



Saffron Valley Collegiate *Risk Assessment Form*

Description of Activity / Person / Area / Equipment being assessed	Managing school premises functions during the Coronavirus pandemic
Section(s) / Team(s) covered	Staff / Visitors / Pupils / Parents / Contractors
Location(s) covered	Cot and SB / KS3 / KS4 North / KS4 South
Date of Original Assessment	15 th May 2020
Date of this version	04.04.22 This review is as a result of the government's next steps for living with COVID-19

Most of the COVID-19 specific guidance for education and childcare settings has now been withdrawn from GOV.UK. The relevant guidance to which schools should now refer is:

- [UK Health Security Agency \(UKHSA\) health protection in education and childcare settings](#)
- [DfE emergency planning and response](#)
- [DfE good estate management for schools](#)

When did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?	From 04.04.22	
Are staff covered by this risk assessment aware of the controls noted and understand them?	Yes	
Copies sent to trade union representatives date: 20.05.20 (v1), 03.06.20 (v2), 09.07.20 (v3), 05.10.20 (v4), 09.11.20 (v5), 20.01.21 (v6), 26.02.21 (v7), 17.05.21, 03.09.21 (v8), 03.12.21 (v9), 05.01.22 (v10), 07.03.22 (v11), 04.04.22 (v12)	Yes	

Risk Assessment compiled by:	
Jennifer Adamson	Head teacher
Astrid Searle	School Business Manager



SVC Distribution		
HoP - Cotelands	K Maidment-Young	
HoP – Springboard	S Kapoor	
HoP – KS3	K Wilson	
HoP KS4 North	G Denton	
HoP KS4 South	M Irvine	
Management Committee Members as presently constituted		

Review Dates

Future Review Date	Review Date - Actual	Were Changes Made?	Name of Lead Reviewer	Date Staff updated about changes
wc 1/6/20	03/06/2020	Summary of changes: Updated references considered as part of review, general rewording for clarity, added detail re: principles of fire evacuation, first aid practices, waste disposal measures, enhanced cleaning if there is a positive case of COVID-19, use of public transport, temperature taking, cleaning of toilets, handwashing, IT hardware, securing pupil agreement with protective measures, staff risk assessments, shared kitchen implements and cleaning of	Headteacher, SBM	Wc 01.06.20



		communal items and relevant policy reviews.		
wc 15.06.20	wc 22.06.20 Changed as government moved phased return changed to 15.06.20	Minor changes – bicycle storage only possible in some provisions, addition of corridor passing zones in some provisions, clarification of behaviour management approaches as per COVID-19 Behaviour Management addendum. No new risks identified.	Headteacher – with input from staff, school leaders and management committee.	26.06.20
Wc 21.09.20	07.07.20 in response to guidance for full opening from September '20	Proportionate measures, changes to definition of bubbles, arranging desks, staff working across bubbles, pupils attending more than one provision, use of shared resources/equipment, provision of home testing kits, Croyon protocol around suspected/confirmed cases, maintaining seating plans (where appropriate), changes to shielding from 1 August, staff and pupils with significant health needs, particular characteristics at comparatively higher risk, use of supply staff and volunteers, provision of hot meals, PE, remote learning in case of lockdown, updated premises guidance.	Headteacher	09.07.20
Wc 05.10.20	Wc 28.09.20	Removal of references to: shielding, year 9 and year 11 transition, staff leaving site early, discontinuation of free travel for pupils, staff staying on site and bringing own food. Inclusion of: limit to other professionals and visitors on site (prioritise therapists), hold virtual meetings unless absolutely necessary. Sports and PE – develop risk assessments in line with sport national governing bodies and latest DfE recommendations (for pupil wellbeing). Use of visitors' questionnaire, consideration of use of face coverings (inc. face shields), procedures for taking pupils/adults to isolation rooms. Use of proforma to identify contacts. Criteria for use of school test kits. Education programme	Headteacher	05.10.20



		for pupils to also include responsibility for others' health and safe use of face masks.		
Wc 07.12.20, or as circumstances dictate	06.11.20	Reduction of physical staff meetings, mandatory face coverings in corridors and communal spaces, no after sporting clubs or activities, changes to advice for clinically vulnerable and clinically extremely vulnerable staff. Staff COVID-19 risk assessments to be reviewed.	Headteacher	09.11.20
Wc 07.12.20, or as circumstances dictate	03.12.20	Face coverings in corridors and communal areas now discretionary for schools in tier 1. They remain mandatory for schools in tiers 2 and 3. SVC will be in tier 2 from 02.12.20. Reopening of holiday, tuition and after-school clubs, following end of national lockdown.	Headteacher	03.12.20
Wc 01.02.21, or as circumstances dictate	18.01.21	Introduction of mass asymptomatic testing. Reduction of onsite visitors – professionals delivering essential face-to-face support only. Fewer pupils and staff on site. All educational visits suspended. <i>NB: SVC currently has no clinically extremely vulnerable staff or pupils.</i>	Headteacher	20.01.21
Await government announcement re lifting of lockdown	26.02.21	<i>NB: revised System of Controls.</i> Home testing for staff and pupils (following onsite testing of pupils). Use of face masks in classrooms. Transport arrangements for pupils testing positive who are unable to be collected by parents. Clinically extremely vulnerable staff and pupils to work/learn from home. No face-to-face individual tuition in the home. <i>NB: SVC currently has no clinically extremely vulnerable staff or pupils.</i>	Headteacher	26.02.21
Informed by next major government announcement	17.05.21	<i>NB: shielding of CEV staff and pupils paused from 01.04.21.</i> A negative PCR result taken within 2 days of a positive LFD result will enable an individual, and contacts, to return to school. The school is unable to maintain an onsite testing site, (due to	Headteacher	17.05.21



		<p>space restrictions), but will support individual pupils to test on site, (twice weekly), where there are challenges around their ability to test at home.</p> <p>Wearing of face coverings no longer required for pupils. Not recommended for staff in classrooms (SVC will allow staff to wear these if they wish). Staff and visitors to wear facecoverings outside of the classroom where social distancing not possible (e.g. corridors and communal areas). Update on guidance for educational visits.</p>		
Informed by next major government announcement	02.03.21	<p>Suspension of the need to self-isolate for contacts of positive cases and contact tracing for those who have received two doses of the vaccine, and young people under 18. Social distancing measures have now ended. No operation of bubbles, but unnecessary risks such as overcrowding should be minimised. Assemblies can resume and no need to avoid mixing at lunch. The Government is removing the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. Schools to develop a contingency plan, to be implemented in the event of a local outbreak.</p>	Headteacher	03.09.21
Informed by next major government announcement	03.12.21	<p>Individuals identified as close contact of suspected or confirmed case of the Omicron variant of COVID-19, irrespective of vaccination status and age, will be contacted directly and required to self-isolate immediately and asked to book a PCR test.</p> <p>Reinstate use of visitor COVID form.</p> <p>Face coverings to be worn by all adults and year 7 pupils in communal areas.</p>	Headteacher	03.12.21



		<p>Daily check-ins with pupils at the start of the school day to ask whether they are feeling unwell. NB: this should include non-typical COVID-19 symptoms. Work with families to encourage such pupils to conduct daily lateral flow tests, until pupil is well again. Staff to practice social distancing – includes not using staff rooms as a place to congregate. If someone in a household has tested positive and the remaining members of the family who are exempt from self-isolation, they should carry out <u>daily lateral flow testing for 10 days</u>.</p> <p><i>NB: Local advice to reinstate year group bubbles does not affect SVC as provision cohorts are equivalent to less than two mainstream classes.</i></p>		
Informed by next major government announcement (anticipated 26.01.22)	05.01.22	<p>Changes to self-isolation period (reduced from 10 to 7 days) Face coverings are now mandatory in secondary schools in classrooms, corridors and communal areas. The government will review this guidance on 26.01.22. <i>NB: There are no changes in the guidance with reference to clinically vulnerable or clinically extremely vulnerable staff or pupils</i></p>	Headteacher	05.01.22
Informed by next major government announcement	07.03.22	<p>The country has now moved into a period of 'learning to live with Covid-19'. At any point, where necessary, the school is prepared to move to its contingency plan.</p> <p>No legal requirement to self-isolate on receipt of a positive test result – but, strongly recommended. Face-coverings no longer required in schools. Twice-weekly testing recommended. All other elements of the system of controls in place.</p>	Headteacher	07.03.22
Informed by next major government announcement	04.04.22	<p>The government have set out next steps for living with Covid-19. No legal requirement to self-isolate on receipt of a positive test result</p>	Headteacher	04.04.22



		<p>– but, recommended 5 days for adults and 3 days for under 16s. Asymptomatic testing no longer recommended. All other elements of the system of controls in place. Guidance issued for individuals with specific health conditions.</p>		
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Significant Hazards and Current Controls

No.	Hazard & what could go wrong	People at risk	Risk rating H/M/ L	Control measures to manage the hazards	Risk rating after controls H/M/L
	Day to Day Practices				
3	Front of school/reception: potential exposure to those infected with Covid-19.	Staff, visitors, pupils, contractors.	High	➤ Hand sanitising gel available and used at the reception lobby	Low
5	Spread/contraction of COVID-19 due to insufficient First aid measures. This includes: <ul style="list-style-type: none"> • Dealing with general First aid; • Lack of trained first aiders; • Dealing with a suspected case of Covid-19; • Inappropriate handling / removal of clinical waste 	Staff, visitors, pupils	High	<ul style="list-style-type: none"> • Daily check-ins with pupils at the start of the school day to ask whether they are feeling unwell. NB: this should include non-typical COVID-19 symptoms. • Adults and young people should not attend school if they are infectious. We require all to self-isolate, if they have a positive result. The recommended period is 5 days for adults and 3 days for young people. • We will risk assess situations in which staff are returning to school following a positive result, in terms of contact with clinically vulnerable adults, e.g. a tutor teaching a pupil with a specific medical condition. • The school reserves the right to refuse admittance to a pupil where they have a confirmed or suspected case of Covid-19. This is in accordance with current guidance. 	Low



				<ul style="list-style-type: none"> ▪ All first aiders to review the relevant sections of the government guidance and ensure there is adequate PPE in their provision for them to undertake care relative to their role ▪ Personal protective equipment and advice provided on delivering first aid ▪ First aid kits will be available and replenished regularly ▪ Each provision has a specific room dedicated for suspected cases of COVID-19 ▪ Occupants (staff or students) who display symptoms of the virus during the school day, or who receives a positive lateral flow test result, will be isolated in the designated room until they leave the site to self-isolate. They will be escorted to the room (at social distance) and met at the isolation room by the first aider. ▪ 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 – HSE NHS video / adviceCOVID-19: cleaning in non-healthcare settings ▪ The headteacher will agree arrangements for safe transport home for pupils who are unable to be collected or walk/cycle home. They should not travel on public transport. ▪ We will send home anyone who reports feeling ill. ▪ PPE is disposed of in accordance with NHS COVID-19 waste management guidance. ▪ Need to ensure used PPE can be disposed of safely – with minimal handling. 	
7	Hygiene practices	Staff, visitors, pupils, parents, contractors.	High	<ul style="list-style-type: none"> ➤ Requisite hygiene measures are applied throughout the school, including regular handwashing. Sanitisers will be made available throughout the buildings. 	Low



				<ul style="list-style-type: none"> ➤ Need to ensure the highest possible levels of hygiene in public toilet areas. ➤ Respiratory hygiene practices: 'catch it, bin it, kill it' will be promoted to the whole school community. 	
8	Coronavirus - Working in close proximity: Spread of virus	Staff, visitors, pupils, parents, contractors.	High	<ul style="list-style-type: none"> ➤ Staff, pupils and visitors may wear facecoverings, if they wish. 	Low
12	Raising awareness	Staff, visitors, pupils, parents, contractors.	High	<ul style="list-style-type: none"> ➤ Clear official signage at entrances, and around the building re not entering if you have symptoms 	Low
	Staff support and well-being				
19	Staff feel pressured and are unclear where to access additional support.	Staff	Medium	<p>Hold structured conversations with individual staff with concerns/vulnerabilities, and use the Croydon TPA agreed model COVID-19 staff risk assessment, (with additions from BAME-ED), to record reasonable adjustments.</p> <p>Occupational Health guidance will be sought and followed for staff experiencing the affects of 'long Covid'.</p>	Low
22	Staff feel that they are unable to influence (COVID-19 relevant) practices and procedures.	Staff	Medium	<p>Allow staff regular formal and informal opportunities to feed into the review of the risk assessment and new procedures to adapt to the pandemic.</p> <p>Staff Wellbeing Group to liaise regularly and consider ways to support staff to adapt to 'living with Covid-19'.</p>	Low



	Premises				
29	Ventilation – The risk of air becoming contaminated may increase due to changes in building occupancies and the possible presence of the Coronavirus in non-symptomatic occupants.	Staff, visitors, pupils, parents, contractors.	High	<ul style="list-style-type: none"> ➤ Particular care will be taken to ensure that occupied spaces are well ventilated. Monitors will be employed and actions taken if levels routinely fall below 800ppm. ➤ Where mechanical ventilation is present, recirculatory systems will be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air these will be switched off ➤ Where possible, occupied room windows will be open slightly and more widely during breaks to allow circulation. A minimum temperature of 16° is desirable, but a balance should be achieved between temperature and virus control. Consideration to be given to adaptations to uniform in cold weather periods, and pupils and staff will be provided will have access to school provided fleeces. ➤ Ventilation to chemical stores will remain operational ➤ Drainage systems will be checked to ensure traps have not dried out and water seals are in place to prevent smells within the building, for example, hygiene rooms, sports hall showers 	Low
33	Coronavirus – cleaning tasks: Spread of virus	Staff, visitors, pupils, parents, contractors.	High	<ul style="list-style-type: none"> ➤ Enhanced cleaning regimes are in place in communal areas to touch points e.g. door handles, hand rails, lift / door call panels and an enhanced cleaning regime is in place in communal toilets ➤ Multi-use hand towels are not used to dry hands 	Low



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

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 task to be suspended until issue resolved

Medium = current controls still poor but consequences less severe: 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

Low = current controls are adequate to minimise the risk so far as reasonably practicable, check still relevant at next review date