



The Federation of the Church Schools of Shalfleet and Yarmouth Step 4 Coronavirus Risk Assessment Return to School

Risk assessment carried out by: Elizabeth Grainger (Headteacher) and Sarah Woodburn (School Business Manager)

Signature:

Personnel affected: Students, Staff and Wider School Community

Date Completed: 7th July 2021, 24th August 2021, 31st August 2021, 6th September 2021, 10th November 2021, reviewed 9th December 2021, 14th December 2021, 3rd January 2022, 6th January 2022, 11th January 2022, 14th January 2022, 17th January 2022, 27th January 2022, 25th February 2022, 1st April 2022

Date for review: To be reviewed weekly by the HT and Members of the SLT

Related documents

[Child Protection and Safeguarding Policy, Inclusion Policy, First Aid Policy, Business Continuity Plan, Supporting Pupils with Medical Conditions Policy, Administering Medication Policy, Records Management Policy, Data Protection Policy, Behavioural Policy, Home Education Policy, Social Distancing Policy, Ventilation Policy, Staff Code of Conduct.](#)

For the purpose of this risk assessment, we have used the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19). Schools need to ensure this risk assessment reflects local arrangements and should only close if they do not have enough participating pupils or staff to warrant the school remaining open.

If you have, or are showing symptoms of, coronavirus (COVID-19) (a new continuous cough, a high temperature, or a loss of, or change in, your normal sense of taste or smell – anosmia), or have someone in your household who is, you should not be in a childcare setting, school or college. You should be at home, in line with the [guidance for households with possible coronavirus infection.](#)

If you have symptoms you should arrange to have a test to check if you have coronavirus.

This risk assessment shows the measures taken by the Federation of the Church Schools of Shalfleet and Yarmouth to prevent the spread of Coronavirus. It is the responsibility of all staff members to read and adhere to this Risk Assessment – including Social Distancing measures and to take responsibility for their own

Health, Safety and Wellbeing.

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

General School/Preschool Awareness/School Site/Operational					
Focus Area	Identified Risk	Risk Rating Prior To Measures	Measures Put in Place	Who	Risk Rating Post Measures
Awareness/ Communication	<p>School Community not adhering to the Government Advice</p> <p>School Community not aware of the infection control procedures in the school</p> <p>School unable to contact Parents/Carers</p>	Major High	<p>Staff and Volunteers</p> <ul style="list-style-type: none"> All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 The Health Protection (Notification) Regulations 2010 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' DfE and PHE (2021) 'COVID-19: guidance for educational settings' DfE and PHE (2021) 'Guidance for full opening – schools' Staff are made aware of the school's infection control procedures in relation to coronavirus Staff to have a clear understanding of the expectations outlined in the Risk Assessments <p>Whole School</p> <ul style="list-style-type: none"> The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> DfE, NHS, Department of Health and Social Care, PHE ,The school's local health protection team (HPT) <p>This is communicated as advice is updated.</p> <p>Parents</p>	HT/Admin	Severe Medium

			<ul style="list-style-type: none"> Ask parents to ensure that the school has the most up to date contact details for family members and alternative contacts The school communicates with parents via letter and is put on the website and via Dojo Parents are made aware of the school's infection control procedures in relation via letter and social media Schools keep parents adequately updated about any changes to infection control procedures as necessary. <p>Pupils</p> <ul style="list-style-type: none"> Pupils are made aware of the school's infection control procedures <p>General</p> <ul style="list-style-type: none"> Clear, regular communication with the Governors, parent community, staff and pupils of expectation and measures put in place 		
Policies	<p>School Community not adhering to the the Federation Policies</p> <p>School Community not aware of changes to the Federation Policies</p> <p>School Community not acting in accordance with the Federation Policies</p>	Major High	<ul style="list-style-type: none"> All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy Infection Control Policy First Aid Policy Safeguarding Policy, Behaviour Policy, Attendance Policy, Social Distancing Policy, Ventilation Policy and Health and Safety Policy updated to reflect current situation and procedures The Behavioural Policy and Staff Code of Conduct is adhered to at all times, even while working remotely including the Covid-19 Appendix The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus 	HT/SLT	Severe Medium
Safety Equipment	<p>There is not enough stocks in place for handwashing, tissues and/or PPE</p> <p>Staff and the</p>	Major High	<ul style="list-style-type: none"> Ensure stocks for handwashing, tissues and PPE are in place, regularly monitored and ordered to maintain a stock in case of a breakout Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to – including the main entrance. 	Admin Staff Members	Severe Medium

	<p>Admin Team do not replenish stock supplies</p> <p>Classrooms do not have appropriate bins</p>		<ul style="list-style-type: none"> • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas. • Bar soap is not used, in line with the <u>Infection Control Policy</u> – liquid soap dispensers are installed and used instead. • Replenish stock as needed • Staff to also self-replenish from stocks • Ensure dispensers are full at the start of each day • Ensure each classroom/occupied rooms have a lidded bin 		
<p>Contractors/Visitors Supply Staff/Therapists/Coaches/Visitors /Trainee Teachers/Volunteers/Preschool/Contractors/Visitors on site</p>	<p>There would be additional members of the community on the school site which increases the risk of infection</p> <p>Contractors are not aware of the hygiene/reporting procedures at school</p>	<p>Major High</p>	<p>Contractors/visitors</p> <ul style="list-style-type: none"> • Ensure that all visitors and contractors have signed in with the date of entry/exit and a contact telephone number. • All contractors/visitors expected to clean hands or use gel before using facilities • Contractors/Visitors informed any requirements 	<p>SBM</p>	<p>Severe Low</p>
<p>Drop Off/Pick Up</p>	<p>Risk of infection being passed on whilst on public transport</p> <p>Risk of infection being passed onto others whilst dropping off and picking up children</p>	<p>Major High</p>	<ul style="list-style-type: none"> • Parents/Staff members encouraged to walk/cycle to school where possible • Parent to park in the designated bays in the drop off area, at their allotted arrival and pick up time. Parents are responsible for getting their child out of and into their car and safely onto the pavement – Staff members to oversee (Shalfleet) 	<p>HT/SBM</p> <p>Pick Up/Drop Off Staff</p>	<p>Severe Low</p>
<p>Ventilation Whole School/preschool</p>	<p>There would be a high risk of the transmission of the virus without appropriate ventilation</p>	<p>Major High</p>	<ul style="list-style-type: none"> • When school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained. • Poorly ventilated spaces should be identified and steps taken to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example school plays. • 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. 	<p>Staff Members</p>	<p>Major Medium</p>

			<ul style="list-style-type: none"> 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) 		
Cleaning Whole School	There would be a high risk of transmission of the virus without regular and thorough cleaning, using appropriate resources, of the premises, surfaces, touch points, equipment and resources	Major High	<ul style="list-style-type: none"> Cleaning schedules should be maintained. This includes regular cleaning of areas and equipment with a particular focus on frequently touched surfaces Cleaning Packs available in each classroom containing antibacterial sanitiser, surface cleaning spray, disposable cloths, disposable plastic gloves, disposable face masks, goggles, sick bags, disposable aprons. Please inform admin if you require any top up Contract Cleaners (Top Mops) are employed by the school 	Admin SBM Staff Members	Major Medium
School Meals	If school meals were eaten in the hall, there would be difficulty in social distancing and cleaning in between sittings	Possible High	<ul style="list-style-type: none"> Tables and equipment cleaned thoroughly before/after use. Normal service to resume 	SBM Staff Members	Remote Medium
Vacant Premises In the event of lockdown	There are Security Risks in the event of a closed school – such as attempted break ins, unauthorised use of the school grounds	Minor Low	<ul style="list-style-type: none"> Access to the school is restricted The <u>head teacher</u> and <u>site manager</u> remain on-call in case of an emergency or if access to the school is required. External signage is visible to show that the school is closed and that access is restricted. Valuable school property and equipment is identified and reasonable measures are in place to ensure security. Any hazards are reported to the <u>head teacher</u> as soon as possible and issues are resolved prior to school returning to usual business. Legionella tests are carried out regularly at both school sites by WSM 	HT SBM Caretaker	Minor Low
Fire Alarm	Risk of infection being passed on whilst children are evacuating the building if the	Major High	<ul style="list-style-type: none"> Classes to be allocated areas on the school playground, away from the school building Fire Alarm practise will take place to ensure measures are adequate Fire alarm testing and drills to continue as normal 	Staff Members	Severe Low

	fire alarm goes off				
Hygiene	The risk of transmission of the virus is high without putting appropriate hygiene measures in place	Major High	<ul style="list-style-type: none"> Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser. Catch it, Bin It, Kill It procedure reinforced if someone sneezes or coughs 	Staff Members	Major Medium

STAFF					
			Key Actions	Who	Notes
Availability/Organisation	There is not enough staff to safely accommodate the children back at school	Major High	<ul style="list-style-type: none"> Normal working hours and practise Members of staff who are pregnant are advised to follow the relevant guidance available for clinically vulnerable people – see separate individual staff Risk Assessment Classroom staff are to keep their emails open on their desktops so admin and other members of staff can email information. Redeployment of staff/supply staff to cover 	HT/SLT	Major Medium
Wellbeing	Staff members mental health and anxiety could be high in relation to concerns about CV-19	Major High	<ul style="list-style-type: none"> Staff to know that members of SLT are there for them at any time – telephone numbers provided Workload agreements put in place with staff members (limit on email contact. Cut off time) SLT are available for any wellbeing conversations to discuss any concerns and explain measures that have been put in place. School Leaders will put into place as far as possible additional measures where appropriate Members of staff are encouraged to use the Education Support Partnership for support for mental health and wellbeing Conversations will take place with any member of staff who wants to discuss the feasibility of home working Staff can use the wellbeing garden at Shalfleet, the gazebo at Yarmouth and the amphitheatre on the Freshwater site 	HT/SLT Staff Members	Major Medium
Lateral Flow Testing	Not engaging could increase the spread of Coronavirus	Major High	<ul style="list-style-type: none"> Regular asymptomatic testing is no longer recommended in any education or childcare setting. Therefore, settings will no longer be able to order test kits. 		

Pupils					
Pupils			Key Actions	Who	Notes
Hygiene	The risk of transmission of the virus is high without putting appropriate hygiene measures in place	Major High	<ul style="list-style-type: none"> Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser. Catch it, Bin It, Kill It procedure reinforced if someone sneezes or coughs Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units. If there are children who need support with this, they should be helped with the member of staff washing their hands immediately after assistance Ensure all fruit is washed thoroughly at fruit time 	Pupils All Staff Members	Major Medium

Organisation/ Attendance	<p>The risk of children going missing in education</p> <p>The risk of increased safeguarding concerns</p>	Major High	Attendance <ul style="list-style-type: none"> • Children who are unwell and have a high temperature should stay at home and avoid contact with other people. They can go back to school or childcare when they no longer have a high temperature and are well enough to attend • Children with a positive COVID-19 test result should try to stay at home and avoid contact with other people for 3 days. • School attendance is mandatory for all pupils. Normal attendance rules will apply, including: <ul style="list-style-type: none"> ○ Parents' duty to secure their child's regular attendance at school (where the child is a registered pupil at school and they are of compulsory school age) ○ The ability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct. 	HT/SLT Admin Team Staff Members	Major Medium
Remote education	Risk to children's educational attainment Staff working from home	Medium High	<p>Where appropriate, we should 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. School is required to provide remoted education to pupils covered by the direction where their attendance would be contrary to government guidance or legislation around COVID-19.</p> <p>Remote education provided should be equivalent in length to the core teaching pupils would receive in school</p> <p>School 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>		
Educational visits	Outbreak/potential infection	Medium High	<ul style="list-style-type: none"> • Educational visits should be subject to risk assessments as normal and reflect any public health advice. Please refer to the <u>General guidance on educational visits</u> guidance. • Please ensure that all bookings have adequate financial protection in place. Please speak to the visit provider, commercial insurance company to access the protection available. 		
Delivery of PE	Risk of infection being spread	Medium	Key principles for supporting safe PESSPA: <ul style="list-style-type: none"> • Clean frequently touched surfaces • Wash hands frequently as part of a clear hygiene regime • Minimise contact • Ensure good respiratory hygiene • Ensure pupils are regularly informed about what good hygiene is. Decide 		

			<ul style="list-style-type: none"> the approach to enhance hygiene (for example, toilet use, hand washing) and decide on the policy related to usually shared items (for example, practical equipment). <p>PE Clothing</p> <ul style="list-style-type: none"> Students to attend in their PE kit for the whole day on the day when they have a timetabled physical education lesson in order to limit or avoid the use of the changing areas. This is a whole school decision. You may want to consider back up clothing for when the weather is poor. <p>PE equipment</p> <ul style="list-style-type: none"> Equipment will need to be cleaned after each use. You will need to make a decision on which equipment is easier to build into lessons and take into account the cleaning regime at the end of the sessions. Hand washing routines will mean more equipment is available to pupils, however it is often easier to plan for and discourage the sharing of equipment to mitigate against virus transmission. Washing hands/ hand sanitiser Opportunities for handwashing before and after the lesson must be available Hand sanitiser should be readily available for students to use throughout the day. This is in addition to regular handwashing. 		
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Coronavirus Key Actions – in event of illness

Specific Issue	Identified Risk	Risk Rating Prior to Measures	Measures put in Place	Who	Risk Rating Post Measures
Adults with the symptoms of a respiratory infection, and who have a high temperature or feel unwell	Spread of infection	High	<ul style="list-style-type: none"> Adults 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 		Severe Low
Children and young people who are unwell and have a high temperature	Spread of infection	High	<ul style="list-style-type: none"> Children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people. They can go back to school or childcare when they no longer have a high temperature, and are well enough to attend school 		Low

Adults with a positive COVID-19 test result	Spread of infection	High	<ul style="list-style-type: none"> Adults with a positive COVID-19 test result should try to stay at home and avoid contact with other people for 5 days, which when they most infectious. 		Medium
Children and young people (aged 18 and under) with a positive COVID-19 test result	Spread of infection	High	<ul style="list-style-type: none"> For children and young people aged 18 and under should try to stay at home and avoid contact with other people for 3 days 		Medium
Teacher shortage	There are not enough teachers to educate/supervise the children	Minor Low	<ul style="list-style-type: none"> Splitting classes/SLT Cover/Alternate teacher from across the Federation will only be used where absolutely necessary Where too many – partial closure for certain classes or part time/AM/PM classes. 	SLT	Minor Low
Clinically Extremely Vulnerable Staff	Members of staff who are clinically extremely vulnerable at risk of catching CV-19	Major High	<ul style="list-style-type: none"> People previously considered to be particularly vulnerable, clinically extremely vulnerable, and high or higher-risk are not being advised to shield again. Children and young people who were previously identified as being in one of these groups are advised to continue to follow <u>Guidance for people previously considered clinically extremely vulnerable from COVID-19.</u> Children and young people previously considered CEV should attend school and should follow the same <u>COVID-19 guidance</u> as the rest of the population. 	Staff SLT	Minor Low
Vaccination	All staff	Major High	<ul style="list-style-type: none"> We recommend all school staff take up the offer of a vaccine. 		
Pregnant Staff	Pregnant Member of staff contract the virus endangering themselves and their unborn baby	Major High	<ul style="list-style-type: none"> Guidance for pregnant employees should be followed Ask staff member to contact their midwife to seek advice. A separate Risk Assessment should be completed for pregnant members of staff. 	SLT	Severe Low
Kitchen shut down	School would be unable to provide a hot meal for the children	Minor Low	<ul style="list-style-type: none"> Parents to provide packed lunches. Engage with Chartwells to provide FSM meals from another school setting 	SLT Families	Minor Low
Leadership Shortage	There would not be a member of leadership on the school site	Minor Low	<ul style="list-style-type: none"> Access via phone/Skype/Zoom 	SLT Staff	Minor Low
Admin Shortage	There would not be a member of the admin team on the school site	Minor Low	<ul style="list-style-type: none"> Cover with TAs/SLT Inform parents not to phone unless emergency/use email 	Site	Minor Low