

COVID – 19 RISK ASSESSMENT

Introduction

The Government issued guidance in July 2021 outlined the steps that schools were to take before the commencement of teaching in September 2021. This risk assessment has been written in order to address the hazards associated with running Pitsford School with respect to the current COVID-19 guidance (November 2021).

Summary Plan

The risk assessment will be reviewed as required, government guidance is constantly being reviewed and we will consider all the steps necessary. This has been updated following the outbreak of the Omicron variant. Should any staff need to raise any issue that they feel needs to be considered in respect to this risk assessment or directly relates to the practical steps being taken to ensure Pitsford School is COVID-19 secure, please email covid@pitsfordschool.com (this email address is for staff use only, any Covid-19 issues raised by either parents or students should be raised with the Headmaster in the first instance).

This risk assessment has considered how Pitsford School should operate using the latest guidance, the Governors and Senior Leadership Team consider control measures set out to be appropriate within the guidance.

Mrs J. Harrop, H&S Committee

Dr C.G. Walker, Headmaster

Mrs R. Heard, Head of Junior School

Mrs S. Sherlock, Bursar

Date: 30 November 2021

November 2021 Guidance Update

Appendix: COVID-19: Risk Assessment

School name:	Pitsford School
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Assessment conducted by – name:	SS & JOE
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Covered by this assessment:	Staff, students, contractors, visitors, volunteers, vulnerable people
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Assessment conducted by – job title:	Bursar and Assistant Head
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Assessment date:	30/11/2021	Review interval:	As required	Date of next review:	As Required
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Related documents	
Reference documents:	<p>Government guidance:</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/covid-19-schools-operational-guidance</p> <p>Safe working in education, childcare and children’s social care</p> <p>Actions for schools during the coronavirus outbreak</p> <p>Coronavirus (COVID-19): Education and childcare</p> <p>COVID-19: cleaning in non-healthcare settings</p>

This risk assessment applies to members of staff, students, parents, contractors, visitors, volunteers and vulnerable people to Pitsford School.

The risks noted below have stated control measures in place. A net risk (after control measures) has been indicated, either High (further measures are recognised to be needed to mitigate the risk, likely to be higher inherent risk – further control measures likely to be needed urgently); Medium (moderate risk even after control measures, likely to be moderate inherent risk – control measures should be kept under review); and Low (control measures have reduced the risk, typically to an acceptable level).

Risk	Control measures	Net risk (H/M/L)	Owner
<p>Being infected by the Coronavirus</p> <p>Staff, students and visitors</p>	<p><u>Overview</u> As the country moves to Step 4 of the roadmap, the Government will continue to manage the risk of serious illness from the spread of the virus. This marks a new phase in the Government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for two doses by mid-September. Our priority is for you to deliver face-to-face, high quality education to all students. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.</p> <p><u>Mixing and 'bubbles'</u> It is no longer necessary to keep children in consistent bubbles.</p> <p><u>Tracing close contacts and isolation</u> School based contact tracing will cease from 19 July 2021.</p> <p>From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. They will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all staff and students to take a PCR test if advised to do so.</p> <p>18-year-olds will be treated in the same way as children until four months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.</p> <p>From 16 August, the requirement for education staff who are fully vaccinated, and children under the age of 18, to self-isolate if they are a contact of a positive case will be removed. Instead, individuals will be contacted by NHS Test and Trace, informed they have been in</p>	M	SLT

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	<p>close contact with a positive case and advised to take a PCR test. We would strongly encourage all individuals to take a PCR test if advised to do so.</p> <p>We will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if central Government offers the area an enhanced response package, a director of UK Health Security Agency (UKHSA) might advise Pitsford School to temporarily reintroduce some control measures.</p> <p>All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, irrespective of vaccination status and age, will be contacted directly and required to self-isolate immediately and asked to book a PCR test. They will be informed by the local health protection team or NHS Test and Trace if they fall into this category and provided details about self-isolation.</p> <p>Further actions for educational settings may be advised by a local Incident Management Team (IMT) investigating a suspected or confirmed case of the Omicron variant of COVID-19.</p> <p>For everyone else, isolation rules are unchanged.</p> <p><u>Face coverings</u> From Step 4, face coverings will no longer be advised for students, staff and visitors either in classrooms or in communal areas, however, if students, staff and visitors choose to wear masks then this is optional. From 19 July, the Government is removing the requirement to wear face coverings in law, but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school.</p> <p><u>In circumstances where face coverings are recommended</u> If we have an outbreak, a director of UKHSA might advise us that face coverings should temporarily be worn in communal areas or classrooms (by student's staff and visitors, unless exempt).</p>		

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	<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 a source of 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 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.</p> <p>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. No student will be denied education on the grounds of whether they are, or are not, wearing a face covering.</p> <p>Face coverings help protect the wearer and others against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of COVID-19.</p> <p>Where pupils in year 7 (which would be children who were aged 11 on 31 August 2021) and above are educated, we recommend that face coverings should be worn by pupils, staff and adult visitors when moving around the premises, outside of classrooms, such as in corridors and communal areas. This is a temporary measure. Pupils in these schools should also wear a face covering when travelling on public transport and dedicated transport to and from school. We do not advise that pupils and staff wear face coverings in classrooms.</p> <p>In primary schools, we recommend that face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas. Health advice continues to be that children in primary schools should not be asked to wear face coverings.</p> <p>Face coverings do not need to be worn when outdoors.</p>		

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	<p><u>Stepping measures up and down</u> Pitsford School will have an outbreak management plan outlining how we would operate if there were an outbreak in Pitsford School or the local area.</p> <p>If we have several confirmed cases within 14 days, we may have an outbreak. We will call the dedicated advice service who will escalate the issue to our local health protection team where necessary and advise if any additional action is required, such as implementing elements of our outbreak management plan. We will reach them by calling the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.</p> <p>The contingency framework describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of UKHSA and health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.</p>		
<p>Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects.</p> <p>Staff in student or public-facing roles</p>	<p><u>Control Measures</u></p> <ol style="list-style-type: none"> 1. Ensure good hygiene for all. <p>Students and staff will be encouraged to regularly wash their hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. Hand Sanitiser will still be encouraged, in particular at lunchtimes and break times.</p> <p>We will continue to encourage staff and students to maintain good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.</p> <p>Use of personal PPE – most staff in school will not require personal protective equipment (PPE) beyond what they would normally need for their work.</p> <ol style="list-style-type: none"> 2. Maintain appropriate cleaning regimes, using standard products such as detergents. 	M	SLT

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	<p>We will maintain an appropriate cleaning schedule ensuring that all surfaces likely to be touched in areas used by staff or students are cleaned regularly with detergents. Toilets in use will be cleaned daily.</p> <p>3. Keep occupied spaces well ventilated.</p> <p>All windows that can be opened may be opened in any room that is being used. Door wedges to be used to ensure doors, as long as they are not fire doors, are propped open to encourage circulation of air. Staff using rooms with doors wedged open to remove wedges in the event of a fire alarm. In cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks or when the room is empty to purge the air in the space.</p> <ul style="list-style-type: none"> • Open high level windows in preference to low level to reduce draughts • Increase ventilation while spaces are unoccupied <p>We can continue using most types of air conditioning systems as normal but, if there is a centralised ventilations system that removes and circulates air to different rooms then the user must turn off recirculation and use a fresh air supply.</p> <p>Mechanical ventilation systems will be adjusted to increase the ventilation rate where possible and adjusted to fresh air (or if not then operated as normal as long as they are within a single room and supplemented by an outdoor air supply.</p> <p>4. Follow UKHSA advice on testing, self-isolation and managing confirmed cases of COVID-19</p> <p>When an individual develops COVID-19 symptoms or has a positive test:</p> <ul style="list-style-type: none"> • Pitsford School should be notified • You should not come into school 		

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	<p>If anyone in school develops symptoms, however mild, they will be sent home and follow UKHSA advice</p> <p>Staff and students will be told to self-isolate if:</p> <ul style="list-style-type: none"> • They have any symptoms of COVID-19 (a high temperature, a new, continuous cough or a loss of or change to their sense of smell or taste • They have tested positive for COVID-19 • They are required to quarantine if arriving from England from abroad if required by relevant travel restrictions in operation • There are other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine or they are a close contact of a suspected or confirmed case of the Omicron variant of COVID-19). <p>Staff must book a PCR test on the day on which symptoms are reported.</p> <p>Students or staff reporting to the medical room with symptoms must have names and contact details recorded and a follow up contact made to confirm that the individual has booked a test and instructed not to attend school until the results of the test have been confirmed. Staff and parents will be told to inform Pitsford School immediately of the results of the test.</p> <p>From August 16 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.</p> <p>From 16 August, the requirement for education staff who are fully vaccinated, and children under the age of 18, to self-isolate if they are a contact of a positive case will be removed. Instead, individuals will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would strongly encourage all individuals to take a PCR test if advised to do so.</p> <p>Anyone with symptoms should avoid public transport and wherever possible be collected from school by a member of their family or household if they do not drive.</p>		

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	<p>If a student is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary, further information on this can be found in the use of PPE in education, childcare and children’s social care settings guidance. Any rooms they use should be cleaned after they have left. The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p> <p><u>Asymptomatic testing</u> All students will be offered two on-site lateral flow device tests, 3 to 5 days apart, on their return to school in the autumn term 2021. Students and staff should continue to undertake twice weekly home tests until the end of September 2021 when this will be reviewed.</p> <p>Testing remains important in reducing the risk of transmission of infection within schools.</p> <p>Staff and secondary school pupils should continue to test twice weekly at home, with lateral flow device (LFD) test kits, 3-4 days apart. Testing remains voluntary but is strongly encouraged.</p> <p>There is no need for primary age pupils (those in year 6 and below) to test.</p> <p><u>Confirmatory PCR tests</u> Staff and students with a positive LFD test result should self- isolate in line with the stay at home guidance. They will also need to get a PCR test to check if they have COVID-19. Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the student can return to school, as long as the individual doesn’t have COVID-19 symptoms.</p> <p><u>Attendance</u> All Clinically Extremely Vulnerable children and young people should attend their education</p>		

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	<p>setting unless they are one of the very small number of children and young people under paediatric or other specialist care, who have been advised by their GP or clinician not to attend.</p> <p>In most cases, parents and carers will agree that a student with symptoms should not attend Pitsford School, given the potential risk to others. If a parent or carer insists on a student attending our school, we can take the decision to refuse the student if, in our reasonable judgement, it is necessary to protect other students and staff from possible infection with COVID-19. Our decision will be carefully considered in light of all the circumstances and current UKHSA advice.</p> <p>School attendance is mandatory for all students of compulsory school age and it is priority to ensure that as many children as possible regularly attend school.</p> <p>Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I(illness).</p> <p><u>Travel</u> All travellers arriving into the UK will need to isolate and get a PCR test by ‘Day two’ after arrival. They may end their isolation once they receive a negative result. If the result is positive, they should continue to isolate and follow rules on isolation following a positive test. Unvaccinated arrivals aged over 18 will follow the existing, more onerous, testing and isolation regime. All Red list arrivals will enter quarantine.</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><u>Remote Education</u> We will maintain our capacity to deliver high quality remote education for the 2021/2022</p>		

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	<p>academic year for any student unable to attend school.</p> <p><u>School workforce</u> Clinically extremely vulnerable (CEV) people are no longer advised to shield but may wish to take extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus.</p> <p><u>Educational visits</u> We will undertake full and thorough risk assessments in relation to all educational visits and ensure that any UKHSA advice, such as hygiene and ventilation requirements, is included as part of the risk assessment.</p> <p>All planned international education visits will be kept under constant review, recognising the risk of disruption to education resulting from the need to isolate and test on arrival back into the UK.</p>		
<p>Outbreak/local or national rise of COVID-19</p>	<p><u>Contingency Framework</u> Local authorities, Directors of UKHSA and Health Protection Teams (HPTs) can recommend measures in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities. Where there is a need to address more widespread issue across an area, ministers will take decisions on an area-by-area basis. In most cases a “cluster” will be no more than 3 or 4 settings linked in the same outbreak.</p> <p>The Government has made it a national priority that education and childcare settings should continue to operate as normal as possible during the coronavirus (COVID-19) pandemic.</p> <p>Measures affecting education and childcare may be necessary in some circumstances, for example:</p> <ul style="list-style-type: none"> • to help manage a COVID-19 outbreak within a setting • if there is extremely high prevalence of COVID-19 in the community and other measures 	M	SLT

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	<p>have failed to reduce transmission</p> <ul style="list-style-type: none"> as part of a package of measures responding to a Variant of Concern (VoC) <p>Any restrictions will be kept under review and will be lifted as soon as the UKHSA and scientific advice says it is appropriate to do so. The guiding principle for any decision making will be that any restrictions to attendance on site are kept to a minimum.</p> <p>Attendance restrictions will only ever be considered as a last resort where measures include attendance restrictions, the DfE may advise on any groups that should be prioritised.</p> <p><u>School contingency plan</u></p> <p>Testing</p> <ul style="list-style-type: none"> If mass Asymptomatic Testing Sites (ATS) are re-introduced the Sports Hall will be set up for testing as per January/March 2021, and the pre-trained volunteers will be asked for their support. SLT will schedule tests as appropriate to minimise any disruption to learning. If advised to increase the use of home testing for staff and students, we will communicate with parents and children to encourage this. <p>Face coverings</p> <ul style="list-style-type: none"> If advised we will notify staff, students, and parents that face coverings should be temporarily worn more widely in the setting. This may include face coverings in communal areas (for students) and/or classrooms (for both students and staff). <p>Shielding</p> <ul style="list-style-type: none"> In the event of a major outbreak or Variant of Concern (VoC) that poses a significant risk to individuals on the Shielding Patient List (SPL), Government may agree to re-introduce shielding. If shielding is re-introduced, then guidance will be followed for staff and students with regards to working at home. <p>Other measures</p> <ul style="list-style-type: none"> Residential educational visits may be limited if advised Open days may be limited or cancelled as advised 		

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	<ul style="list-style-type: none"> • Transition or open days may be limited or cancelled as advised • Parental attendance in school may be limited or cancelled as advised • Performances may be limited or cancelled as advised <p>Attendance restrictions Attendance restrictions will only be considered as a last resort. If advised to limit attendance, we will follow the guidance below:</p> <ul style="list-style-type: none"> • If some attendance restrictions are needed, all vulnerable children and young people, children of critical workers, students in years 10, 11, 12 and 13, and other students who were due to take external exams this academic year will still be allowed to attend. <p>If, by exception, attendance is restricted further, vulnerable children and young people and children of critical workers will still be allowed to attend.</p> <p>School meals Pitsford School will provide meal options for all students who are in school.</p> <p>Remote education provision A full programme of remote education will be provided to all students not attending school immediately following any restrictions on attendance.</p> <p>Safeguarding and designated safeguarding leads There will be no change to local multi-agency safeguarding arrangements, which remain the responsibility of the 3 safeguarding partners:</p> <ul style="list-style-type: none"> • local authorities • clinical commissioning groups • chief officers of police <p>If attendance restrictions are needed, all local safeguarding partners will be vigilant and responsive to all safeguarding threats with the aim of keeping vulnerable children and young people safe, particularly as more children and young people will be learning remotely.</p>		

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	<p>Vulnerable children and young people Where vulnerable children and young people are absent, we will 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</p> <p>Transport Transport services to education settings will continue to be provided as normal where children are attending education settings. The transport to school and other places of education: 2021 to 2022 academic year guidance remains in place.</p> <p>Educational visits Any attendance restrictions will be reflected in the visits risk assessment, and we will consider carefully if the educational visit is still appropriate and safe. Only children who are attending the setting should go on an educational visit. We will consult the health and safety guidance on educational visits when considering visits.</p>		

Risk Rating Matrix RAG Rating Matrix

		Impact				
		1. Very Low	2. Low	3. Moderate	4. High	5. Very High
Likelihood of Harm	5. Almost Certain	5	10	15	20	25
	4. Likely	4	8	12	16	20
	3. Possible	3	6	9	12	15
	2. Unlikely	2	4	6	8	10
	1. Rare	1	2	3	4	5

Matrix to calculate the likelihood and impact should the hazard be realised.

Note:
 Inform the Risk and Insurance Manager of all **Medium** and **High** tasks (residual) Inform Strategic Health and Safety Board of all **High** rated tasks (>12 (residual))

Risk Rating	Possible Action to be Taken
LOW (<4)	<ul style="list-style-type: none"> Department manager may accept risk Manage by routine processes Any costs to be funded within Directorate Hazard to be reviewed and updated at least annually.
MEDIUM (5-10)	<ul style="list-style-type: none"> Management action required to control risk as soon as reasonably practicable Monitor any action taken to ensure it has been effective in reducing the risk to an acceptable level Reviewed and updated at least every 6 months to ensure controls remain effective May necessitate bids for central funding.
HIGH (>12)	<ul style="list-style-type: none"> Immediate senior management action required to further control risk May halt work/task while additional controls are applied Copy of the risk assessment sent to Risk and Insurance Manager for inclusion on to the Corporate Risk Register Responsible Director to give priority for action/funding Monitor any action taken to ensure it has been effective in reducing the risk to an acceptable level To be reviewed and updated at least every month to ensure controls remain effective.