

School Operations Risk Assessment (COVID 19) – NEAT Academy Trust

Academic Year 2021-22 - Latest update 31.8.21

The purpose of this risk assessment is to address the additional risk of the transmission of Covid-19 infection during school operating hours. It has been updated in line with guidance from the UK Government which changed most recently in August 2021

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf

THIS RISK ASSESSMENT WILL BE KEPT UNDER CONSTANT REVIEW

NEAT Academy Trust have considered national government and local authority advice, and put that within our risk assessment judgements. We are confident in our systems and safeguards to mitigate the risk of infection spread for staff and students whilst balancing the attendance, mental health and wellbeing of students and staff.

The “system of control” which will be at the heart of how NEAT Academy Trust operates is in two parts as follows:

Prevention: current measures as per latest government guidance

- Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, do not attend school.
- Clean hands thoroughly more often than usual.
- Ensure good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach.
- Continue enhanced cleaning, including cleaning frequently touched surfaces.
- Encourage social distancing wherever possible.
- Keep occupied spaces well ventilated.
- Where necessary, wear appropriate personal protective equipment (RRE-Risk Reducing Equipment) in specific circumstances as identified below.
- Follow Public Health advice on testing, self-isolation and managing confirmed cases of COVID 19.

Response to any infection: as per Outbreak Management Plan – see Appendix A

- Promote and Engage with the NHS Test and Trace process. following Covid-19 procedures when notified by a positive case.
- Manage confirmed cases of coronavirus (COVID-19) within the school.
- Contain any outbreak by informing and following local health protection team advice.

PREVENTION

	Hazard/ Aspect	Who is affected	Risk Level (H/M/L)	Controls in Place	Residual Risk Level (H / M / L)	Additional Controls	Residual Risk Level (H/M/ L)
1.	<p>Minimising Contact with individuals who are unwell - ensure that those who have coronavirus (COVID-19) symptoms do not come into school</p> <p>Minimising contact with individuals who are required to self-isolate by ensuring they do not attend the school</p>	Students and Staff	H	<p>Child or adult with symptoms</p> <ul style="list-style-type: none"> Ensure that students, staff and other adults do not come into the school if they are unwell in any way, have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days. Any employee or student who displays coronavirus (COVID-19) symptoms, should arrange to have a test. If the test is returned negative they can return to. If staff/ students test positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test). Anyone who tests positive having taken a PCR test will still need to self-isolate regardless of their age or vaccination status. Individuals should also continue to self-isolate immediately if they display COVID-19 symptoms. <p>The Trust has communicated to all members of the school community that they must stay at home if:</p> <ul style="list-style-type: none"> they have one or more coronavirus (COVID-19) symptoms they are required to quarantine having recently visited countries outside the Common Travel Area they have had a positive test in the last 10 days they have been told to self-isolate by NHS Test and Trace or their public health protection team. 	L	<p>Any person displaying symptoms must not return to school until they have completed the required isolation period and/or received a negative coronavirus test, in line with government guidelines. Children with temperatures cannot return until they have been 24 hours fever free, without the need of medication to assist, in line with PHE/DfE guidelines.</p> <p>In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools will take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would be carefully considered in light of all the circumstances and the current public health.</p>	L

				<p>NB if an LFD test is taken first, and a PCR test is then taken within 2 days of the positive lateral flow test, and is negative, it overrides the LFD test and the pupil can return to school.</p> <p>For a Student or adult who develops symptoms during the school day, please see separate risk assessment for 'dealing with a suspected case of Covid-19 in school'.</p>		<p>Staff, pupils and families will be reminded that they must not attend school, even if they are feeling better, until they receive their test results.</p> <p>The isolation period includes the day the student/ staff member became unwell and the next 10 full days.</p>	
2.	Transmission of virus due to insufficient hand hygiene	Staff and students	H	<ul style="list-style-type: none"> • Staff must ensure (as far is reasonably practical) that students clean their hands regularly (can be a combination of washing and/or sanitising) with frequency and rigour. • Students (and staff) are encouraged to wash hands for 20 seconds following PHE guidance. See NHS hand washing guidance. • Hand sanitisers are provided in corridors and classrooms (with 70% alcohol content). • Ensure use of hand sanitiser is supervised where necessary to avoid risk of ingestion. • Ensure bins emptied regularly. 	M	<ul style="list-style-type: none"> • Posters to be displayed prominently around school to promote hand washing throughout the setting in order to build regular hand washing into the culture. • Staff to help small children and those with complex needs to wash their hands thoroughly; with small children skin friendly cleaning wipes can be used as an alternative 	M/L
3.	Transmission of virus due to insufficient respiratory hygiene	Staff and students	H	<p>Face coverings</p> <ul style="list-style-type: none"> • Staff and students will be encouraged to wear a face mask when travelling on School transport and students will sit with older children at the back and the youngest children at the front to minimise contact between year groups. <p>Ensuring good respiratory hygiene</p> <ul style="list-style-type: none"> • NEAT Academy Trust promotes the catch it, kill it, bin it approach, posters are displayed prominently in classrooms and around school in order to embed this into the culture. • Where possible windows and doors (not fire doors) need to be left open to ensure that the rooms are well ventilated. • Appropriate consideration given to ventilation when holding events e.g. Parents' Meetings. 	M	<p>Reintroduction of face coverings for staff and senior students in communal areas and classrooms may be introduced as a reaction to possible future high infection rates (see Appendix A)</p>	L

				<ul style="list-style-type: none"> • Staff to increase the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused). • Sufficient stocks of tissues/ sanitiser in place for students and staff to use. • Ensure internal office spaces are well ventilated at all times. Keep doors open, where possible, to allow air flow. 			
4.	Transmission of virus through insufficient cleaning of surfaces	Staff and students	H	<ul style="list-style-type: none"> • Enhanced cleaning will occur within the setting using the standard cleaning products. When there has been a confirmed case in school and a deep clean is required. • The cleaning routine is evidenced. • Bins used to dispose of cleaning materials such as sanitising wipes and paper towels are lidded and are emptied frequently to avoid overflow. • Hand-sanitising facilities are available in all classrooms and communal areas where appropriate. • Students are taught the correct way to use hand sanitiser. Posters are displayed by sanitisers. • Toilets are regularly cleaned. • Pupils are encouraged to wash their hands thoroughly after using the toilet. 	M		M/L
5.	Transmission of virus through contact between individuals	Staff and students	H	<p>In Classrooms/ lessons</p> <ul style="list-style-type: none"> • Ensure good ventilation at all times. • Where students are old enough, they should be supported to maintain distance and not touch others where possible through reminders from staff and appropriate signage. • Outdoor PE and play are encouraged. <p>It is acknowledged that social distancing is not possible with younger children, so good hand and respiratory hygiene and an enhanced cleaning schedule is important.</p>	M	Parents to be reminded of the benefits of social distancing and will continue to socially distance from each other whenever possible.	M/L

				<p>Measures elsewhere</p> <ul style="list-style-type: none"> • Staff meetings will be held in large rooms that allow for social distancing. • In staffroom - access to cleaning products provided to allow staff to wipe surfaces etc. before and after use. <p>Other considerations</p> <ul style="list-style-type: none"> • Where face to face meetings with a parent take place, it will be ensured the room is well ventilated and large enough to allow for social distancing. • Maintain and share established Covid-19 procedures for contractors, visitors, catering staff and deliveries, as well as cleaning staff on site who may be working throughout and across different groups. • Outdoor competition between schools to take place within the system of controls and following National Governing Body guidance. • Swimming sessions will continue following the Swim England guidance. • Staff to maintain good hygiene & social distancing when using defined staffroom areas during break time. 			
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Response to infection

6.	<p>Test and Trace</p> <p>Manage confirmed cases of coronavirus (COVID-19) amongst the community</p>	All staff and students	H	<ul style="list-style-type: none"> • NEAT Academy Trust understands the procedures to be followed in the PHE guidance. • NEAT Academy Trust communicates regularly to staff, parents/carers that they must book a test (PCR) if they or a student is displaying the main 3 symptoms of COVID (or some of the more widely attributed symptoms of COVID). • If we becomes aware that someone who has attended the setting has tested positive, procedures will be followed to notifying of a positive COVID case. • Pupils and staff members who record a positive LFD or PCR test should let School know immediately. • All are required to report the test result via the NHS Online reporting system for both negative, void and positive test results. NHS Test & Trace will contact those who test positive – or their parent or legal guardian – to identify close contacts (see Appendix B for details). • NHS Test & Trace will contact those who test positive – or their parent or legal guardian – to identify close contacts. They will ask a series of specific questions to help the individual understand what is meant by a close contact, making it easier for them to be identified. Please note that being in a setting with an individual who has tested positive for COVID-19 will not necessarily mean a person is identified as a close contact. We expect there to be a very small number of close contacts on average for each case. <p>From 16 August 2021:</p> <ul style="list-style-type: none"> • If students under 18y 6m or a fully vaccinated adult at the point when you have close contact with a positive case, will be exempt from any legal requirement to self-isolate when identified as a close contact. Individuals will instead be advised to take a PCR test as soon as possible. Individuals may wish to minimise social contact whilst waiting for the results of a PCR test but will not be legally required to self-isolate. This will also apply to anyone aged under 18 and 6 months who is identified as a contact. • Close contacts will be identified directly by NHS Test and Trace and education and childcare settings will no longer be routinely involved in contact tracing. Pupils who record a positive LFD or PCR test should let School know immediately and all are required to report the test result via the NHS Online reporting system. • Children who are aged under 5 years old who are identified as close contacts would only be advised to take a PCR test if the positive case is 	M/L	<p>All staff and parents have been informed the following to clarify information:</p> <p>Please do not send your child into school if THEY have COVID-19 symptoms or are awaiting test results (even if you have organised the test as a precautionary measure only). If this is your situation:-</p> <ul style="list-style-type: none"> - Please contact school through the school reception to inform them of the absence/s (just as you would for any absence) but please explain if your child/ren have symptoms, what they are and the onset date. - Your child/ren may only return to school if they receive a negative result and only then if they have NOT had a temperature for the previous 24 hours. Please contact reception to inform us of the negative result and confirm they have been temperature free. - Any positive results must be shared with school immediately 	M/L
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				<p>within their own household.</p> <ul style="list-style-type: none">• Students, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/• Schools must contact PHE if there is e.g. an outbreak within school.• PHE team may also contact school directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended – as identified by NHS Test and Trace. <p><i>NB - school should not request evidence of negative test results or other medical evidence before admitting students or welcoming them back after a period of self-isolation.</i></p>			
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7.	Asymptomatic testing	Staff and Senior students	H	<p>At the start of the academic year 2021-22, Schools require Yr 7 and above students and staff to carry out LFT twice on their return to school, as well as continue with the routine of twice weekly testing until at least the end of September.</p> <p>Having completed this testing, the trust has promoted and engaged in voluntary asymptomatic testing, at home, for all staff and secondary pupils following setting following the Mass asymptomatic testing: schools and colleges guidance for handling any positive tests as a result of that programme.</p> <p>Testing is voluntary - any pupils/ staff not undergoing testing can attend school.</p> <p>Those with a negative LFD test result can continue to attend school unless they have individually been advised otherwise by NHS Test and Trace or Public Health professionals.</p> <p>All vaccinated staff/ students should continue to participate in asymptomatic testing and if they should develop symptoms arrange to have a PCR test.</p>	M	<p>Staff or pupils with a positive LFD test result must self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school and contacts end their self-isolation. Those with a negative LFD test result can also continue to attend school and use protective measures.</p>	M
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8.	Contain any outbreak by following local health protection team advice	All staff and students	H	<p>If e.g. an outbreak occurs (in line with government and PHE advice on numbers of cases considered to be an outbreak) – Schools to revert back to their Risk Assessments from Summer term 2021.</p> <p>Should we have an outbreak and we would implement measures in this plan in response to recommendations provided by our local authority (LA), the director of public health , Public Health England (PHE) our local health protection teams or by following government guidance.</p> <p>These measures will be implemented to help prevent the spread of infection within our school settings, to manage a COVID-19 outbreak, to react to high COVID-19 infection rates in the community or when all measures in place are still failing to reduce risk and infection. Should an outbreak in School be identified, the school will take further advice from PHE. Actions may be:</p> <ul style="list-style-type: none"> • A more intense deep clean. • Introduction and / or partial closure of Year group bubbles. • Isolation of identified children or staff members. <p>Reaction to high infection rates</p> <p>Schools will ensure that they are up to date with infection records and the latest guidance in the local area. If contacted by PHE or the LA regarding a high level of infection in the local community the following actions may be recommended:</p> <ul style="list-style-type: none"> • Reintroduction of face coverings for staff and students in communal areas and classrooms. • Trips and outings in the area are limited or stopped completely for all children. • Events and cross bubble activities are postponed. • Visitors are not permitted onto the School site unless essential to a child’s development or wellbeing or to manage an essential need (ie. site maintenance). • Clinically extremely vulnerable (CEV) people are advised, to think particularly carefully about the additional precautions they can continue to take and if required, an individual risk assessment conducted. <p>Following high levels of risk and infection</p> <p>Attendance restrictions will only be used as a last resort and we would move to high-quality remote education without delay.</p>	M	<p>Local authorities, directors of public health and PHE health protection teams can recommend implementing measures as part of their outbreak management responsibilities. Where there is a need to address more widespread issues across an area, ministers will take decisions on an area-by-area basis.</p> <p>In most cases a ‘cluster’ will be no more than 3 or 4 settings linked in the same outbreak.</p>	M
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Risk involving School operations

09.	Estates considerations	All staff and students	H	<ul style="list-style-type: none"> • Numerous hand sanitising stations and sinks are available around each school site. • Posters up in each washroom reminding staff and students to wash their hands thoroughly for 20 seconds following PHE guidance. • Ensure all statutory safety checks are carried out. • Ensure all classroom windows that can be opened are able to be opened safely. • Where the school has an air conditioning system, follow advice in the Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak. 	M/L		M/L
10.	Educational Visits	Staff and students	H	<p>The trust has followed the Schools Operational Guidance for advice on trips, and indemnity.</p> <p>Educational Day Visits</p> <ul style="list-style-type: none"> • Educational day visits must be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. • Visits should be conducted using Covid secure measures which mirror the ones in place in this risk assessment. • Before the visit takes place, the Visit Leader should request copies of Covid secure measures in operation at the venue to be 	M	Risk assessments for each trip to be included on paperwork to show Covid-19 risk has been minimised	L

				<p>visited, and these should be shared with the rest of the visit team and the pupils on the visit and parents/carers as appropriate.</p> <ul style="list-style-type: none"> All visits must have a contingency for dealing with a student or member of staff who starts to display symptoms of Covid-19 on a visit. <p>Residential Visits</p> <ul style="list-style-type: none"> Residential educational visits must be conducted in line with relevant coronavirus (COVID-19) secure guidance and regulations in place at that time. Schools will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. Referring to <ul style="list-style-type: none"> Specialist advice available from the Outdoor Education Advisory Panel (OEAP) General guidance about educational visit. 			
12.	Student, parents and staff not understanding and adhering to the 'new normal' of social distancing, risk assessments etc.	Staff and Students	H	<ul style="list-style-type: none"> Risk Assessment sent remotely and available on the school website prior to opening in September. Staff training should be carried out before students return. Information sent to parents before September opening. Induction/education of students (age appropriate) to take place when students re-enter the setting, including continual behavioural expectations related to COVID. Communication to parents, students, teachers, to be sent/given regularly, or when needed. 	M	<p>Staff given an opportunity to raise concerns and questions to ensure clarity of understanding.</p> <p>Student/ parents given opportunities to ask questions to clarify understanding.</p>	L

NB ALL STAFF TO TAKE RESPONSIBILITY FOR ALL RISK MANAGEMENT MEASURES AND TO INFORM MANAGEMENT IMMEDIATELY OF ANY CONCERNS

Appendix A

Outbreak Management Plan

Schools will take 'extra action' to break the chain of COVID will be put in place when whichever of these thresholds is reached first:

- 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period (Guidance taken from the Government document on contingency planning:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf)

At the point of reaching a threshold, education and childcare settings should review and reinforce the testing, hygiene and ventilation measures they already have in place. Schools will consider:

- whether any activities could take place outdoors, including exercise, assemblies, or classes
- ways to improve ventilation indoors, where this would not significantly impact thermal comfort
- one-off enhanced cleaning focussing on touch points and any shared equipment.

This Outbreak Management Plan (OMP) below, however, outlines how the school will operate if additional measures are recommended for our setting or the local area. The Director of Public Health, Public Health England Health Protection Teams or the Local Authority could recommend certain measures are re-introduced. This may happen to help manage outbreaks in schools, or if there is an "extremely high prevalence" of Covid-19 in the community and other measures have failed to reduce transmission, or as part of a package of measures "responding to a variant of concern".

When the above threshold is met, the School will review the testing, hygiene and ventilation measures already in place. In addition, the School will seek Public Health advice from a Director of Public Health or Health Protection Team.

The School will continue to keep monitoring Government Guidance as it is reviewed and updated regularly. If control measures are to be introduced then parents, carers, pupils and staff will be informed of such measures promptly via communications from the School.

N.B- THE FOLLOWING CONTROL MEASURES DO NOT NEED TO BE PUT INTO PLACE UNLESS RECOMMENDED BY THE DIRECTOR OF PUBLIC HEALTH, PHE HEALTH PROTECTION TEAMS OR THE LOCAL AUTHORITY.

Control Measure	Possible Actions to be taken
<p>If there is significant concern that existing or recently introduced measures in an area have failed to mitigate community transmission, or that a more robust response is required to contain the outbreak of a variant of concern it may be necessary to limit the number of children and young people in education or childcare settings through attendance restrictions.</p>	<p>Attendance restrictions will only be considered as a last resort following the DfE's 'contingency framework' and, in collaboration with public health and the local authority. In this case, school will:</p> <ul style="list-style-type: none"> - Ensure remote learning platform is in place and accessible to all. - That provision is in place for vulnerable children and key worker children to attend (as per national lockdowns).
<p>When a variant of COVID-19 is classed as a variant of concern, PHE will increase targeted testing in that area to help suppress and control any possible new cases and better understand the new variants.</p>	<ul style="list-style-type: none"> - Increased use of home testing for staff/ Senior students
<p>Temporary re-introduction of year/class bubbles, for a temporary period to reduce mixing between groups.</p>	<ul style="list-style-type: none"> - Strict class bubbles re-implemented - Staggered entrance/ exit times will remain in place - Use of multiple entrances and exits will remain in place - Staggered/ limited use of communal areas- hall/ dining room will remain in place.
<p>Temporary re-introduction of face coverings.</p>	<ul style="list-style-type: none"> - Face coverings must be worn by staff, senior students and visitors, in communal areas unless they are exempt.
<p>Temporary re-introduction of shielding in the event of a major outbreak or variant of concern that poses a significant risk to individuals on the shielded patient list.</p>	<ul style="list-style-type: none"> - Shielding can only be re-introduced by national government. - Individual risk assessments regularly reviewed and specifically in line with any updated government guidance regarding variant of concerns. - Remote learning platform in place for children who are advised to shield.
<p>Temporary limit to certain school activities.</p>	<ul style="list-style-type: none"> - Residential educational visits - Open days - Transition and taster days - Visitor/ parental attendance in settings - Performances in settings - These will all be risk assessed and control measures put in place as and when required.

Definition of a close contact:

A contact is a person who has been close to someone who has tested positive for COVID-19. You can be a contact any time from 2 days before the person who tested positive developed their symptoms (or, if they did not have any symptoms, from 2 days before the date their positive test was taken), and up to 10 days after, as this is when they can pass the infection on to others. A risk assessment may be undertaken to determine this, but a contact can be:

- anyone who lives in the same household as another person who has COVID-19 symptoms or has tested positive for COVID-19
- anyone who has had any of the following types of contact with someone who has tested positive for COVID-19:
 - face-to-face contact including being coughed on or having a face-to-face conversation within one metre
 - been within one metre for one minute or longer without face-to-face contact
 - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)

A person may also be a close contact if they have travelled in the same vehicle or plane as a person who has tested positive for COVID-19.

If you have been identified as a contact, you have been assessed as being at risk of developing COVID-19, even if you don't currently have symptoms. You should follow all the guidance in this document.

An interaction through a Perspex (or equivalent) screen with someone who has tested positive for COVID-19 is not usually considered to be a contact, as long as there has been no other contact such as those in the list above.

If you are a contact of someone who has tested positive for COVID-19 you will be notified by the NHS Test and Trace service via text message, email or phone and should follow this guidance closely.