

This Guidance & RA template is for the provision of primary education in schools

The Trustees, CEO, CMT, Local Committees Boards, and Headteachers of Cirrus Primary Academy Trust consider the health safety of its pupils, staff, parents/carers and the broader community of the highest importance.

The Trust Health and Safety Lead, with support from our Health Safety consultants, have updated the previous Risk assessment to the new CPAT COVID-19 Stepping Measures up and down Risk Assessment V16 24th February 2022.

*The Headteacher/Head of school, with their SLT must use this information, guidance and RA template to assess these risks identifying any additional control measures and procedures that may be applicable to make bespoke to each of their respective academies/schools. There is also an outline of the information that each school will need to complete an **Outbreak Management Plan** in the event of local or national lockdowns due to Covid outbreaks.*

*Each school and the central trust completed **CPAT COVID-19 RA Template Stepping Measures Up & Down 2022** will be distributed as a to-read document for all staff to read and acknowledge via Every policy and documents.*

This completed guidance and risk assessment will also be published on each of the Trust school's websites when completed.

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| <p>Description of Activity / Person / Area / Equipment being assessed</p> | <p><i>Assessment of the contingency plans and extra measures for operating in exceptional circumstances, e.g., if the number of positive cases substantially increases in the school/academy. Local spikes in COVID19 are best managed through a dynamic risk assessment approach that is followed by documenting the risk assessment.</i></p> <p><i>Given the detrimental impact restrictions can have on students, any measures should only ever be considered a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible. This assessment covers students and employees partaking in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off (where applicable), the provision of First Aid and all visitors to the school.</i></p> |
| <p>Section(s) / Team(s) covered</p> | <p>Pupils, Employees, Parents, Carers, Contractors, Volunteers and Visitors</p> |
| <p>Location(s) covered</p> | <p>Barrow Hedges Primary School</p> |
| <p>Date of Original Assessment</p> | <p>24th February 2022</p> |

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| <p>When did staff covered by this risk assessment have the opportunity to comment on this risk assessment?</p> | <p>Consult with heads/staff reps and all staff and share a part of our consultation process via Every policy and document as a to-read and acknowledge document when staff are notified to read. They are also asked as part of the Trust's consultation process bring any question comments issues to SLT to address.</p> |
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| Are staff, pupil,s parents covered by this risk assessment aware of the controls noted and understand them? | Yes, shared via Every and recorded staff training and instruction and shared with the broader schools community by publishing on the school's website | Ne |
| Copies sent to trade union representative's date: Copies sent to trade union representative date: This will be the date you share with staff on every as a to-read document any staff representatives must be included in the to read when pushed out from Every. | Yes, for school-based Union reps via the Every platform. The Trust also emails to recognised trade unions | Ne |

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| Has action been taken | YES / NO / ONGOING / NONE REQUIRED |
| Confirmed by Line Manager? | YES / NO |
| Lead Assessors name (print) | David Bennett |
| Lead Assessor's signature | David Bennett |
| Date: | 24 th Febraury 2022 |

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| Has action been taken | YES / NO / ONGOING / NONE REQUIRED |
| Manager JT { } | N/A |
| Head of School/Headteacher | Louise Wood |
| Date: | 25 th February 2022 |

Review Dates

| <i>Future Review Date (depends on Action Plan findings)</i> | <i>Review Date - Actual</i> | <i>Were Changes Made?</i> | <i>Name of Lead Reviewer</i> | <i>Date Staff updated and Shared on Every as a to read and acknowledge document</i> |
|--|--------------------------------------|----------------------------------|-------------------------------------|--|
| <i>31st December 2020</i> | <i>31/12/20</i> | <i>Yes</i> | <i>David Bennett</i> | <i>31st December 2020</i> |
| <i>4th January 2021</i> | <i>4/1/2021</i> | <i>Yes</i> | <i>David Bennett</i> | <i>4th January 2021</i> |
| <i>25 February 5th March</i> | <i>5th March</i> | <i>Yes</i> | <i>David Bennett</i> | <i>25 February 5th March</i> |
| <i>20 May 2021</i> | <i>20th May</i> | <i>Yes</i> | <i>David Bennett</i> | <i>20 May 2021</i> |
| <i>15 August 2021</i> | <i>17 August</i> | <i>Yes</i> | <i>David Bennett</i> | <i>01/09/2021</i> |
| <i>3rd September 2021</i> | <i>3rd September 2021</i> | <i>yes</i> | <i>David Bennett</i> | <i>6th September 2021</i> |

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| <i>1st December 2021</i> | <i>6th December 2021</i> | <i>yes</i> | <i>David Bennett</i> | <i>6th December 2021</i> |
| <i>4th January 2022</i> | <i>5 January 2022</i> | <i>yes</i> | <i>David Bennett</i> | <i>6 January 2022</i> |
| <i>6th January 2022</i> | <i>7 January 2022</i> | <i>yes</i> | <i>David Bennett</i> | <i>9 January 2022</i> |
| <i>24th January 2022</i> | <i>25th January</i> | <i>yes</i> | <i>David Bennett</i> | <i>25th January</i> |
| <i>23rd February 2022</i> | <i>23rd February 2022</i> | <i>yes</i> | <i>David Bennett</i> | <i>24rd February 2022</i> |
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Significant Hazards and Current Controls

This risk assessment will be reviewed whenever there are changes to activities in school or relevant changes in the Government's policy and advice on Covid-19.

| No. | Hazard & what could go wrong. | Risk rating High/Medium/ Low. | | Current control measure to control the hazard. | Risk rating after controls. H/M/L |
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| 1 | <p><i>Spread/contraction of COVID19 due to the number of positive cases increasing substantially.</i></p> <p><i>Staff, pupils, and visitors could be at risk.</i></p> <p><i>From 24/02/22 people are not legally required to self-isolate if they test positive for COVID19, but they are advised to stay at home if they can and avoid contact with other people.</i></p> | medium | <p><i>Pupils, employees, Parents, Carers, Contractors and Visitors.</i></p> | <p><i>The school will monitor infections daily with a view to ensuring the risk of COVID19 transmission is reduced.</i></p> <p><i>The school will follow the guidelines set on the Contingency Framework: education and childcare settings and seek public health advice if the number of positive cases substantially increases.</i></p> <p><i>All staff have been made aware of the government plan for COVID19 Response: Living with COVID19 via Every platform as a to read document</i></p> <p><i>The school follows the published UKHSA guidance.</i></p> <p><i>Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do.</i></p> <p><i>If anyone in the school develops COVID19 symptoms, however mild, they will be sent home and be advised to follow public health advice. The current guidance is to stay at home if they can and avoid contact with other people.</i></p> <p><i>The school follows the Transport to schools and colleges during the COVID19 pandemic guidance.</i></p> | Low |

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| | | | | <p><i>The school actively recommends all eligible staff and pupils to take up the offer of a vaccine.</i></p> <p><i>Staff have completed Control of Infections training and read the control of infection policy</i></p> <p><i>The control measures to prevent COVID19 are documented, explained to all staff and all questions are answered.</i></p> <p><i>All activities are risk assessed and the risk of COVID19 infection is considered.</i></p> <p><i>The Test and Trace Support Payment Scheme will end. People told to self-isolate before 24/02/22 can still make a claim up to 06/04/22.</i></p> <p><i>The school can implement the following in case of a confirmed COVID19 case or an outbreak:</i></p> <ul style="list-style-type: none"> ▪ <i>Good hand hygiene procedure, e.g., Hand washing is completed when entering a classroom and between specific activities</i> ▪ <i>Good respiratory hygiene, 'catch it, bin it, kill it' approach.</i> ▪ <i>Maintain appropriate cleaning regimes, in line with the guidance COVID19: cleaning of non-healthcare settings outside the home.</i> ▪ <i>Introduce enhanced cleaning regimes, e.g., additional cleaning focussing on highly touched points and shared equipment.</i> ▪ <i>Keep occupied spaces well ventilated, e.g., ensuring mechanical ventilation draws in fresh air or extract air from a room (rather than circulated old air)</i> ▪ <i>Prompt liaison with public health advice on testing, self-isolation and managing confirmed cases of COVID19.</i> | |
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| | | | | <ul style="list-style-type: none"> ▪ The school/academy will use the resources from the e-Bug COVID19 website. ▪ PPE will be provided if it is deemed necessary, e.g. Use of PPE in education, childcare and children's social care ▪ The school/academy has contingency plans to cover the possibility of having to limit: <ul style="list-style-type: none"> - whole school/academy assemblies - residential, educational visits - open days - transition or taster days - parental attendance - live performances - contractor's works <p>Early Years Early Years follow the Actions for early years and childcare providers during the COVID19 pandemic</p> <p>Suppose a parent/carer insists on a child attending where they have a confirmed or suspected case of COVID19. In that case, the school can take the decision to refuse the child if, in their reasonable judgement, it is necessary to protect other children and staff from possible infection with COVID19.</p> | |
| 2 | Spread/contraction of COVID-19 due to an individual developing COVID19 systems or has a positive test. | Medium/high | Pupils, employees, Parents, Carers, Contractors and Visitors. | <p>Where an individual exhibits symptom(s) during the school day, the individual will be escorted to the marked Isolation Room/area to isolate them from the main population until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate;</p> <p>The door to the isolation room will be closed (where possible). The isolation room is suitably ventilated by opening a window or by mechanical ventilation.</p> | Low |

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| | | | | <p>PPE is used if close contact is necessary. Staff have completed appropriate training for 'donning and doffing' PPE – PHE guidance: https://www.gov.uk/government/publications/COVID19-personal-protective-equipment-use-for-non-aerosol-generating-procedures The isolation room is cleaned after the individual has left. Staff or contractors carrying out the area clean should be provided with a minimum of disposable gloves, aprons, mop heads or paper towels. All building users advised re monitoring their own health, reporting symptoms and self-isolating. First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor. First aiders have completed appropriate training for 'donning and doffing' PPE. PPE is disposed of in accordance with NHS COVID19 waste management guidance; principles of cleaning after a case has left the setting or area.</p> | |
| 3 | <i>Pupil or member of staff becoming unwell with COVID19 and being hospitalised.</i> | <i>Medium/High</i> | <i>Pupils, employees, Parents, Carers, Contractors and Visitors.</i> | <p><i>The school/academy will seek public health advice if a student or staff member is admitted to a hospital with COVID19. Hospitalisation could indicate increased severity of illness or a new variant of concern.</i></p> <p><i>Public health support will assist the school in managing risk assessments and communicating with staff and parents.</i></p> | <i>Low</i> |
| 4 | <i>People at a higher risk of COVID19 infection</i> | <i>Medium/High</i> | <i>Pupils, employees, Parents, Carers, Contractors and Visitors.</i> | <p><i>The school/academy will seek public health advice if a student or staff member is admitted to a hospital with COVID19.</i></p> <p><i>Hospitalisation could indicate increased severity of illness or a new variant of concern. Public health support will assist the school in managing risk assessments and communicating with staff and parents.</i></p> | <i>Low</i> |

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| 5 | Lack of suitable premises management | Medium/High | Pupils, employees, Parents, Carers, Contractors and Visitors. | <p>The Trust Operations Officer manages the Premises Managers/Estates Team to ensure that arrangements are in place for the effective management of the school premises.</p> <p>The Premises Manager/Team have contingency plans for sudden premises staff absence.</p> | Low |
| 6 | Pupils or staff stress, anxiety, or student's poor behaviour due to the ongoing changes and challenges caused by the pandemic. | Medium/High | Pupils, employees, Parents, Carers, Contractors and Visitors. | <p>The school has communication channels available to staff, pupils, and parents. All concerns will be addressed in line with government or other relevant official guidance.</p> <p>To ensure the wellbeing of pupils, attendance restrictions will only be considered as a last resort short-term measure.</p> <ul style="list-style-type: none"> • pupils will have access to lessons if they have tested positive for COVID-19 but are well enough to learn from home. • The school is utilising all the advice and resources available on the Pupil wellbeing and support section of the DfE guidance Schools coronavirus (COVID19) operational Guidance • Pupils are referred to resources of support on the MindEd learning platform • The control measures to prevent COVID19 are discussed with staff and all staff are given an opportunity to discuss any concerns they may have. • Staff have access to an employee assistance programme workplace options. • SLT has an open-door policy. • The school has systems to keep in touch with pupils or staff that are absent from the school. | Low |
| 7 | Spread/contraction of COVID-19 during an educational visit. | Medium/High | Pupils, employees, Parents, Carers, Contractors and Visitors. | <ul style="list-style-type: none"> • Travel advice is obtained from the Foreign, Commonwealth and Development Office before and during all trips and visits. • Domestic local, residential, and international education visits are planned in line with the Educational Visits Policy. | Low |

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| | | | | <ul style="list-style-type: none"> • Under Health Protection Team advice, residential educational visits will be limited where possible • Only pupils who are attending learning at school will go on approved educational visits and remote learners will not attend • The school will check broader international travel policy and travel legislation and will have contingency plans to account for any changes <p>The school will liaise with the visit provider and the insurance provider to assess the protection available and ensure the safety and wellbeing of staff and pupils.</p> | |
| 8 | Spread/contraction of COVID-19 from pupils arriving from abroad. | Medium/High | Pupils, employees, Parents, Carers, Contractors and Visitors. | <ul style="list-style-type: none"> • Travel advice is obtained from the Foreign, Commonwealth and Development Office before and during all trips and visits. • Domestic local, residential, and international education visits are planned in line with the Educational Visits Policy. • Under Health Protection Team advice, residential, educational visits will be limited where possible • Only pupils who are attending learning at school will go on approved educational visits and remote learners will not attend • The school/academy will check broader international travel policy and travel legislation and will have contingency plans to account for any changes <p>The school will liaise with the visit provider and the insurance provider to assess the protection available and ensure the safety and wellbeing of staff and students.</p> | Low |

Risk Rating: if left with High or Medium after the controls, use Action Plan below

1. High = current controls totally inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard/hazardous event occurring Immediate Action required, may require the task to be suspended until issue resolved
2. Medium = current controls still poor but consequences less serious: minor injury, short-term ill health with no lasting effects, action required in a specific timeframe, normally within 3/6 months, maybe sooner depending on how serious an issue it is
3. Low = current controls are adequate to minimise the risk so far as reasonably practicable, check still relevant at next review date

Risk Assessment

Action Plan for Improvement

| No. | Hazard and what can go wrong | Action required to reduce risk so far as is reasonably practicable | Residual Risk | By Whom | Target Date | Completion Date | Completed By |
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Risk Assessment Review: During review of this risk assessment, any new controls identified in the action plan that are now in place should be transferred to the "Significant hazards and current controls" page to reflect the improvements made.

David Bennett

Trust Operations Officer