Inclusive Education Trust (IET)
COVID-19 Protective Measures Risk Assessment Template v7 – 1st March 2022

COVID-19 risk assessment template has been prepared in response to the Government's guidance for full opening. The measures set out in this risk assessment provide a framework for school leaders to put in place proportionate protective measures for Students and staff for January 2022. **The Trust Board must take ownership of the risk assessment and have oversight of the principles behind its contents.**

Step 4 – Protective measures

The country's move to Step 4 of the roadmap marked 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. Many protective measures that have been in place in schools are now no longer required in normal circumstances. This risk assessment reflects these changes, setting out the protective measures which will remain in place.

Please note there may be some overlap with targeted Government guidance relating to Variants of Concern such as Omicron, notably regarding the temporary reintroduction of face coverings.

The template risk assessment should be used alongside the government guidance below:

https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own
https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe
https://www.gov.uk/guidance/national-lockdown-stay-at-home#going-to-work
https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak
https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak
Risk assessment - Working safely during the coronavirus (COVID-19) pandemic
Dedicated transport to schools and colleges COVID-19 operational guidance
Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)
Managing coronavirus (COVID-19) in education and childcare settings
Health and safety: responsibilities and duties for schools
Coronavirus (COVID-19): PCR test kits for schools and FE providers - GOV.UK (www.gov.uk)

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https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance (COVID-19: updated guidance for households with possible coronavirus infection)

The following school policies (but not limited to) should also be reviewed and updated as required:

- Behaviour Policy
- Safeguarding & Child Protection Policy
- Health and Safety Policy
- Infection Control Policy
- First Aid Policy
- School Emergency Plan
- School Business Continuity Plan
- Premises Lettings Policy and Contract

Key: **All risks are assessed on the principle of mitigating against the risk of transmission and/or adverse impact of COVID 19**

HIGH: **Risk of transmission or other form of adverse impact of COVID 19 is highly likely**

MEDIUM: Risk of transmission or other form of adverse impact of COVID 19 is possible

LOW: **Risk of transmission or other form of adverse impact of COVID 19 is unlikely**

	Risk rating prior to action H/M/L	Recommended controls/Mitigation and Protective Measures	In place? Yes/No or N/A	Additional control measures to reduce the risk or the reasons why the recommended standard cannot be met.	Actioned by when and by who?	Risk rating following action H/M/L

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Awareness of and adherence to policies and procedures	M	● Health and Safety Policy has been updated in light of the COVID-19 advice ● All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: - **Health and Safety Policy** - **Infection Control Policy** - **First Aid Policy** All staff have regard to all relevant guidance and legislation including, but not limited to, the following: ● 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 (2020) 'COVID-19: guidance for educational settings' ● The school keeps up-to-date with advice issued by, but not limited to, the following: - DfE; NHS; Department of Health and Social Care; PHE ● Staff are made aware of the school's infection control procedures in relation to coronavirus. ● Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media.	Y Y Y Y Y		March 2022 CEO	L

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		• Pupils are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell.	Y Y			
Prevention 1. Minimise contact with individuals who are unwell with COVID-19 symptoms	M	**As of the 24th february 2022** You will not be legally required to self-isolate if you test positive for COVID-19. You will not have to take daily tests or be legally required to self-isolate following contact with someone who has tested positive for COVID-19. As with any infection or illness if you are unwell and not able to be in school you should stay home until you feel well enough to attend			March 2022 CEO	L
Prevention **2.** Where recommended, use of face covering	M	Face coverings are now a personal choice and will not be required in school			March 22 CEO	L
Prevention 3. Clean hands thoroughly more often than usual	M	We will continue to encourage staff and students to clean hands more regularly than normal			March 2022 CEO	L
Prevention	M	'Catch it, bin it, kill it' approach continues to be very important, suitable number of tissues and bins	Y		March 2022 CEO	L

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4. Good respiratory hygiene		available in the school to support pupils and staff to follow this routine. ● Younger pupils and those with complex needs are helped to follow this. ● Risk assessments will be in place for identified pupils with complex needs who struggle to maintain good respiratory hygiene.	Y Y			
Prevention 5. Cleaning and disinfection	M	● Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal. ● Toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet - different groups being allocated their own toilet blocks could be considered but is not a requirement if the site does not allow for it ● Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and Cleaning in non-healthcare settings guidance ● Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. ● The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning	Y Y Y Y Y		March 2022 CEO	L

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		product supplies, should email DfE-CovidEnquiries.COMMERCIAL@education.gov.uk ● The SBM monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.	Y			
Prevention 6. Minimise contact	M	**Educational visits** ● The school will undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP). ● All sports provision, including competition between settings, should be planned and delivered in line with government guidance. ***Temporary additional measures in the event of an outbreak*** ● *If a specific threshold in the school's Outbreak Management Plan is met the following additional measures will be considered.* • *All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. This will be particularly important for secondary schools.*	Y Y Y Y Y	Whilst there are limited opportunities for these types of activities within our AP settings the schools will follow this advice as and when it becomes necessary.	March 2022 CEO	L

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		• *Face Coverings will be encouraged unless exempt* • *Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Supply teachers, peripatetic teachers or other temporary staff can move between settings. They should ensure they minimise contact as much as possible from other staff.*	Y			
Prevention 7. Keep occupied spaces well ventilated	M	• Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. When the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. These can be achieved by a variety of measures including: ○ natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air ○ natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice provides more information.	Y Y Y	The school sites are not in a good state of repair but these measures will be followed wherever possible	March 2022 CEO	L

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		○ To balance the need for increased ventilation while maintaining a comfortable temperature, consider: ○ opening high level windows in colder weather in preference to low level to reduce draughts ○ increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) ○ providing flexibility to allow additional, suitable indoor clothing ○ rearranging furniture where possible to avoid direct draughts ● Heating to be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.				
In specific circumstances **8.** Promote and engage in asymptomatic testing, where available	M	As of the 24th February there testing is not mandatory although we encourage staff and students to test regularly where they can to help keep everyone safe			March 2022 CEO	L
Response to infection 9. Test and trace	M	Public health advice for People with COVID-19 and their contacts changed from 24 February. Contacts are no longer required to self-isolate or advised to take daily tests, and contact tracing has ended.			March 2022 CEO	L
Response to infection	M	As of the 24th February 2022 you are no longer required to self isolate in law.			March 2022	L

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10. Managing confirmed COVID-19 cases		If any staff or students are unwell with COVID then they should treat absence the same as with any other infection / illness			CEO	
Attendance	M	**Clinically extremely vulnerable (CEV)** ● All clinically extremely vulnerable pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. ● Pupils who live with someone who is clinically extremely vulnerable should continue to attend school as normal. ● Further information is available in the guidance on supporting pupils at school with medical conditions and guidance on protecting people who are clinically extremely vulnerable. **Travel and quarantine** ● All pupils travelling to England must adhere to current legislation, details of which are set out in government travel advice.		Schools will follow these guidelines	March 2022 CEO	L
Workforce	M	**Clinically extremely vulnerable (CEV)** ● Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same		Individual RA will be carried out and implemented where appropriate	March 2022 CEO	L

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		guidance as everyone else. It is important that everyone adheres to this guidance. ● The school is able to explain the measures it has in place to keep CEV staff safe at work, noting the Health and Safety Executive's (HSE) guidance on protecting vulnerable workers, including advice for employers and employees on how to talk about reducing risks in the workplace. **Pregnant women** ● Pregnant women are considered 'clinically vulnerable' or in some cases 'clinically extremely vulnerable' to coronavirus (COVID-19) and therefore require special consideration as set out in the guidance for pregnant employees. Employers should carry out a risk assessment to follow the Management of Health and Safety at Work Regulations 1999 (MHSW). Pregnant women of any gestation should not be required to continue working if this is not supported by the risk assessment. • Women who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, should take a more precautionary approach. Employers should ensure pregnant women are able to adhere to any active national guidance on social distancing and/or advice for pregnant				

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		women considered to be clinically extremely vulnerable (this group may previously have been advised to shield).				
Testing	M	In an AP setting it is still mandatory to have twice weekly testing and this will be encouraged We will encourage staff and students to test regularly where test are available		We will encourage all parents to continue with regular testing but cannot guarantee adherence to requests	March 2022 CEO	L
Emergencies	M	● All pupil emergency contact details are up-to-date, including alternative emergency contact details, where required. ● Parents are contacted as soon as practicable in the event of an emergency. ● Pupil alternative contacts are called where their primary emergency contact cannot be contacted. ● The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.	Y Y Y Y		Sept 21 HoC	L
Managing School Transport	M	The LA manage home to school transport and the schools will adhere to requirements set out by the LA		Transport is outside of the school's control and we will endeavour to help transport providers to resolve any issues as they arise.	March 2022 CEO	M

This risk assessment has been agreed by the following:

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Name	Date	Designation	Organisation	Signature
Ron Searle	04-03-22	Chair of board of Trustees	IET	

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