

INVICTUS EDUCATION TRUST

Coronavirus (COVID-19): Risk Assessment Action Plan September 2021

SCHOOL NAME: **RUFFORD PRIMARY SCHOOL**

Assessment conducted by: Alice Middleton	Job title: Headteacher	Risk/Area Covered by this assessment: Rufford Primary School
Date of assessment: September 2021	Date of next review: As and when Government Advice changes	Areas reviewed: Rufford Primary School

The purpose of the risk assessment is for Rufford staff and pupils to return to school safely whilst reducing the risk of Coronavirus Transmission.

- For the purpose of this risk assessment, the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19).
 - The Trust must ensure that this risk assessment reflects the local setting and context of Rufford Primary School. Staff must be consulted with regard to this risk assessment and visitors to site.
 - This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools and office workers

Key:	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concern.
Risk Controls:	The measures that will be taken to minimise the risk.
Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.
Likelihood:	Unlikely = Low, Likely = Medium, Highly Likely/Certain = High IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.
Responsible person:	Julie Duern (HQ) Alice Middleton (Rufford)
Completion Date:	HQ version 3 rd September 2021 (Rufford adapted version 9 th September 2021) Reviewed November 26th 2021 (AM) Reviewed January 2022 AM

Inherent Risk Description/Area of Concern	Inherent Level of risk prior to control L/M/H	Risk Controls	Actions/Comments	Residual Level of risk is now L/M/H	Likelihood 1 Unlikely 2 Likely 3 Highly likely 4 Certain	Responsible person	Planned completion Date
The Trust lapses in following national guidelines and advice, putting everyone at risk	M	To ensure that all relevant guidance is followed and communicated: <ul style="list-style-type: none"> • The Trust to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review its risk assessment accordingly • Information on Trust/school Website and via email to HQ team/school staff. 	The Trust/school to follow Government Guidance of safer working practices for offices. To ensure PPE, signage and relevant employee risk assessments and staff rota are in place before 1 st September 2021 Martin Lopez to circulate communications from HQ AM email school staff	L	1	Julie Duern Sam Webb Alice Middleton Martin Lopez	Ongoing

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		<ul style="list-style-type: none"> Staff updated via emails. Any change in information to be shared with CEO/SLT <p>As a result, the Trust/school has the most recent information from the government, and this is distributed throughout the school community.</p>				Amy BATTERY Alice Middleton	
Poor communication with staff and visitors	M	<ul style="list-style-type: none"> All staff/visitors aware of current actions and requirements and reminded frequently using trust communication systems Head to share risk assessment with all staff <p>As a result, all staff/visitors are adhering to current advice.</p>	Ongoing communications to all as plans change/evolve	L	1	Amy BATTERY Alice Middleton	Ongoing
Lack of awareness of policies and procedures	M	<ul style="list-style-type: none"> COO/HR will ensure that all policies impacted on by coronavirus controls are updated All staff will make themselves aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy Staff absence reporting procedures Control of Infectious Diseases 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 (2020) 'COVID-19: guidance for educational settings' Staff to adhere to PPE guidance and requirements of social distancing and hand washing 	<p>Trust wide policies will be reviewed and amended as necessary by Headquarters</p> <p>The COO will be responsible for reporting to PHE. School staff made aware of designated H&S Officer</p> <p>Admin staff report positive cases via SchoolLife</p>	L	1	Julie Duern Sam Webb	Jan 2021

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Poor hygiene practice	M	<ul style="list-style-type: none"> • Posters are displayed at the entrance to school and around the building reminding staff/pupils/visitors of the hygiene practice required in school (e.g. sanitising hands before entering and leaving the building) • Staff/pupils to wash their hands with soap throughout the day for no less than 20 seconds, or to sanitise • Key messages at work to: <ul style="list-style-type: none"> - Cover coughs and sneezes with a tissue, - To throw all tissues in a bin - To avoid touching eyes, nose and mouth with unwashed hands. • Additional alcohol-based sanitiser and tissues to be provided for staff and pupils • Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance • 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 • Staff may wish to bring in their own crockery/utensils. • Staff are responsible for thoroughly cleaning their own crockery/utensils. • Staff using school crockery/utensils do so at their own risk and any crockery/utensils used must be placed in the dishwasher immediately after use. • Tissues/hand sanitiser to be available in office locations • Each individual is responsible for wiping down their own work area before and after use. • Wipes/sprays/sanitiser are next to photocopiers/printers etc. <p>As a result, all staff/visitors/pupils are adhering to high standards of hygiene to minimise risk of transmission.</p>	<p>Government posters will be used for consistency across the Trust</p> <p>Advice on handwashing displayed around school</p>	L	1	All staff	Ongoing

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Ill health at Work	L	<ul style="list-style-type: none"> • All staff advised of the procedure in work if a member of staff/pupil becomes unwell. • Ensure all staff/pupil absences are appropriately recorded. • Any staff member who displays signs of being unwell with Covid symptoms immediately refers themselves to their line manager/COO and is sent home and told to arrange a PCR test • Any pupil who displays signs of being unwell with Covid symptoms is immediately referred to admin staff/head and is sent home • Parents are advised to arrange a PCR test for the pupil • If pupil needs to use a toilet, they should use the gents toilet which will be cleaned after use. • Staff displaying symptoms of coronavirus do not come in to contact with other staff • If contact with a staff member is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing, eye protection should also be worn • The relevant member of staff calls for emergency assistance immediately if the staff/pupil symptoms worsen • Should staff member be unable to drive then relative is contacted and staff member is isolated until picked up by relative. <p>As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p>	<p>Staff/pupils don't usually attend work if they are unwell.</p> <p>Should they become unwell whilst at work they will be sent home immediately, where necessary next of kin will be contacted.</p> <p>Employee individual risk assessment undertaken of staff with underlying health issues.</p> <p>General sickness not related to COVID will be managed under the Trust's sickness policy.</p>	L	1	<p>Julie Duern Sam Webb</p> <p>Pippa Laight Alice Middleton</p>	Ongoing assessment
Lateral Flow Testing	M	In line with Government Guidance all staff are required to undertake twice weekly Lateral Flow Testing	<p>Staff advised to obtain Lateral Flow Testing Kits from school and to undertake the testing as per the test kit guidance: https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests Any positive LTF Tests will result in the employee leaving work and to take a PCR test as soon as possible at a registered testing site.</p> <p>Positive tests are to be reported to Julie Duern/Alice Middleton</p>	L	1	All Staff	Ongoing

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			Staff are to continue LTF bi-weekly testing until further guidance from Government				
<p>A member of Staff or pupil is tested and has a confirmed case of coronavirus.</p>	<p>H</p>	<p>In line with government advice:</p> <ul style="list-style-type: none"> A positive text result (LFT or PCR) must be shared with the Head/CEO/COO immediately upon receipt. COO is the designated officer responsible for reporting confirmed case of COVID 19 to PHE. <p>Individuals are not required to self-isolate if they are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> they are fully vaccinated they are below the age of 18 years and 6 months they have taken part in or are currently part of an approved COVID-19 vaccine trial they are not able to get vaccinated for medical reasons <p>Those staff who are identified by the school as a contact and do not meet the above criteria must immediately isolate for 10 days, day 0 being the date of the identified period of contact, regardless of whether they have been contacted by Test and Trace or not.</p> <p>Individuals who are close contacts of someone with a positive test result must test to daily with an LFT, there is no requirement to self-isolate unless the person has symptoms or has had a positive LFT. A confirmatory PCR test is not required.</p> <p>A member of staff or pupil who has tested positive must isolate for at least 7 days – they may return to school on day 7 IF they have had a negative LFT on day 6 and day 7, and no longer have a raised temperature. The SOP has more information.</p>	<p>Head/COO will contact Dudley and follow advice of H&S officer</p> <p>Case will be reported on SchoolLife by admin</p> <p>CEO/COO will communicate any cases of positive COVID with school staff</p> <p>https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2l#</p> <p>0344 225 3560 (opt 0 opt 2)</p>	<p>L</p>	<p>1</p>	<p>CEO/COO</p> <p>Alice Middleton School admin</p>	<p>Ongoing</p>
<p>Spread of infection in shared areas.</p>	<p>M</p>	<ul style="list-style-type: none"> Tissues and hand sanitiser to be located in each area and classroom Bins to be emptied daily. 	<p>If all staff/pupils observe safety advice then the risk of infection will remain low.</p>	<p>L</p>	<p>1</p>	<p>All staff</p>	<p>Ongoing</p>

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		<ul style="list-style-type: none"> • Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open • Where possible, windows to be opened to provide ventilation. • Staff to clean IT equipment (especially keyboards) with anti-bacterial wipes before and after each use • Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use • Shared resources to be cleaned prior to and after use • If any bodily fluids come into contact with equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned • No sharing desks – staff should work at their own work station and limit sharing equipment/resources • Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc. • CO₂ monitors placed in classrooms and the IT suite to monitor ventilation. • All staff and visitors to wear face coverings in communal areas. 					
Spread of infection between children/classes	M	<ul style="list-style-type: none"> • See above for general hygiene • No face to face assemblies until reviewed • Pupils wear PE kit all day on PE days • Windows to be kept open • Playground to be zoned 		L	2	All staff and pupils	
Transferring infection from other work places or from home	L	<ul style="list-style-type: none"> • Staff to observe schools COVID risk plans when visiting other sites. • Entering and exiting buildings • Equipment/Resources • Visits into the building by parents and carers to be limited: groups meet in the hall with windows and door open; any tours to be individual families; parents evening held over phone to avoid crowding in non-ventilated areas such as corridors; 	<p>All schools have strict safety measures in place which staff must observe</p> <p>Visitors working directly with children or staff are required to carry out an LFT before visiting school, or bi-weekly if this is usual practice in their place of work</p> <p>Staff to observe safety measures and to sanitise hands on entering or exiting all buildings</p>	L	1	All staff	Ongoing

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			<p>In line with Government advice staff are not required to wear facemasks when visiting schools. This situation may change if Government advice changes</p> <p>Staff should limit the equipment and resources that are moved from site to site. Where possible all equipment/resources should be thoroughly cleaned before moving to a new location</p> <p>Visitors to school must use hand sanitisers on entering the building and must limit where possible the number of people they visit whilst in school</p> <p>In line with Government advice, visitors to school are not required to wear facemasks at present, though they may choose to wear one. This situation may change if Government advice changes</p>				

SAMPLE