

**Barnsley Metropolitan Borough Council
Risk Assessment Form (RA3)**



Task / Activity:	Schools Covid-19 Risk Assessment	Date:	15th March 2022
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This risk assessment should be produced in conjunction with the current government guidance as highlighted below:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1057106/220224_Schools_guidance.pdf

School:	West Meadows
Headteacher:	Rebecca Marsh
Risk Assessment Team Members:	Headteacher, Assistant Headteacher, Class teachers, Safety Reps
Overall responsibility for the risk assessment:	Rebecca Marsh
Appointed Deputy to be responsible for the risk assessment when the Headteacher is not available:	Jonathan Smith

On 21 February the Prime Minister set out the next phase of the Government’s COVID19 response. COVID-19 continues to be a virus that we learn to live with and the imperative to reduce the disruption to children and young people’s education remains. The government’s priority is to support schools to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances and mental and physical health.

Hazard	Risks	Control Measures	Actions Required	Person Responsible and Target Date
Tracing close contacts and isolation	Transmission of infection	Public health advice for People with COVID-19 and their contacts changed from 24 February 2022. Contacts are no longer required to self-isolate or advised to take daily tests, and contact tracing has ended.	Staff informed of changes to self isolation rules and testing via SMAT.Comms Letter to parents to inform of changes to isolation and testing	SMAT / RM 3/3/22 RM 14/3/22
Face Coverings	Transmission of infection	Face coverings are no longer advised for pupils, staff and visitors in classrooms or communal areas.	Stock of face covering maintained for use in case of implementation of outbreak management plan	KP / BA Ongoing stock check

<p>Face Coverings In circumstances where face coverings are recommended</p>		<p>Staff and pupils should follow https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own wider advice on face coverings outside of school, including on transport to and from school.</p> <p>A director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt).</p> <p>School to make sure contingency plans cover this possibility. (See the stepping measures up and down section).</p> <p>In these circumstances, transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. Transparent face coverings may be effective in reducing the spread of COVID-19. However, the evidence to support this is currently very limited. Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles.</p> <p>The main benefit from a transparent face covering is that they can aid communication, for example enabling lip-reading or allowing for the full visibility of facial expressions, but this should be considered alongside the comfort and breathability of a face covering that contains plastic, which may mean that the face covering is less breathable than layers of cloth.</p> <p>Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They may protect the wearer against droplet spread in specific circumstances but are unlikely to be effective in preventing the escape of smaller respiratory particles when</p>	<p>Staff members, in particular CEV, can choose to wear mask, particularly in communal areas.</p> <p>Meet with CEV staff to review risk assessment</p> <p>Review Outbreak Management Plan</p>	<p>RM</p> <p>RM Wc. 21.3.22</p> <p>RM Wc. 14.3.22</p>
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		<p>used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately. The use of face coverings may have a particular impact on those who rely on visual signals for communication. Those who communicate with or provide support to those who do, are exempt from any recommendation to wear face coverings in education and childcare settings.</p> <p>School, as employers, has a duty to comply with the Equality Act 2010 which includes making reasonable adjustments for disabled staff. School to make reasonable adjustments for disabled pupils, to support them to access education successfully. No pupil will be denied education on the grounds that they are, or are not, wearing a face covering.</p>		
Stepping measures up and down	Covid-19 outbreaks	<p>School has contingency plans outlining how school would operate if the need to take extra measures in exceptional circumstances.</p> <p>Given the detrimental impact that restrictions on education can have on children and young people, any measures in 7 schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.</p> <p>Information on what circumstances might lead you to consider taking additional action, and the steps you should work through, can be found in the contingency framework .</p> <p>DofE COVID-19 helpline will still be available as your first point of contact for general support and queries. This can be accessed by calling 0800 046 8687 For advice on complex COVID-19 outbreak situations and other notifiable infectious diseases, the local Health Protection team can be contacted via Health Protection Team</p>	<p>Review Outbreak Management Plan</p> <p>Continued tracking of confirmed positive Covid cases using DfE attendance tracker</p> <p>Ensure key staff (AHT/PSA) aware of change in reporting systems in case of an outbreak (10% of close contacts threshold)</p>	<p>RM wc. 14.3.22</p> <p>BA / KP / RM Ongoing</p> <p>RM / JS 18/3/22</p>

		Duty Desk- 0113 3860300 or email ICC.YorkshireHumber@phe.gov.uk.		
Hygiene	Spread of infection	<p>School to ensure good hygiene for everyone.</p> <p>Hand hygiene Frequent and thorough hand cleaning should now be regular practice. School will continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.</p> <p>Respiratory hygiene The 'catch it, bin it, kill it' approach continues to be very important.</p> <p>The e-Bug COVID-19 website contains free resources, including materials to encourage good hand and respiratory hygiene.</p>	<p>Ensure hand sanitiser stations in classrooms and central areas are re-filled</p> <p>Ensure handwashing and sanitising routines continue within school</p> <p>Hand sanitiser stations installed in communal areas and where no handwashing facilities</p> <p>Communicate Clean / Use / Clean regime to staff for any shared resources</p> <p>Class teachers and TAs to promote 'catch it, kill it, bin it' in class. EYFS to do additional hygiene lessons regarding handwashing</p> <p>Send letter to all parents regarding current Covid procedures</p> <p>Maintain reliable source of cleaning products, monitoring and maintaining appropriate stock levels</p> <p>Maintain reliable source of hand sanitiser and tissues, monitoring and maintaining appropriate stock levels</p>	<p>RM / Caretaker Ongoing</p> <p>RM Email to staff 17/3/22</p> <p>RM – ongoing</p> <p>Class teachers / TAs Ongoing</p> <p>RM 14/3/22</p> <p>Caretaker / KP / BA Ongoing</p>

			<p>Remind staff of their responsibility to clean and maintain level of hygiene in their workspace and any communal areas used by them.</p> <p>Keep COSHH register up to date with any chemicals used in school. Restrict access to chemicals.</p> <p>Bins available in all classes, central areas and on playground to be emptied daily</p>	<p>RM email to all staff 17/3/22</p> <p>AS Ongoing</p> <p>Caretaker Ongoing</p>
Personal Protective Equipment	Protection for employees	<p>Most staff in schools will not require PPE beyond what they would normally need for their work.</p> <p>The guidance on the use of PPE in education, childcare and children's social care settings provides more information on the use of PPE for COVID-19.</p>	<p>Ensure maintain supply of PPE for specific circumstances as would be required for First Aid, i.e. a pupil or member of staff begins to display symptoms while in setting</p> <p>Ensure all staff understand when and how PPE should be used</p>	<p>KP / BA / AD Ongoing half termly stock checks for week 4 order</p>
Cleaning	Spread of infection	<p>School to put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.</p> <p>For further guidance, UKHSA has published guidance on the cleaning of non-healthcare settings.</p>	<p>Staff reminded of cleaning of tables during day</p> <p>Plans in place for increased cleaning regime as part of outbreak management plan</p>	<p>RM email to staff 17.3.22</p> <p>Outbreak plan reviewed wc 14.3.22</p>
Ventilation	Transmission of infection	<p>When school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.</p> <p>School to identify any poorly ventilated spaces and take steps to improve fresh air flow in these areas.</p>	<p>Ensure windows and internal classroom doors are open during school day and when staff / children present except fire doors</p>	<p>RM daily check / walk of school Ongoing</p>

		<p>Mechanical ventilation is a system that uses a fan to draw fresh air or extract air from a room. These should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated.</p> <p>If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.</p> <p>Where mechanical ventilation systems exist, you should ensure that they are maintained in accordance with the manufacturers' recommendations.</p> <p>Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).</p> <p>You should balance the need for increased ventilation while maintaining a comfortable temperature.</p> <p>The Health and Safety Executive guidance on air conditioning and ventilation during the COVID-19 pandemic and CIBSE COVID-19 advice provides more information.</p> <p>CO2 monitors have been provided to state-funded education settings, so staff can quickly identify where ventilation needs to be improved.</p>	<p>External classroom doors to be open to increase ventilation when children are at play and lunch</p> <p>Hall skylight windows to be open all day</p> <p>Ensure staff room windows are open when in use</p> <p>Use CO2 monitors to identify areas of school which are poorly ventilated and identify actions to rectify</p> <p>Ensure identified areas of school without natural ventilation (ICT suite) have additional practices in place:</p> <ul style="list-style-type: none"> - Hall doors to be open at both sides during dinner and assemblies - Maximum one class in ICT suite - Both doors to ICT suite to remain open <p>Parents to be informed that pupils can continue to wear additional clothing, e.g. fleece or hoodie if and when weather requires this</p>	<p>Staff reminder at staff meeting 23.3.22</p> <p>RM Newsletter 18/3/22</p>
Testing, self-isolation and managing confirmed cases of COVID-19	Spread of infection	School to follow public health advice on testing, self-isolation and managing confirmed cases of Covid-19.	Staff and pupils should not attend school or their early years setting if they are feeling unwell.	SMAT Covid 19 Guidance Update 3/3/22

		<p>When an individual develops COVID-19 symptoms or has a positive test Pupils, staff and other adults should follow guidance on People with COVID-19 and their contacts if they have COVID-19 symptoms.</p> <p>Only in exceptional circumstances, where there is an overriding health or safeguarding issue, should a pupil self-isolate away from school.</p> <p>Pupils and staff should return to school as soon as they can, in line with guidance for People with COVID-19 and their contacts.</p> <p>Asymptomatic testing From 21 February, staff and pupils in mainstream secondary schools will not be expected to continue taking part in regular asymptomatic testing and should follow asymptomatic testing advice for the general population. Further information is available in the NHS get tested for COVID-19 guidance.</p> <p>In the event of an outbreak, a school may also be advised by their local health team or director of public health to undertake testing for staff and students of secondary age and above for a period of time.</p> <p>Staff and pupils in specialist SEND settings, Alternative Provision, and SEND units in mainstream schools are advised to continue regular twice weekly testing. For further information, see Special schools and other specialist settings: coronavirus (COVID-19)</p>	<p>For some illnesses, there are recommended periods for children to be kept away from school, nursery or childminders. Further information can be found in the Health Protection in schools and other childcare facilities guidance in particular Chapter 9 managing infectious diseases.</p>	<p>RM – Letter to parents 14.3.22</p>
Clinically extremely vulnerable	Infection	<p>Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again.</p>	<p>Review meeting with CEV staff to review risk assessment</p> <p>Office staff to inform parents of two children if a single positive case or if a</p>	<p>RM wc. 21/3/22</p> <p>KP / BA ongoing</p>

		<p>Children and young people who were previously identified as being in one of these groups are advised to continue to follow Guidance for people previously considered clinically extremely vulnerable from COVID-19.</p> <p>Children and young people over the age of 12 with a weakened immune system should follow Guidance for people whose immune system means they are at higher risk from COVID-19.</p> <p>Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population. In some circumstances, a child or young person may have received personal advice from their 10 specialist or clinician on additional precautions to take and they should continue to follow that advice.</p>	number of cases (3 or more) of another contagious disease in school	
Vaccination	Infection control	<p>The government recommend all school staff and eligible pupils take up the offer of a vaccine.</p> <p>You can find out more about the in-school vaccination programme in: https://www.gov.uk/government/publications/covid-19-vaccination-resources-for-schools/covid-19-vaccination-programme-for-children-and-young-people-guidance-for-schools</p>		
Mandatory Certification	Infection control	<p>Mandatory certification is no longer in place and so venues and events are not required by law to use the NHS COVID Pass as a condition of entry, but some may do so voluntarily.</p> <p>Further information on this is available in the guidance on using your NHS COVID-19 Pass for travel abroad and at</p>		

		<p>venues and settings in England https://www.gov.uk/guidance/nhs-covid-pass</p> <p>School should not use the NHS COVID Pass as a condition of entry for education or related activities such as exams, teaching, extra-curricular activities or any other day-to-day activities that are part of education or training.</p>		
Welcoming children back to school	Transmission of infection	<p>In most cases, parents and carers will agree that a pupil with the key symptoms of COVID-19 should not attend the school, given the potential risk to others.</p> <p>If a parent or carer insists on a pupil attending your school where they have a confirmed or suspected case of COVID-19, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.</p>	<p>Letter sent to parents informing of changes to testing and isolation with guidance to isolate for at least 5 days and have 2 negative tests</p> <p>Guidance provided to office staff/PSA when making calls regarding sickness absence</p>	<p>RM 14.3.22</p> <p>RM / KP / BA / CM Wc. 28/2/22</p>
Vulnerable children	Covid-19	<p>Where pupils who are self-isolating are within the governments definition of vulnerable https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision#vulnerable-children-and-young-people</p> <p>It is very important that you put systems in place to keep in contact with them, particularly if they have a social worker. Some children may be vulnerable who are not officially in statutory systems and schools should seek to support any children who they believe may have challenging circumstances at home.</p> <p>When a vulnerable pupil is self-isolating, you should:</p> <ul style="list-style-type: none"> •notify their social worker (if they have one) and, for looked-after children, the local authority virtual school head 	<p>Food parcel delivery to FSM pupils – first day call from office to family</p> <p>Welfare team to contact social worker / LAC team in absence of vulnerable pupils who are LAC / have assigned social worker</p> <p>Welfare team to regularly review and update vulnerable pupils list (at least monthly)</p>	<p>RM / CM / BA / KP Ongoing</p> <p>RM informed CM / KJ 17/3/22</p> <p>CM / KJ ongoing</p>

		<ul style="list-style-type: none"> • agree with the social worker the best way to maintain contact and offer support <p>School to have procedures in place to:</p> <ul style="list-style-type: none"> • check if a vulnerable pupil is able to access remote education support • support them to access it (as far as possible) • regularly check if they are accessing remote education • keep in contact with them to check their wellbeing and refer onto other services if additional support is needed. 	<p>Remind all teachers of need to set remote learning for isolating pupils</p> <p>Set of laptop devices available in Year 6 for loan</p> <p>PSA role – checking on vulnerable pupils while isolating</p>	<p>RM Staff meeting 24/3/22</p> <p>MC / JS Ongoing</p> <p>CM - ongoing</p>
Travel and quarantine	Spread of coronavirus	<p>All children and staff travelling to England must adhere to government travel advice in travel to England from another country during coronavirus (COVID-19).</p> <p>Parents travelling abroad should bear in mind the impact on their child’s education which may result from any requirement to quarantine or isolate upon return.</p> <p>Where pupils travel from abroad to attend a boarding school, you will need to explain the rules to pupils and their parents before they travel to the UK.</p> <p>Additional guidance has been issued on boarding school students quarantine and testing arrangements.</p>		
Remote education	Infection control	<p>Where appropriate, support those who are self-isolating because they have tested positive to work or learn from home if they are well enough to do so.</p> <p>Schools subject to the remote education temporary continuity direction are required to provide remote education to pupils covered by the direction where their attendance would be contrary to government guidance or legislation around COVID-19.</p>	<p>Remind all teachers of need to set remote learning for isolating pupils</p> <p>Termly review of home learning provision/offer</p> <p>Set of laptop devices available in Year 6 for loan</p>	<p>RM Staff meeting 24/3/22</p> <p>RM Ongoing</p> <p>MC / JS Ongoing</p>

		<p>Schools should maintain capacity to deliver high-quality remote education across this academic year, including for pupils who are abroad, and facing challenges to return due to COVID-19 travel restrictions, for the period they are abroad.</p> <p>You should work collaboratively with families and put in place reasonable adjustments so that pupils with special educational needs and disabilities (SEND) can successfully access remote education.</p> <p>Full expectations for remote education, support and resources can be found on the get help with remote education service https://get-help-with-remote-education.education.gov.uk/</p>	Annual review of Remote Learning Policy	Due renewal September 2022
Educational Visits	Spread of coronavirus	<p>Educational visits should be subject to risk assessments as normal and reflect any public health advice or in-country advice of the international destination. General guidance on educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP).</p> <p>For international educational visits, you should refer to the Foreign, Commonwealth and Development Office travel advice and the guidance on international travel before booking and travelling to make sure that the school group meet any entry and in country requirements especially in relation to vaccinations.</p>	All educational visits to include a Covid Risk Assessment including from any third parties attached to Evolve.	RM / CG Ongoing

Manager's Assessment Acceptance Statement

I accept the details of the assessment and will ensure that the risk control measures identified, any risk control actions identified and monitoring requirements are acted upon within the given time scales.

Manager's Signature

Rebecca J. Marsh

Date

17/3/22

Date of planned review (not to exceed 12 months)	1st June 2022
Date of planned full re-assessment (not to exceed 24 months)	September 2022