>5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period</i> 	3X2=6	

		<ul style="list-style-type: none"> 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period <p>All settings</p> <ul style="list-style-type: none"> School will seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. Phone the DfE helpline (0800 046 8687, option 1) or, in line with other local HPT arrangements. (Hospitalisation could indicate increased severity of illness or a new variant of concern.) School will work to contain any outbreak by following local HPT's advice <ul style="list-style-type: none"> Wirral schools contact Wirral LA covid helpline 0151 666 3600. Email: covidschoolsupport@wirral.gov.uk 		
<p>UPDATE Positive case</p> <p>All settings unless indicated</p>	<p>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</p>	<p>All settings</p> <ul style="list-style-type: none"> Pupils, staff and other adults should follow public health stay at home advice Pupils, staff and other adults should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 e.g. they are required to quarantine. If anyone develops COVID-19 symptoms, however mild, they will be sent home and advised to follow public health advice. Only in exceptional circumstances, where there is an overriding health or safeguarding issue, should a pupil self-isolate away from school. Individuals who are self-isolating with COVID-19 have the option to reduce their isolation period after 5 full days if they test negative with a lateral flow device (LFD) test on both day 5 and day 6 and they do not have a temperature. See stay at home advice Staff and pupils/parents are reminded that all test results should be reported to NHS Test and Trace 	3X2=6	

		<ul style="list-style-type: none"> Pupils and staff should return to school as soon as isolation rules allow Anyone who is unable to take LFD tests or anyone who continues to have a temperature will need to complete the full 10-day period of self-isolation. See information on self-isolation for those with COVID-19 is available. A contact of someone who has had a positive test result for COVID-19 who is aged over 18 years and 6 months and not fully vaccinated, is legally required to self-isolate for 10 days . 		
Actions to consider once a threshold is reached All settings unless indicated	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	All settings <ul style="list-style-type: none"> If school reaches a threshold for extra action (See Thresholds for extra action above) school will: <ul style="list-style-type: none"> contact local the DfE helpline & HPT review and reinforce the testing, hygiene and ventilation measures already in place. 	3 x 2= 6	
UPDATE Face coverings All settings unless indicated	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	All settings unless indicated <i>In all cases any educational and wellbeing drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission.</i> <ul style="list-style-type: none"> From 20 January, face coverings are no longer advised for pupils, staff and visitors in classrooms. From 27 January, face coverings are no longer advised for pupils, staff and visitors in communal areas. From 27 January, staff and pupils should follow wider advice on face coverings outside of school, including on transport to and from school. All settings – any staff who wish to wear a face covering in school will be supported to do so. Children in primary schools should not be asked to wear face coverings. 	3 x 2= 6	Staff will continue to wear face coverings in all communal areas.

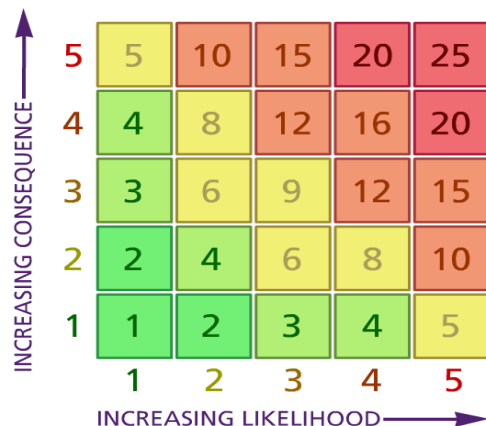
		<ul style="list-style-type: none"> School will follow government and DfE guidance when published 		
Adults previously considered CEV All settings unless indicated	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	All settings <ul style="list-style-type: none"> School is aware that staff previously considered to be clinically extremely vulnerable (CEV) will not be advised to shield again. School will discuss any concerns that previously considered CEV employees may have. Individuals previously identified as CEV are advised to continue to follow the guidance for people previously considered CEV Employees who have received personal advice from their specialist or clinician on additional precautions to take should continue to follow that advice and advise school. 	3X2=6	
Children and young people previously considered CEV	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	All settings <ul style="list-style-type: none"> School is aware that pupils previously considered to be clinically extremely vulnerable (CEV) will not be advised to shield again and should follow the same COVID-19 guidance as the rest of the population. Pupils who have received personal advice from their specialist or clinician on additional precautions to take should continue to follow that advice and discuss with school. 	3X2=6	
UPDATE New & expectant mothers	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> See RA 029A Full opening of school and RA 026 New & expectant mother latest update. 	3X2=6	
UPDATE Education workforce All settings unless indicated	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	All settings <ul style="list-style-type: none"> School contingency plans include details if it is appropriate for some staff to work remotely if restrictions are imposed. 	3X2=6	

		<p>From 19th January 2022 – the government is no longer advising people to work from home if they can</p> <ul style="list-style-type: none"> • School will consider whether it is possible for specific staff undertaking certain roles to work from home without disrupting to face-to-face education. • School will consider whether home working is appropriate for employees taking into account mental or physical health difficulties, or those with a particularly challenging home working environment. (See RA 028 Working from home) 		
<p>UPDATE Educational visits</p> <p>All settings unless indicated</p>	<p>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</p>	<p>All settings</p> <ul style="list-style-type: none"> • All visits are risk assessed and include current local restrictions. School uses Evolve and has an EVC • School will respond to latest DfE/local PH guidance in the event of an outbreak • School will check with Evolve to guidance 	3X2=6	
<p>Large events -Mandatory certification</p>	<p>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</p>	<p>All settings</p> <ul style="list-style-type: none"> • Mandatory certification will no longer be in place from 27 January but school will respond to any changes to government and DfE guidance and local PH 	3X2=6	
<p>UPDATE Attendance restrictions - increased COVID infections</p>	<p>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</p>	<p>All settings</p> <ul style="list-style-type: none"> • School/college contingency plans cover the possibility if advised, temporarily, to limit attendance and will ensure that high-quality remote education is provided to all pupils or students not attending. • School/college will provide high-quality remote learning will be provided for all pupils and students if: <ul style="list-style-type: none"> ▪ they have tested positive for COVID-19 but are well enough to learn from home ▪ attendance at school/college has been temporarily restricted. • On-site provision will be retained in all cases for vulnerable children and young people and the children of critical workers. 	3X2=6	

		<ul style="list-style-type: none"> If school/college has to temporarily stop onsite provision on public health advice, alternative arrangements for vulnerable children and young people will be discussed with the local authority. 		
Contractors	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<p>All settings</p> <ul style="list-style-type: none"> School has made all key contractors aware of the school's control measures and ways of working. School to ask for contractor COVID 19 risk assessment prior to arrival at school. Contractors to be asked if they require any additional COVID 19 measures while working in school. 	3X2=6	
Food provision All settings unless indicated	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<p>All settings</p> <ul style="list-style-type: none"> School/college will provide meal options for all pupils /students who are in school. Meals will be available free of charge to all infant pupils and pupils who meet the benefits-related free school meals eligibility criteria. School will provide FSM or food parcels to eligible pupils who are not attending school, where they have had symptoms or have tested positive. FE College - college continues to support students who are eligible for, and usually receive, free meals, even if students are studying remotely due to COVID-19. 	3X2=6	
Safeguarding All settings unless indicated	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> All settings if attendance restrictions are needed school/college works with all local safeguarding partners to be vigilant and responsive to all safeguarding threats with the aim of keeping vulnerable children and young people safe All settings School/college continues to have regard to any statutory safeguarding guidance that applies Out of school settings Will review <u>keeping children safe in out-of-school settings: code of practice.</u> 	3X2=6	

		<ul style="list-style-type: none"> • All settings School will review the child protection policy so that it reflects the local restrictions and remains effective. Insert specific measures that will be utilised. • All settings School will have a trained DSL (or deputy) available on site. If that is not possible In such cases, there are 2 options to consider: <ul style="list-style-type: none"> ○ a trained DSL (or deputy) can be available to be contacted via phone or online video, ○ share a trained DSLs (or deputies) with other settings, who is available to be contacted via phone or online video • All settings Where a trained DSL (or deputy) is not on-site, in addition to one of the 2 options, a senior leader will take responsibility for co-ordinating safeguarding on site. 		
Wraparound provision	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • Wraparound Provision should continue to be offered for before and after-school activities, including wraparound childcare. 	3X2=6	
Vulnerable pupils & young people absent from school.	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • All settings Where vulnerable children and young people are absent, school will: <ul style="list-style-type: none"> ○ follow up with the parent or carer, working with the local authority and social worker (where applicable), to explore the reason for absence and discuss their concerns ○ encourage the child or young person to attend educational provision, working with the local authority and social worker (where applicable), particularly where the social worker and the virtual school head (where applicable) agrees that the child or young person's attendance would be appropriate ○ focus the discussions on the welfare of the child or young person and ensuring that the child or young person is able to access appropriate education and support while they are at home 	3X2=6	

		<ul style="list-style-type: none"> ○ have in place procedures to maintain contact, ensure they are able to access remote education support, as required, and regularly check if they are doing so • If school/college has to temporarily stop onsite provision on public health advice, alternative arrangements for vulnerable children and young people will be discussed with the local authority. 		



Risk Rating	Action Required
20 - 25	Unacceptable – stop activity and make immediate improvements
10 - 16	Urgent action – take immediate action and stop activity, if necessary, maintain existing controls vigorously
5 - 9	Action – Improve within specific timescales
3 - 4	Monitor – but look to improve at review or if there is a significant change
1 - 2	Acceptable – no further action but ensure controls are maintained & reviewed

Likelihood:
 5 – Very likely
 4 – Likely
 3 – Fairly likely
 2 – Unlikely
 1 – Very unlikely

Consequence
 5 – Catastrophic
 4 – Major
 3 – Moderate
 2 – Minor
 1 – Insignificant

- (1) List hazards **something with the potential to cause harm** here
- (2) List groups of people who are especially at risk from the significant hazards which you have identified
- (3) List existing controls here or note where the information may be found. Then try to quantify the level of risk **the likelihood of harm arising** that remains when the existing controls are in place based on the number of persons affected, how often they are exposed to the hazard and the severity of any consequence. Use this column to list the controls that you might take and develop all or some of that list into a workable action plan. Have regard for the level of risk, the cost of any action and the benefit you expect to gain. Agree the action plan with your team leader and make a note of it overleaf. If it is agreed that no further action is to be taken this too should be noted.

	5. Action plan	Responsible	Completed
1	Circulate final version of this Plan B risk assessment to all staff & stakeholders	HT	31.01.2022
2	Upload to school website	HT	31.01.2022
3			
4			
5			
6			
7			
8			
9			
10			
	Action plan agreed by Jennie McAleny 24.01.2022		