

Poplar Farm School

COVID Risk Assessment



Assessment conducted by: Kate Hodson	Job title: Headteacher	Covered by this assessment: Staff & Pupils
Date of assessment: June 2022	Review interval: Termly	Date of next review: September 2022
Related documents		
COVID Outbreak Management Plan, Behaviour Policy, First Aid Policy, COSHH Policy/ Risk Assessment, Fire Policy, Attendance Policy, Safeguarding and Child Protection Policy, Staff Wellbeing Policy, EYFS Policy, Intimate Care Policy, Remote Learning Plan.		

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

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 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?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	M	<ul style="list-style-type: none"> • 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"> - COVID Outbreak Management Plan - Behaviour Policy - First Aid Policy - 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"> - Behaviour Policy - All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - DfE (2022) 'Schools coronavirus (COVID-19) operational guidance' - [Early years settings] DfE (2022) 'Actions for early years and childcare settings during the coronavirus (COVID-19) outbreak' - DfE (2021) 'Health and safety: responsibilities and duties for schools' - [New] HM Government (2022) 'COVID-19 Response: Living with COVID-19' • Staff receive any necessary training on measures that have been implemented that are relevant to their role, e.g. infection control and pupil wellbeing. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - PHE - Department of Health and Social Care - The school's local health protection team (HPT) • All staff, volunteers, parents, pupils, visitors and contractors are made aware of relevant infection control and other measures in place via email, letter, notices, newsletters or verbal communication particularly any changes to processes to allow for the full opening of the school. 	Y	KH	Feb 2022	L

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		<ul style="list-style-type: none"> 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. The headteacher and LSB reviews relevant school policies to ensure they account for new provisions. 				
Understanding of self-isolation advice	M	<ul style="list-style-type: none"> Staff, parents, pupils and visitors are informed of the national guidance regarding self-isolation. From 24 February 2022, the legal requirement to self-isolate following a positive coronavirus test will be removed. If your school is implementing any additional guidance on self-isolation, you need to make sure staff, parents, pupils and visitors are made aware of this. Staff, parents, pupils and visitors are informed of any additional school-level advice on self-isolation. Staff, parents, pupils and visitors are made aware of any changes to self-isolation guidance. Staff are informed that they do not legally need to tell the school if they need to self-isolate. 	Y	KH	Feb 2022	L
Close contact with confirmed coronavirus cases	H	<ul style="list-style-type: none"> Staff, parents and pupils are made aware that the routine contact tracing conducted by NHS Test and Trace ends from 24 February. Staff, parents and pupils are informed that from 24 February close contacts of positive cases are not required to take daily tests (if they are fully vaccinated or under 18) or self-isolate (if they are an unvaccinated adult). Individuals confirmed as close contacts of a positive case of coronavirus are encouraged to follow national guidance on precautions they can take to reduce the risks to themselves and others. Pupils and parents are made aware that, from 16 August 2021, fully vaccinated adults who are identified as a close contact of a positive case will not need to self-isolate unless they develop symptoms or produce a positive test, as long as they are fully vaccinated. 	Y	KH	Feb 2022	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Contact with individuals who develop coronavirus symptoms at school	H	<ul style="list-style-type: none"> • The legal requirement to self-isolate if you have coronavirus ends on 24 February. • If anyone develops coronavirus symptoms while at school, they are sent home and informed of the national guidance on what to do if you have symptoms or test positive for coronavirus. • The school will ask parents / carers to seek medical advice e.g. take a PCR or lateral flow test, to ascertain when it is safe and appropriate for their child to return to school. • The school will provide parents / carers with a lateral flow test upon request should these be available (in stock) within school. The school WILL NOT administer a lateral flow test on behalf of a parent/ carer. • Pupils being sent home after displaying symptoms who are awaiting collection by a parent are moved to sit outside the main office. If required, a member of staff supervises the pupil. • If the pupil needs to use the toilet while awaiting collection, they use the disabled toilet (reception area). The toilet is cleaned and disinfected using standard cleaning products before being used by anyone else. • Emergency assistance is called immediately if the pupil's symptoms worsen, and they require further medical care. • PPE is worn by supervising staff if direct personal care is needed and they cannot maintain a distance of two meters. • Symptomatic individuals are directed to not use public transport to get home. • Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds with soap and running warm water or hand sanitiser. The area around the symptomatic individual is cleaned with normal household bleach after they have left the premises. 	Y	KH	Feb 2022	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Staff members who have helped someone with symptoms and any pupils who have been in close contact with them are informed that they do not need to self-isolate unless they develop symptoms themselves. 				
Managing confirmed cases of coronavirus	H	<ul style="list-style-type: none"> Staff, pupils and parents are informed, via letter, of how the school responds to confirmed cases of coronavirus. Where an individual in the school community tests positive for coronavirus, the school follows public health advice and procedures. Individuals who test positive for coronavirus, self-isolate in line with the latest government guidance. Where required, relevant parents and staff are informed of the confirmed case; however, the name of the individual is not shared. The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation. 	Y	KH	Feb 2022	M
PPE	M	<ul style="list-style-type: none"> PPE is distributed to staff who provide intimate care for pupils and for cases where a pupil becomes unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained. Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties. When working with pupils who cough, spit or vomit but do not have coronavirus symptoms, staff only wear PPE that would routinely be worn. 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. 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. 	Y	KH SW	Feb 2022	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Hand cleaning and respiratory hygiene	M	<ul style="list-style-type: none"> • Hand sanitiser is available throughout the school for staff and visitors. • Suitable handwashing facilities (inc. hand sanitiser) are provided for individuals to wash their hands regularly and at the following intervals: <ul style="list-style-type: none"> - Appropriate transition times e.g. when entering school and after playtimes. - After using the toilet. - Before and after eating • There is an adequate amount of handwashing stations, which are kept well-supplied with soap and running water or hand sanitiser. • Adequate amounts of tissues and bins are available in the relevant areas. • Visual aids are displayed throughout the school reminding pupils to wash their hands regularly and follow the 'catch it, bin it, kill it' approach. • A plan is created to assimilate the hand-washing routine and 'catch it, bin it, kill it' approach into school culture, supplemented by behaviour expectations and communication around the importance of the personal hygiene. • Pupils are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any. • 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 the bin. • Younger pupils and those with complex needs are supported to ensure they adopt good hand cleaning and respiratory hygiene practices. • Individual risk assessments are conducted for pupils with complex needs who struggle to maintain good respiratory hygiene. 	Y	KH Teachers	Feb 2022	L
Cleaning	M	<ul style="list-style-type: none"> • 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. • The school is cleaned at the end of every day by cleaning staff. To support with regular cleaning (as above) staff within classrooms are provided with 	Y	SW All Staff	Feb 2022	L

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		appropriate cleaning materials to ensure that this happens. Classroom staff should clean touch points and surfaces at least once a day (before lunchtime) with antibacterial spray. Cleaning equipment is kept out of reach of school pupils.				
Testing	M	<ul style="list-style-type: none"> Staff, parents and pupils are informed that staff and pupils no longer need to take a lateral flow device (LFD) test twice a week at home. If an individual tests positive for coronavirus via an LFD or PCR test, they are told to follow the national guidelines on self-isolation. If staff are concerned that they have one of the main symptoms of COVID-19 then they will be asked to take a PCR or LFD test. The school will provide staff with an LFD test should these be available (in stock) within school. 	Y	All Staff	Feb 2022	L
Attendance	M	<ul style="list-style-type: none"> The school informs parents and pupils that attendance is mandatory for all pupils, unless they are self-isolating. The attendance register is taken as normal and absences are followed up, in line with the Attendance Policy. Where a pupil is unable to attend the site because they are following clinical and/or public health advice, they are offered access to remote education immediately. Any concerns from staff, parents and pupils about being on the school site are discussed between appropriate individuals. Pupils who are reluctant or anxious to attend school are identified and relevant staff members develop plans to reengage these pupils. The school works with the LA to engage with families who are abroad to understand the pupils' circumstances and their plans to return. The school will encourage families to return where they are able to, emphasising the benefits of regular school attendance and reminding them that school attendance is mandatory. 	Y	KH SLT PM	Feb 2022	L

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Protecting clinically vulnerable individuals	H	<ul style="list-style-type: none"> A separate Individuals at High Risk from Coronavirus (COVID-19) Risk Assessment is carried out and followed. 	Y	KH	Feb 2022	M
Unvaccinated members of staff	M	<ul style="list-style-type: none"> The school encourages all eligible staff to take up the vaccine offer and publicises the benefits using impartial, factual information in line with NHS guidance. The school enables staff who are eligible for vaccination to attend booked appointments, including during term time where possible. The school consults with its recognised trade unions when implementing its approach to vaccinations. The headteacher ensures all line managers are aware of the school's approach to vaccinations and implement it accordingly. The school asks for the vaccination status of members of staff on the basis that schools are a place of high contact and its need to protect other staff and pupils. Where a member of staff raises concerns about the vaccine, their line manager or a trusted member of staff discusses the matter with them openly and honestly, listening to any concerns without pressuring the staff member to make a decision. Copies of any communications produced by the school regarding vaccination are retained, in line with the Data Protection Policy, in case of complaints from a member of staff. Unvaccinated members of staff are reminded by their line manager to pay particular attention to the school's existing system of controls, e.g. regular handwashing. The headteacher considers additional measures to protect unvaccinated staff members on a case-by-case basis. 	Y	KH BM	Feb 2022	L

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		<ul style="list-style-type: none"> In all cases, the school does not discriminate against any member of staff who has not being vaccinated for any reason, and adheres to its duties under the Equality Act 2010. The school consults legal advice in all cases where there is the possibility of a dispute regarding the vaccination status of a member of staff or its organisational approach to vaccines. 				
Remote learning	M	<ul style="list-style-type: none"> While attendance is mandatory, remote learning is provided for pupils who are following clinical or government guidance to stay at home, e.g. where they are self-isolating. All such pupils not physically unwell are given access to remote education as soon as reasonably practicable. The headteacher ensures that pupils taught remotely in EYFS & KS1 are set work that as a minimum covers three hours a day on average, and ensures that pupils taught remotely in KS2 are set work that as a minimum covers four hours a day. The headteacher ensures that all teaching staff understand these expectations and know how to seek help if they feel unable to meet them. The school will continue to upload remote learning onto Class Dojo following the same expectations as before. Parents are provided with information and support about how to access remote learning when they contact the school office. Class teachers are responsible for ensuring that remote learning is completed a feedback provided via Class Dojo. 	Y	KH Teachers	Feb 2022	L
Educational visits	M	<ul style="list-style-type: none"> Educational visits are conducted in line with government guidance. This includes the COVID-secure measures in place at the destination. A full and thorough risk assessment is made in relation to all educational visits to ensure they can be undertaken safely, and all trips are conducted in line with their risk assessment. 	Y	BM (EVC) Teaching Staff	Feb 2022	L
Extracurricular activities and	M	<ul style="list-style-type: none"> The school works to provide all before and after school educational activities and wraparound childcare for all pupils. 	Y	KH BM	Feb 2022	L

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wraparound provision		<ul style="list-style-type: none"> • Wraparound provision is run in line with the current government guidance, i.e. is COVID-secure. • Parents are able to access wraparound and extracurricular provision for their children, without any restrictions on the reasons for which they may attend 		LT GE		
Wellbeing	M	<ul style="list-style-type: none"> • Staff are vigilant in discerning pupil mental health and report any concerns to KH. • The school provides opportunities for pupils to talk about their mental health and experiences during the pandemic. • Pupils have access to pastoral support and activities, e.g. opportunities to renew and develop friendships. • The SLT discusses the implications on staff and pupil workload and puts a plan in place to minimise the risk of stress. • BM to liaise with the appropriate services to determine what additional support is available for pupils who are suffering with their mental health. • The SENDCO identifies pupils with additional needs and puts provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available. • The DSL and DDSL's ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support. • The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it. • Safeguarding issues are managed in line with the Safeguarding Policy. • Staff are vigilant in discerning pupil mental health and report any concerns to the DSL, DDSL or a member of SLT. • Staff and pupil bereavement is managed in line with the school policy. 	Y	SLT Staff	Feb 2022	L
Safeguarding	M	<ul style="list-style-type: none"> • The school's Child Protection and Safeguarding Policy is reviewed as necessary to reflect the current operations of the school. 	Y	KH	Feb 2022	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Contingency planning	M	<ul style="list-style-type: none"> A remote education plan is in place for pupils who are self-isolating, shielding or are not able to be in school due to local or national restrictions/ measures being in place. The school has a Coronavirus (COVID-19): Contingency Plan - also known as an outbreak management plan - that can be implemented if restrictions need to be implemented due to coronavirus. This is displayed on the school's website. 	Y	KH	Feb 2022	L
Communication	M	<ul style="list-style-type: none"> The headteacher contacts the DfE's advice helpline for specific recommendations for their school. The headteacher puts into place any actions or precautions advised by the DfE's helpline or local HPT if necessary. The headteacher liaises with the LA where necessary and disseminates any local guidance to staff, where required. The school's website is kept up-to-date with any important information regarding the running of the school during the coronavirus pandemic, e.g. local arrangements. Parents and pupils are informed via letter about the relevant information regarding the running of the school during the coronavirus pandemic, including any pick-up and drop-off arrangements. Staff and volunteers are informed via email about the relevant information regarding the running of the school during the coronavirus pandemic. The headteacher liaises with the LSB and Trust about possible arrangements for running the school during the coronavirus pandemic, where necessary. All staff, pupils, parents, visitors and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and what to do if others display symptoms. The SLT is actively present around the school to provide additional support, advice and reassurance. 	Y	KH	Feb 2022	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Ventilation	M	<ul style="list-style-type: none"> • The school has a clear approach to increasing ventilation and minimising risk of aerosol transmission. • Particular consideration is given to ventilation when hosting events where visitors such as parents are on site, e.g. school productions. • The site manager checks that all ventilation systems are in working order in accordance with manufacturer's recommendations, and that there are no blockages present in external or internal vents. • All ventilation systems remain energised in normal operating mode. • Where mechanical ventilation is used, recirculatory systems are adjusted to full fresh air where possible. • A ventilation audit is carried out to assess the quality of ventilation in school spaces. • 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: • Classrooms are rearranged to minimise the discomfort caused by draughts from open windows, e.g. by moving desks and chairs • High level windows are opened in preference to low level windows, to reduce draughts • Ventilation is increased while the space is unoccupied, e.g. during break- and lunchtimes 	Y	SW All Staff	Feb 2022	L
NHS COVID Pass	M	<ul style="list-style-type: none"> • The NHS COVID Pass is not used as a condition of entry for education or related activities, e.g. exams and extracurricular activities. • The school does not use the NHS COVID Pass as a requirement for entry where it is holding specific events, e.g. concerts or parties, that meet attendance thresholds. 	Y	KH	Feb 2022	L