



Vale School

COVID - 19 Risk Assessment

Full Opening of the School

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1. Background

The School recognises that the COVID - 19 pandemic presents a health risk to all members of the school community (Pupils, Staff, Governors, Parents, and the wider community). This Risk Assessment sets out the key controls that have been put in place to enable all pupils and staff to return to school.

We will review this Risk Assessment regularly following Public Health England, DfE, West Sussex County Council and union guidance.

2. Risk Assessment

Every effort has been made to consider all hazards, however, individual exceptional circumstances may occur where a different set of controls need to be adopted. The Senior Leadership Team will vary the controls to protect the health of staff or pupils or to meet other obligations.

Circumstance, Activities e.g. classroom, school fair	Coronavirus/Re-opening of school to greater pupil numbers		
Name of lead assessor	Martin Garratt		
Last updated	02.06.20		
	26.6.20		
	4.9.20		
	2.11.20		
	14.12.20 – changing 14 to 10 days isolation in line with revised government guidelines		
	13.1.21		
	2.3.21		
	10.5.21		
	14.7.21 - STAGE 4		
	22.9.21		
Risk points for S & L	Severity of Harm (S)	Likelihood of harm occurring (L)	Risk rating
1	No injury, impact or illness	Very Low	0-4 Insignificant Risk
2	1 st Aid injury, some emotional impact or illness	Very Unlikely	5-9 Low risk
3	Minor injury, minor emotional impact or illness	Unlikely	

4	Over 3-day injury, significant and lasting emotional impact or illness	Likely	10-15 Medium Risk
5	Major injury, critical emotional impact or illness	Very Likely	16+ High risk
6	Fatality, disabling injury or emotional impact or illness		

Calculation: S x L = R

Key Principles

- To maximise safety and minimise risk for all pupils, staff, parents and the wider community

Responding to Incidents

Responding to Incidents	Severity of harm (S)	Likelihood of harm occurring (L)	Risk Rating (R)
	5	3	15

Hazard	Control
Suspected cases	<p>a) Staff or parents must notify the school if they or a pupil displays symptoms</p> <p>b) They must not attend school.</p> <p>c) Anyone in school who becomes unwell with Covid-19 symptoms will be sent home and told to follow PHE guidance</p> <p>d) Those with symptoms must be tested using a PCR test as soon as possible. If parents decline to get their child tested, they will have to self-isolate for 10 days.</p> <p>e) Those with Covid-19 symptoms will be kept isolated until collected (with adult supervision)</p> <p>f) Appropriate PPE will be worn by staff caring for another person with symptoms if a distance of 2 metres cannot be maintained.</p> <p>g) Thorough hand washing must take place after contact with someone who is unwell.</p>

	<p>h) The area around the person with symptoms will be sanitised after they have left.</p> <p>i) If a child is contacted by test and trace they must follow the guidance given by PHE</p> <p>j) Members of the class/year group and close contacts will remain at school unless they also display symptoms and must wash their hands thoroughly for 20 seconds. Once test results have been received further action may be taken (See Confirmed Case below) including staff not double vaccinated having to isolate.</p> <p>k) PHE may be contacted for further advice</p>
Keeping people informed	<p>a) School will endeavour to keep all members of the community informed of the main symptoms of COVID-19</p> <ul style="list-style-type: none"> • a new continuous cough • a high temperature • a loss of, or change in, your normal sense of taste or smell <p>b) Parent Mail will be our main means of communication with parents</p> <p>c) Staff will be informed via email</p> <p>d) At no time will the names of people with confirmed cases be shared with other parents.</p>
Negative test results	<p>a) If someone has a negative test result they can return to school once they are well</p>
Confirmed cases	<p>a) School must be informed immediately a confirmed test result is received. That person must isolate following PHE guidance.</p> <p>b) The school will contact PHE and follow the advice given.</p> <p>c) Other pupils and double vaccinated staff do not need to isolate.</p>
Contact tracing	<p>a) Records (including contact details) will be kept of individuals with symptoms and positive tests</p>
Remote Learning	<p>When pupils are self-isolating remote learning will be provided</p>
Outbreak management	<p>For every suspected case the school will contact WSCC and if there are several cases we will contact PHE.</p>

Preventing Infection Transmission

Preventing Infection Transmission	Severity of harm (S)	Likelihood of harm occurring (L)	Risk Rating (R)
	4	2	8

Hazard	Control
Personal Hygiene	<p>a) all staff, pupils and parents are made aware of the need to maintain personal hygiene – especially hand-washing and respiratory hygiene. This includes regular handwashing; “Catch it, bin it, kill it”; and avoid touching eyes, nose and mouth with unwashed hands.</p> <p>b) To promote hand-washing we will ensure that staff and pupils clean their hands regularly.</p> <p>c) Hand-washing facilities and gel dispensers are provided throughout the school;</p> <p>d) Hand sanitiser gel is provided for staff - each has a personal supply and shared dispensers are in reception, the photocopier room, staffroom and food tech room.</p> <p>e) Visitor access is controlled. They must use hand sanitiser on arrival and wearing a mask is optional when moving around the school.</p> <p>f) Tissues are provided</p> <p>g) Lidded bins are located throughout the school.</p> <p>h) All visitors to school will follow the school protocol.</p> <p>i) Opening of external and internal doors and natural ventilation is used to circulate fresh air.</p>
Enhanced Cleaning	<p>a) An enhanced cleaning schedule is in place. This includes more frequent cleaning of toilet areas, door handles, pupil tables and shared resources.</p> <p>b) Staff have access to cleaning materials (adhering to COSHH regulations) in all Year Groups. PPE is available for staff to use as appropriate.</p>

	<p>c) Spillages of bodily fluids, e.g. respiratory and nasal discharges, will be cleaned up immediately using anti-bacterial cleaning fluids.</p> <p>d) For suspected cases, the school double bags any used PPE and cleaning materials.</p>
Use of PPE	<p>a) All staff have access to PPE and have received training in its use.</p> <p>b) If a person is displaying COVID-19 symptoms, PPE will be worn by those caring for the person</p> <p>c) PPE will be used where a person already has routine intimate care needs that involve the use of PPE and for any toileting accidents.</p>
Moving around the school	<p>a) Pupils and staff walk on the left</p>
Testing	<p>a) Staff are encouraged to test twice a week using the LFT.</p>

Safeguarding

Safeguarding	Severity of harm (S)	Likelihood of harm occurring (L)	Risk Rating (R)
	4	3	12

Hazard	Control
Attendance	<p>a) Attendance is mandatory for all pupils.</p> <p>b) The following exceptions will apply to attendance requirements during this period:</p> <ul style="list-style-type: none"> • where someone has had symptoms or a positive test result themselves; or because they are a close contact as advised by PHE • where a child has normal sickness or ill health that would normally mean they are

	<p>absent from school.</p> <p>c) The school will use fixed penalty notices in accordance with government guidelines.</p> <p>d) The school may refuse entry of a child with symptoms, if the parents insist on the child attending</p> <p>e) Pupils will be expected to quarantine if they have travelled abroad following government guidance</p>
Behaviour	a) No changes to our normal behaviour plan.
Well-being	<p>a) Well-being is a key priority. Time will be given within the curriculum to support pupils.</p> <p>b) Parents are encouraged to contact the school if they have any concerns.</p> <p>c) External support will be accessed if required to support specific pupils.</p>

Operational Capacity

Operational Capacity	Severity of harm (S)	Likelihood of harm occurring (L)	Risk Rating (R)
	2	3	6

Hazard	Control
Staff capacity	<p>a) All Staff will be at work</p> <p>b) The school will always have a member of SLT on-site and either the DSL or a deputy DSL available.</p> <p>c) The school will use Supply Teachers when necessary</p>
Staff Well-being	<p>a) Staff can identify concerns through the following ways:</p> <ul style="list-style-type: none"> ● Speak to their line manager ● SLT Open Door policy
Property	<p>a) Normal induction training will be provided with additional COVID-19 section</p> <p>c) Contractors visiting the site must follow the school's protocols, .</p> <p>d) The school is letting out the premises in line with government guidance.</p>

