

## Westwood College: C19 Risk Assessment

Assessment conducted by: M Taylor	Job title: Headteacher	Covered by this assessment: WWC
Date of assessment: 04/04/22	Review interval: Monthly	Date of next review: 01/05/22

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major</b> Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	<b>Severe</b> Causes physical injury or illness requiring first aid.	H	M	Low (L)
	<b>Minor</b> Causes physical or emotional discomfort.	M	L	L

**Please note:** This risk assessment is a live document which is reviewed and updated in line with changes to government guidance and public health advice. Staff and their health and safety representatives will be notified of any changes to this risk assessment.

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Risk rating following action H/M/L
Updated Government Guidance April 2022	<u>M</u>	<p>From 1<sup>st</sup> April, the following guidance will apply in all school settings:</p> <ul style="list-style-type: none"> <li>Children and young people (those up to the age of 18) who are unwell and have a high temperature should stay at home and avoid contact with other people. They can go back to school, college or childcare when they no longer have a high temperature, and they are well enough to attend</li> <li>Adults (those aged 18 and over) with the symptoms of a respiratory infection, and who have a high temperature or feel unwell, should try to stay at home and avoid contact with other people until they feel well enough to resume normal activities and they no longer have a high temperature</li> <li>Adults with a positive COVID-19 test result should try to stay at home and avoid contact with other people for 5 days, which is when they are most infectious. Children and young people aged 18 and under who test positive should stay at home for 3 days and where possible avoid contact with others</li> <li>Schools and Colleges are no longer able to provide Lateral Flow Tests (LFTs)</li> </ul> <p>Please inform the school office if your son/daughter tests positive or is self-isolating due to symptoms.</p>	<u>na</u>		
Symptoms in Children	<u>M</u>	<p>Children and young people aged 18 and under can get coronavirus (COVID-19), but it's usually a mild illness and most get better in a few days.</p> <p>Symptoms of COVID-19 can include:</p> <p>a high temperature or shivering (chills) – a high temperature means you feel hot to touch on your chest or back (you do not need to measure your temperature)</p> <p>a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours</p>	<u>na</u>		

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		<p>a loss or change to your sense of smell or taste shortness of breath feeling tired or exhausted an aching body a headache a sore throat a blocked or runny nose loss of appetite diarrhoea feeling sick or being sick The symptoms are very similar to symptoms of other illnesses, such as colds and flu.</p> <p>What to do if your child has symptoms Your child should try to stay at home and avoid contact with other people if they have symptoms of COVID-19 and they either:</p> <p>have a high temperature do not feel well enough to go to school, college or childcare, or do their normal activities They can go back to school, college or childcare when they feel better or do not have a high temperature.</p> <p>If your child has mild symptoms such as a runny nose, sore throat or mild cough, and they feel well enough, they can go to school, college or childcare.</p> <p>Encourage your child to cover their mouth and nose with a tissue when they cough or sneeze, and to wash their hands after using or throwing away tissues.</p> <p>Most children who are unwell will recover in a few days with rest and plenty of fluids.</p>			
Awareness of policies and procedures	<u>H</u>	<ul style="list-style-type: none"> <li>All staff and volunteers are aware of all relevant policies and procedures, including, but not limited to, the following: <ul style="list-style-type: none"> <li><u>Health and Safety Policy</u></li> </ul> </li> </ul>	<u>Y</u>	<u>Headteacher</u>	<u>M</u>

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		<ul style="list-style-type: none"> <li>- <a href="#">Infection Control Policy</a></li> <li>- <a href="#">First Aid Policy</a></li> <li>- <a href="#">Behavioural Policy</a></li> <li>• Pupils are supported to understand and follow the relevant school policies and procedures, including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- <a href="#">Health and Safety Policy</a></li> <li>- <a href="#">Infection Control Policy</a></li> <li>- <a href="#">Behavioural Policy</a></li> </ul> </li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>- DfE (2021) 'Schools coronavirus (COVID-19) operational guidance (applies from step 4)'</li> <li>- DfE (2021) 'Use of PPE in education, childcare and children's social care'</li> </ul> </li> <li>• Staff receive any necessary training on measures that have been implemented that are relevant to their role, e.g. infection control and pupil wellbeing.</li> <li>• The school keeps up-to-date with advice issued by, but not limited to, the following:               <ul style="list-style-type: none"> <li>- DfE</li> <li>- NHS</li> <li>- PHE</li> <li>- Department of Health and Social Care</li> <li>- The school's local health protection team (HPT)</li> </ul> </li> <li>• All staff, volunteers, parents, pupils, visitors and contractors are made aware of relevant infection control and other measures in place via</li> </ul>			

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		<p><a href="#">email</a>, particularly any changes to processes to allow for the full opening of the school.</p> <ul style="list-style-type: none"> <li>Pupils are made aware of the measures that are in place, e.g. infection control and behaviour expectations, via various methods, including visual aids around the school and reminders from staff.</li> <li>The <a href="#">SLT</a> reviews relevant school policies to ensure they account for new provisions.</li> </ul>			
Contact with potential or confirmed coronavirus cases	H	<ul style="list-style-type: none"> <li>Parents are informed not to bring their children onto the school premises if they show symptoms of, or have tested positive for, coronavirus.</li> <li>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, loss or change in sense of smell or taste, and a high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <li>Pupils and parents are made aware that pupils under the age of 18 are no longer required to self-isolate if they are identified as a close contact of a positive case.</li> <li>Pupils and parents are made aware that fully vaccinated adults who are identified as a close contact of a positive case do not need to self-isolate unless they develop symptoms or produce a positive test.</li> <li>Instances of staff, pupils, visitors and volunteers displaying symptoms of coronavirus / respiratory infections are managed in line with local and national guidance and the <a href="#">Infection Control Policy</a>.</li> <li>Pupils being sent home after displaying symptoms who are awaiting collection by a parent are moved to a room where they can be isolated, with an open window for ventilation where possible. If it is not possible to isolate the pupil, they are moved to an area which is at least two metres away from others. If required, a member of staff supervises the pupil.</li> <li>Emergency assistance is called immediately if the pupil's symptoms worsen and they require further medical care.</li> </ul>	Y	Headteacher	M

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		<ul style="list-style-type: none"> <li>PPE is worn by supervising staff if direct personal care is needed and they cannot maintain a distance of two metres.</li> <li>The school does not routinely take the temperature of pupils.</li> </ul>			
Face coverings	H	<ul style="list-style-type: none"> <li>Students who wish to wear a mask should bring a mask to school with them, though we do have some available that can be collected from Reception should they forget or break one.</li> <li>Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expressions to communicate, are worn where appropriate.</li> <li>Face visors or shields are not worn as an equivalent alternative to face coverings; however, they can be worn by those exempt from wearing face coverings.</li> <li>The school has a contingency supply of face coverings.</li> <li>Anyone struggling to access a face covering, or unable to use their face covering because it has been forgotten or soiled, is provided with one from the school's contingency supply.</li> </ul>	Y	Headteacher	M
PPE	H	<ul style="list-style-type: none"> <li>PPE is distributed to staff who provide intimate care for pupils and for cases where a pupil becomes unwell with symptoms of coronavirus / respiratory infection whilst in school and a distance of two metres cannot be maintained.</li> <li>Used PPE is disposed of properly using bins provided around the school. Staff and pupils are told not to use recycling bins for the disposing of PPE.</li> <li>All PPE waste is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag and stored in a suitable and secure place, marked for storage for 72 hours. Following this period, it is put in the communal waste area.</li> </ul>	Y	Headteacher	M
Hand cleaning and respiratory hygiene	H	<ul style="list-style-type: none"> <li>Staff, pupils, visitors and contractors are informed that enhanced hygiene practices are in place.</li> <li>Suitable handwashing facilities are provided for individuals to wash / sanitise their hands regularly and at the following intervals:</li> </ul>	Y	Headteacher	M

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		<ul style="list-style-type: none"> <li>- Arrival at school</li> <li>- Return from breaks</li> <li>- Before and after eating</li> <li>• Visual aids are displayed throughout the school reminding pupils to wash their hands regularly and follow the 'catch it, bin it, kill it' approach.</li> <li>• Pupils are instructed to cough or sneeze into their inner elbow and use a tissue to cover their mouths and noses where possible, disposing of the tissue in lidded bins.</li> </ul>			
Cleaning	H	<ul style="list-style-type: none"> <li>• The school maintains an appropriate cleaning schedule which includes the regular cleaning of areas and equipment. There is a particular focus on frequently touched surfaces.</li> <li>• The <b>Facilities Manager</b> implements a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> <li>- More frequent cleaning of rooms and shared areas (including classrooms and eating areas) that are used by different groups.</li> <li>- Frequently touched surfaces being cleaned more often than normal.</li> <li>- Provision for ensuring toilets are cleaned regularly.</li> </ul> </li> <li>• The necessary areas of the school are deep cleaned with suitable cleaning agents and in line with the <b>COSHH Policy</b>.</li> <li>• All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed.</li> <li>• All areas that remain temporarily closed, or partially closed for cleaning or infection control purposes, are clearly signposted.</li> <li>• Adequate amounts of suitable cleaning agents are available.</li> <li>• PPE is available to members of staff who require it to carry out cleaning safely.</li> </ul>	Y	<b>Facilities Manager</b>	M

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Social distancing	M	<ul style="list-style-type: none"> <li>Staff and pupils are informed they no longer need to adhere to social distancing measures in school unless directed.</li> <li>Pupils are informed they no longer need to be separated into bubbles in school.</li> <li>In the event of a school or local outbreak, the school adheres to the advice of a director of public health, which may include returning to social distancing measures, including pupil bubbles, temporarily.</li> </ul>	Y	Headteacher	L
Resources	M	<ul style="list-style-type: none"> <li>Staff and pupils have their own individual and frequently used items, e.g. pencils and pens.</li> <li>Pupils only bring essential items to school each day, e.g. lunch boxes, hats, coats, books, stationery.</li> <li>Pupils are permitted to bring bags to school.</li> </ul>	Y	Headteacher	L
Ventilation and heating	M	<ul style="list-style-type: none"> <li>Staff and pupils are made aware that enhanced ventilation is in place.</li> <li>The <b>Facilities Manager</b> checks that all ventilation systems, including fume extraction systems, are in working order in accordance with manufacturer's recommendations, and that there are no blockages present in external or internal vents.</li> <li>All ventilation systems remain energised in normal operating mode.</li> <li>Where mechanical ventilation is used, recirculatory systems are adjusted to full fresh air where possible.</li> <li>Where possible, the windows of occupied rooms are open. In cold weather, where this causes issues with thermal comfort, the following mitigations are put in place where possible: <ul style="list-style-type: none"> <li>Classrooms are rearranged to minimise the discomfort caused by draughts from open windows, e.g. by moving desks and chairs</li> <li>High level windows are opened in preference to low level to reduce draughts</li> <li>Ventilation is increased while the space is unoccupied, e.g. during break- and lunchtimes</li> </ul> </li> </ul>	Y	Facilities Manager	L

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		<ul style="list-style-type: none"> <li>The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is maintained.</li> <li>Where heating has been switched off or energy supplies for heating have been isolated, a suitably trained individual switches them back on, as required.</li> </ul>			
Fire safety	M	<ul style="list-style-type: none"> <li>A suitably trained individual ensures that all fire detection, alarm system, fire extinguisher and sprinkler checks are up-to-date.</li> <li>The <u>fire safety officer</u> and <u>headteacher</u> ensure that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed.</li> </ul>	Y	Facilities Manager and Headteacher	L
Confirmed cases of coronavirus	H	<ul style="list-style-type: none"> <li>In the event of an outbreak, the school follows public health advice and the <u>headteacher</u> contacts the DfE's dedicated advice service immediately.</li> <li>The school works with the DfE's dedicated coronavirus advice service (or local HPT if the case is escalated) to carry out a rapid risk assessment and identify appropriate next steps.</li> <li>Where required, all parents and staff are informed of the confirmed case; however, the name of the individual is not shared.</li> <li>The individual who tested positive can stop self-isolating after they have finished their isolation period.</li> </ul>	Y	Headteacher	M
Attendance	L	<ul style="list-style-type: none"> <li>The school informs parents and pupils that attendance is mandatory for all pupils.</li> <li>Parents are informed that the usual rules on school attendance apply – this means parents have a duty to ensure that their child attends regularly.</li> <li>The attendance register is taken as normal and absences are followed up.</li> <li>Any concerns from staff, parents and pupils about being on the school site are discussed between appropriate individuals.</li> </ul>	Y	Pastoral Assistant Headteacher	L

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		<ul style="list-style-type: none"> <li>The school uses the additional catch-up funding, as well as existing pastoral and support services, resources and funding, to put in place measures for those families who need additional support to secure pupils' regular attendance.</li> </ul>			
Protecting clinically vulnerable individuals	M	<ul style="list-style-type: none"> <li>Clinically vulnerable and clinically extremely vulnerable (CEV) pupils are supported to attend on-site provision.</li> <li>Pupils who live with someone who is CEV continue to attend school as normal.</li> <li>All CEV pupils attend the school unless they have been advised by their GP or clinician not to attend.</li> <li>The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss their concerns and the infection control measures in place at the school.</li> <li>Clinically vulnerable staff continue to attend school.</li> <li>Staff who live with those who are CEV attend the workplace but ensure they maintain good prevention practice in the workplace and at home.</li> <li>The SLT considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety.</li> </ul>	Y	Headteacher	L
Workforce	M	<ul style="list-style-type: none"> <li>Appropriate support for pupils with SEND remains in place.</li> <li>Line managers discuss and agree any proposed changes in role or responsibility with members of staff.</li> <li>The <u>headteacher</u> ensures safe staffing ratios are met and that all staff have the relevant training to undertake their roles.</li> <li>Arrangements are made to enable specialists, therapists, clinicians and other support staff for pupils with SEND to continue to provide interventions as usual.</li> </ul>	Y	Headteacher	L
Transport	H	<ul style="list-style-type: none"> <li>In the event of a school or local outbreak, the <u>headteacher</u> speaks to the school's LA or transport provider to assess the approach to dedicated school transport they are adopting.</li> </ul>	Y	Headteacher	M

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		<ul style="list-style-type: none"> <li>Fresh air through ventilation is be maximised, particularly through opening windows and ceiling vents.</li> </ul>			
Catering	L	<ul style="list-style-type: none"> <li>The school's kitchen is fully open and operates within usual legal requirements.</li> <li>The <b>Office Manager</b> liaises with catering providers to ensure the kitchens can remain fully open.</li> </ul>	Y	<b>Office Manager</b>	L
Remote learning	L	<p>The school will consider providing remote learning:</p> <ul style="list-style-type: none"> <li>When school leaders decide that it is not possible for their setting to open safely, or that opening would contradict guidance from local or central government</li> <li>When individual pupils, for a limited duration, are unable to physically attend their school but are able to continue learning, for example pupils with an infectious illness</li> </ul>	Y	<b>Assistant Headteacher T and L</b>	L
Uniform	L	<ul style="list-style-type: none"> <li>The usual rules on school uniform apply.</li> <li>Expectations of uniform are communicated to pupils and parents.</li> <li>To mitigate thermal discomfort caused by increased ventilation, pupils are able to wear additional, suitable indoor items of clothing in addition to their usual uniform, as explicitly advised by members of staff.</li> </ul>	Y	<b>Assistant Headteacher Pastoral</b>	
Educational visits	M	<ul style="list-style-type: none"> <li>A full and thorough risk assessment is made in relation to all educational visits to ensure they can be undertaken safely.</li> <li>The school ensures it is prepared to carry out domestic day trips and residential trips.</li> <li>Pupils are allowed on trips to outdoor public places and do not need to be restricted to limits on gatherings, provided: <ul style="list-style-type: none"> <li>A risk assessment is conducted in advance.</li> <li>Good hygiene is maintained throughout.</li> <li>Thorough handwashing happens before and after the trip.</li> <li>The trip is carried out in line with relevant local or national coronavirus guidance.</li> <li>Appropriate insurance arrangements are in place.</li> </ul> </li> <li>The school ensures that it has adequate travel insurance and discusses any questions about cover with its insurance provider.</li> </ul>	Y	<b>EV Coordinator and Headteacher</b>	L

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Curriculum	M	<ul style="list-style-type: none"> <li>All pupils are given the support required to make good progress.</li> <li>Relevant staff members discuss how the government's curriculum expectations can be met and ensure this is communicated across the school.</li> </ul>	Y	Headteacher	L
Behaviour expectations	L	<ul style="list-style-type: none"> <li>The school's <b>Behavioural Policy</b> sets out behaviour expectations for pupils and is updated in line with new rules and measures.</li> <li>Expectations are communicated clearly to staff, pupils and parents.</li> <li>Pupils who are struggling to reengage with school are supported appropriately.</li> </ul>	Y	Assistant Headteacher Pastoral	L
Wellbeing	M	<ul style="list-style-type: none"> <li>Staff are vigilant in discerning pupil mental health and report any concerns to the <b>Mental Health Lead</b>.</li> <li>The school provides opportunities for pupils to talk about their mental health and experiences during the pandemic.</li> <li>Pupils have access to pastoral support and activities, e.g. opportunities to renew and develop friendships.</li> <li>Pupil and parent surveys are sent out to assess how they feel about being on the school site and to enable staff to act on any concerns pupils and parents may have.</li> <li>Staff and volunteer surveys are sent out to assess how they feel about being on the school site and enable the SLT to act on any concerns staff and volunteers may have.</li> <li>The SLT discusses the implications on staff and pupil workload and puts a plan in place to minimise the risk of stress.</li> <li>The <b>headteacher</b> and the <b>DSL</b> liaise with the LA to determine what additional support is available for pupils who are suffering with their mental health.</li> <li>The <b>headteacher</b> and the <b>SENCO</b> identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available.</li> <li>Teachers and the <b>SENCO</b> work together to ensure pupils with SEND are prepared for changes to their routine.</li> </ul>	Y  (Surveys to be carried out Sept. 2021)	Headteacher	L

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		<ul style="list-style-type: none"> <li>The <b>headteacher</b> and <b>DSL</b> ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support.</li> <li>The <b>DSL</b> ensures that adequate pastoral care is in place to support pupils and staff who require it.</li> <li>The school engages with local immunisation providers to ensure immunisations programmes can be provided on site in line with the relevant protective control measures.</li> <li>Safeguarding issues are managed in line with the <b>Child Protection and Safeguarding Policy</b>.</li> </ul>			
Safeguarding	M	<ul style="list-style-type: none"> <li>The school's <b>Child Protection and Safeguarding Policy</b> is reviewed as necessary to reflect the current operations of the school.</li> <li>The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns, e.g. ongoing bullying.</li> <li>The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it.</li> <li>The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care.</li> <li>The DSL and their deputies are provided with time to help them support staff and pupils in relation to any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies.</li> <li>If a parent elects to educate their child at home, the school considers whether this decision gives greater cause for concern compared to the pupil remaining in school. If there is cause for concern, the DSL considers making a referral to the LA.</li> </ul>	Y	Assistant Headteacher Pastoral	L
Contingency planning	M	<ul style="list-style-type: none"> <li>The school has a <b>Coronavirus (COVID-19): Contingency Plan</b> – also known as an outbreak management plan – that can be implemented if restrictions need to be implemented due to coronavirus.</li> </ul>	Y	Headteacher	L

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Communication	M	<ul style="list-style-type: none"> <li>The <b>headteacher</b> contacts the DfE's advice helpline for specific recommendations for their school</li> <li>The <b>headteacher</b> puts into place any actions or precautions advised by the DfE's helpline or local HPT if necessary.</li> <li>The <b>headteacher</b> liaises with the LA where necessary.</li> <li>Parents are informed via letter.</li> <li>Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues.</li> <li>All staff, pupils, parents, visitors and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms.</li> <li>The <b>headteacher</b> liaises with the <b>governing board</b> about possible arrangements for running the school where necessary.</li> <li>The <b>SLT</b> is actively present around the school to provide additional support, advice and reassurance.</li> <li>A record is kept of all visitors and contractors that come to the school site.</li> </ul>	Y	Headteacher	L