

Premises: Wickersley Partnership Trust

Activity and/or Environment to be assessed: COVID-19

Assessors: Mr. M. Sutton

Date: January 2022

Review Date: March 2022

Key (People at risk)	Likelihood (L)	Severity (S)	Risk Calculation	Risk Rating
E = Employee YP = Young Persons P = Public C = Contractors V = Visitors EM = Expectant Mothers	1. Very Low (rare/very unlikely) 2. Low (unlikely) 3. Medium (Could occur/Possible) 4. High (likely to occur/probable) 5. Very High (near certain to occur)	1. Insignificant (nuisance/discomfort) 2. minor (no lost time) 3. Moderate (time loss) 4. Significant (serious/incapacity to work) 5. Major (death)	Likelihood x Severity = Rating	1-6 Low Risk = Monitor 8-12 Medium Risk = Monitor, review & reduce risk where possible 14-25 High Risk = Further action required

Premises: Wickersley Partnership Trust – mitigation of risk addendum to Trust COVID-19 risk assessment

Activity and/or Environment to be assessed: 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 as this has changed most recently in January 2022

PLEASE NOTE: A 'ONE-SIZE FITS ALL' APPROACH IS NOT FEASIBLE, SO HEADTEACHERS WILL MAKE INFORMED JUDGEMENTS AND ADAPT THE GENERIC WPT RISK ASSESSMENT TO MEET THEIR OWN SPECIFIC PRIMARY/SECONDARY SCHOOL CONTEXT AND WILL ASSIGN DAILY RESPONSIBILITIES TO STAFF (END OF COLUMN).

THE RISK ASSESSMENT WILL:

- **BE KEPT UNDER CONSTANT REVIEW BY ALL TRUST/SCHOOL LEADERS TO ENSURE THE SAFETY OF ALL EMPLOYEES AND STUDENTS**
- **RESPOND TO ANY CHANGES IN NATIONAL AND LOCAL GUIDANCE**
- **BE SHARED WITH THE WORKFORCE, PARENTS/CARERS & STUDENTS**

1. Hazards Identified and potential harm it could cause	2. People At Risk	3. Controls in Place	4. Risk Rating				5. Further Action Required/Recommendations	6. Responsibility (NAME)
			L	S	Score	Risk		
a) Contact with individuals who are unwell - ensure that those who have coronavirus (COVID-19) symptoms or are required do not attend school; Transmission of virus due to insufficient hygiene Transmission of virus due to insufficient respiratory hygiene Transmission of virus through insufficient	Staff, students and visitors	PREVENTION Managing children and adults in line with government guidance to reduce the spread of the virus Hand washing facilities with soap and water are available in all toilet areas. Guidance on hand washing can be found at the below link; https://www.nhs.uk/live-well/healthy-body/best-way-	3	4	12	M	Updated COVID-19 test guidance from 11th January 2022 Confirmatory PCR tests following a positive lateral flow device (LFD) test result are to be temporarily suspended from Tuesday 11 January. This will mean that anyone who receives a positive LFD test result will be required to self-isolate immediately and will not be required to take a confirmatory PCR test. Further guidance can be found on the link below. https://www.nhs.uk/conditions/coronavirus-covid-19/testing/get-tested-for-coronavirus/ Child or fully vaccinated adult WPT/School Students (up to the age of 18 years and 6 months) and fully vaccinated staff must not come into the school if: <ul style="list-style-type: none"> • they have one or more COVID-19 symptoms • they have had a positive COVID-19 test • have been told to quarantine after travel abroad They must immediately cease to attend from: <ul style="list-style-type: none"> • the start of their symptoms • the test date if they did not have any symptoms From Monday 17 January, people who are self-isolating with COVID-19 will have the option to reduce their isolation period after 5 full days if they test negative with a lateral flow device (LFD) test on both day 5 and day 6 and they do not have a temperature. For example, if they test negative on the morning of day 5 and the morning of day 6, they can return to their education or childcare setting immediately on day 6. The first test must be taken no earlier than day 5 of the self-isolation period, and the second must be taken the following day. All test results should be reported to NHS Test and Trace.	MTN, HOB

cleaning of surfaces		<p>to-wash-your-hands/</p> <p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches and reception area using appropriate cleaning products and methods.</p> <p>Hand sanitiser Hand sanitiser dispensers are located throughout all schools and are refilled regularly.</p>				<p>If the result of either of their tests is positive, they should continue to self-isolate until they get negative results from two LFD tests on consecutive days or until they have completed 10 full days of self-isolation, whichever is earliest.</p> <p>Anyone who is unable to take LFD tests or anyone who continues to have a temperature will need to complete the full 10 day period of self-isolation.</p> <p>To aid understanding of the new self-isolation and testing rules, the full government advice can be accessed here: https://www.gov.uk/government/news/self-isolation-for-those-with-covid-19-can-end-after-five-full-days-following-two-negative-lfd-tests?utm_source=14%20January%202022%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</p> <p>Non-fully vaccinated adult WPT/School</p> <p>Staff who are not fully vaccinated staff must not come into the school if:</p> <ul style="list-style-type: none"> • they have one or more COVID-19 symptoms • they have had a positive COVID-19 test • have been told to quarantine after travel abroad • they have been told to self-isolate by the NHS Test and Trace service or the NHS COVID-19 app <p>They must immediately cease to attend and not attend for at least 7 or 10 days (subject to see self-isolation and testing guidance below) from the day after:</p> <ul style="list-style-type: none"> • the start of their symptoms • the test date if they did not have any symptoms <p>From Monday 17 January, people who are self-isolating with COVID-19 will have the option to reduce their isolation period after 5 full days if they test negative with a lateral flow device (LFD) test on both day 5 and day 6 and they do not have a temperature. For example, if they test negative on the morning of day 5 and the morning of day 6, they can return to their education or childcare setting immediately on day 6.</p> <p>The first test must be taken no earlier than day 5 of the self-isolation period, and the second must be taken the following day. All test results should be reported to NHS Test and Trace.</p> <p>If the result of either of their tests is positive, they should continue to self-isolate until they get negative results from two LFD tests on consecutive days or until they have completed 10 full days of self-isolation, whichever is earliest.</p> <p>Anyone who is unable to take LFD tests or anyone who continues to have a temperature will need to complete the full 10 day period of self-isolation.</p> <p>To aid understanding of the new self-isolation and testing rules, the full government advice can be accessed here: https://www.gov.uk/government/news/self-isolation-for-those-with-covid-19-can-end-after-five-full-days-following-two-negative-lfd-tests?utm_source=14%20January%202022%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</p> <p>Anyone told to isolate by NHS Test and Trace, the NHS COVID-19 app or by the United Kingdom Health Security Agency has a legal obligation to self-isolate, but may leave home to avoid injury or illness or to escape the risk of harm. More information can be found on NHS 'Test and Trace: how it works'.</p> <p>If an adult who is not fully vaccinated is self-isolating, following NHS direction, starts to display symptoms while self-isolating they need to book a PCR test. If this PCR test is positive they need to re-start a period of self-isolation from the day their symptoms started. If this PCR test is negative they need to finish their original self-isolation period.</p> <p>All children and adults</p> <p>If anyone in school develops COVID-19 symptoms, the school should send them home and advise them to follow United Kingdom Health Security Agency advice.</p> <p>For a Student or adult who develops symptoms during the school day, please see a section in this risk assessment below - 'dealing with a suspected case of COVID-19 in school'.</p> <p>Contact tracing and NHS Test and Trace</p>	<p>MTN, HOB</p> <p>MTN, MCO, First Aid Team</p> <p>MTN, MCO, Attendance</p>
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This advice is that anyone who is a close contact of a positive case should take a LFD test every day for 7 days, whilst remaining in school.</p> <p>Daily testing for close contacts of COVID-19 - People who are fully vaccinated, or children and young people aged between 5 and 18 years and 6 months, identified as a close contact of someone with COVID-19, should take an LFD test every day for seven days and continue to attend their setting as normal, unless they have a positive test result or develop symptoms at any time.</p> <p>Children under 5 are not being advised to take part in daily testing of close contacts. If a child under 5 is a contact of a confirmed case, they are not required to self-isolate and should not start daily testing.</p> <p>Travel and quarantine</p> <p>To ensure that WPT are operating in line with any relevant government requirements regarding travel and associated quarantine or testing, the following government link should be accessed https://www.gov.uk/guidance/travel-to-england-from-another-country-during-coronavirus-covid-19</p> <p>Please see the section on Educational Visits for visits organised by WPT.</p> <p>Hand washing</p> <ol style="list-style-type: none"> Staff must ensure (as far is reasonably practical) that students clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating; Students (and staff) are encouraged to wash hands for 20 seconds following government 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 throughout the day. Staff to be reminded regularly to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. Site staff to make sure toilet areas are always stocked with soap and that washing facilities are available. Reactive cleaners to clean toilets and sinks frequently and checks made hourly. Site manager at the start and end of the day and staff member/cleaner during the day. <p>Face Coverings</p> <ul style="list-style-type: none"> Face coverings should continue to be worn in communal areas, including assemblies, by staff, visitors and students (students - year 7 and above), unless they are exempt. This measure is intended to remain in place until the February half term and is in line with local guidance based on current rates of infection. Unless notified otherwise, this measure will lapse at the start of February half term. Face coverings are not required in classrooms, but individual choice should be respected if a student, staff member or visitor wishes to wear a face covering. This guidance is applicable to any Trust premises, including Cranworth, and primary and secondary SEN provision. Health advice continues to be that children in primary schools should not be asked to wear face coverings. <p>Additional points:</p> <ul style="list-style-type: none"> Staff and students (year 7 and above) should understand that the wearing of a face covering would not replace the regularity required for hand hygiene measures and routines outlined above. Some individuals are exempt from wearing face coverings. This applies to those who cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties. Those who speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate. Those who rely on visual signals for communication, or communicate with or provide support to such individuals. <p>Staff work spaces and meeting rooms</p> <p>Each school will review the spaces that staff congregate in and frequent for purposes of briefings, meetings or work planning. These spaces can continue to be used, but each school, as part of their adapted risk assessment, should identify how the spaces will be used and what a sensible number and mix of staff is appropriate in each space. This is to avoid a situation where one positive case may quickly transit across as whole staff group, e.g. department or key stage group.</p> <p>All faculty workrooms have capacity limits on them and break out spaces have been circulated. Faculty Leaders must ensure that these limits are adhered to. Workrooms have the following capacity limits:</p> <ul style="list-style-type: none"> A Block Meeting Room – 5 English Office – 4 	<p>MTN, PMO</p> <p>MTN, MCO</p> <p>MCO, Faculty Leaders</p>
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Spread of COVID-19 (Coronavirus)	Staff, students and visitors		3	4	12	<p>PREVENTION, CONTAINMENT AND DELAY MEASURES</p> <p>Mixing and ‘bubbles’ It is no longer necessary to keep students in consistent groups (‘bubbles’). This means that bubbles will not need to be used in schools from 1st September 2021. One way systems can be removed.</p> <p>Assemblies and other gatherings can resume in person and alternative arrangements no longer need to be made for lunch. Schools should make sure that wherever there is a gathering of staff and students, such as when entering for an assembly, that hand sanitiser is available for us prior to entering the gathering. Students in year 7 and above should wear face coverings during assembly, unless exempt.</p> <p>Any Staff briefings or large staff meetings should take place in as large a space as is practicable, accessible and available within the specific WPT premises. Windows and doors (not fire doors) should be utilised to ensure that the rooms are well ventilated. Face coverings should be worn by all staff and any visitors unless they are exempt.</p> <p>Staggered start and end times It is no longer necessary to have staggered start and end times to the school day and within the school day regarding lunch and breaks.</p> <p>Arrangements within the classroom It is no longer necessary to produce seating plans in a manner that sees students face the front of the room specifically for the purposes of COVID-19 control. However, where possible, and only in situations where it is not detrimental to the delivery of education, staff should continue to teach from the front of the classroom to minimise unnecessary contact.</p> <p>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.</p> <p>Equipment may be used without restriction. However, as detailed elsewhere in this risk assessment, cleaning should focus on frequently touched surfaces and equipment.</p> <p>Practical lessons There are no restrictions on lessons such as music, dance and drama and PE. Changing facilities can be used again. It is no longer necessary to move certain lessons outdoors due to COVID-19 considerations, nor is it necessary to reduce the amount of participants or space between them. There is no longer any government guidance on ‘safer singing’. As detailed elsewhere in this risk assessment, cleaning should focus on frequently touched surfaces and equipment.</p>	<p>MTN</p> <p>MTN, MCO, Faculty Leaders</p> <p>BNO, KHA</p>

						<p>Schools are still able to work with external coaches, clubs and organisations for curricular and extracurricular activities. Indoor and outdoor competition between different schools can take place.</p> <p>School performance and events</p> <p>Performances - If planning an indoor or outdoor face-to-face performance in front of a live audience, schools should follow the latest advice in the working safely during COVID-19 in the performing arts guidance https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts which provides details of how to manage audiences as well as carry out performing arts safely. If planning an outdoor performance schools should also give particular consideration to the guidance on delivering outdoor events https://www.eventsindustryforum.co.uk/index.php/11-features/14-keeping-workers-and-audiences-safe-during-covid-19</p> <p>Any events involving visitors or members of the public from outside the school require additional precautions. When indoors, staff, visitors and children (year 7 and above) should wear face coverings throughout the event unless they are exempt. Food and drink should not be sold. This is to reduce the need for face coverings to be removed.</p> <p>Any staff who are working at a station during any event with external visitors, e.g. taking tickets, selling raffles tickets, etc, should do so from behind a clear screen. Additional hand sanitiser should be available at those stations.</p> <p>Hand sanitiser should be available at entrances, exits and frequently touched surfaces, such as by toilet doors.</p> <p>All adult visitors and children (year 7 and above) should be asked to take a LFD test in the 12 hours prior to attending the event. This is not compulsory and no attendee should be asked for proof on attending.</p> <p>Any premises used for events should be thoroughly cleaned prior to their subsequent use by school staff and students after the event.</p> <p>When schools are planning any performances or other events involving external attendees that will take place on school premises, as part of the planning process the school should liaise with Matt Sutton, Senior Operations Manager msutton@wickersleypt.org. This includes events such as parents' evenings, school fairs, school plays, etc.</p> <p>Extracurricular provision, including breakfast clubs</p> <p>There are no restrictions on these provisions. However, the school must have a copy of the external provider's risk assessment and consider this risk assessment adequate prior to any agreement being made.</p> <p>Trust transport and dedicated transport</p> <p>Face coverings should be worn by all staff and adults, unless exempt, on all Trust and dedicated transport. All students in year 7 and above should wear face coverings unless exempt.</p> <p>Enhanced cleaning of Trust minibuses will continue.</p> <p>Lettings</p> <p>Schools are permitted to let out their premises. Each organisation / private individual requiring a letting must produce a risk assessment for their safe use of space. This must be shared by the organisation / private individual and approved by the school and WPT (David Walker email: dwalker@wickersleypt.org) before a decision is made to accept the letting. National Governing Body guidance specific to the activity or sport must be consulted before approval is given.</p> <p>Changing facilities can be used. There is no limit on spectators for reasons of COVID-19 control.</p> <p>Educational visits</p> <p>Residential, domestic and international educational visits are permitted. Planning for any educational visit needs to include adequate financial protection. Planning for international visits needs to consider travel restrictions.</p> <p>You should undertake full and thorough risk assessments in relation to all educational visits and ensure that any United Kingdom Health Security Agency advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. You should consult the health and safety guidance on educational visits when considering visits. https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits</p> <p>Guidance on international travel can be found via the following link https://www.gov.uk/foreign-travel-advice</p>	<p>BNO, MTN</p> <p>AHA</p> <p>AHA</p>
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Response to infection								
Suspected case whilst on site	E YP P C V EM	CONTAINMENT If a member of staff/student develops a high temperature or a persistent cough while on site.	2	4	8	Med	<p>Schools will have a designated room available to isolate students until they can be collected.</p> <p>Student</p> <ul style="list-style-type: none"> • they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the student, with appropriate adult supervision if required • a window should be opened for fresh air ventilation if it is safe to do so • if it is not possible to isolate them, move them to an area which is at least 2 metres away from other people • if they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible - the bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else • personal protective equipment (PPE) must be worn by staff caring for the student while they await collection if a distance of 2 metres cannot be maintained <p>Staff</p> <ul style="list-style-type: none"> • Return home immediately • Avoid touching any surfaces • Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. • They must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed. 	Ongoing
Multiple COVID-19 infections on site	E YP P C V EM	In the case of multiple COVID-19 infections, schools will contact the Local Authority and / or the United Kingdom Health Security Agency and initiate guidelines and advised protocols					<p>Multiple COVID-19 infections</p> <p>In circumstances where there is an increase in transmission the Trust will consult with the Local Authority and health professionals to determine if further action should be taken.</p>	HOB
Spread of COVID-19 (Coronavirus) Availability of staff	E YP	PREVENTION and DELAY	2	4	8	Med	<p>School workforce</p> <p>WPT staff who are not based in a school or required to regularly attend at a school as part of their role, are able to work from home provided the following applies:</p> <ul style="list-style-type: none"> • They are able to fulfil their role and undertake all required duties whilst working at home • They have the required equipment and resources to work at home • The home environment is appropriate and suitable to be used as a temporary place for work • They are able to return to their place of work if requested to do so by their line manager <p>This arrangement is to remain in place until the end of the working day on 14th January 2022. Consideration will be given to any updated government guidance at this time.</p> <p>Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else.</p>	Ongoing

Spread of COVID-19 (Coronavirus)	E YP P C V EM	Role of classroom teacher and senior leadership team						
Attendance and vulnerable children			2	4	8	Med	<p>Attendance</p> <p>School attendance is mandatory. The exceptions to this are:</p> <ul style="list-style-type: none"> If a student is following United Kingdom Health Security Agency guidance and self-isolating <p>Schools should not encourage parents to request unnecessary medical evidence such as doctors' notes from their GP when their child is absent from school due to illness.</p> <p>Schools are required to provide remote education to students who are unable to attend school because they are complying with government guidance or legislation around coronavirus (COVID-19). Schools should keep a record of this activity but do not need to record it in the attendance register.</p> <p>From Thursday 1st April, 2021 clinically extremely vulnerable (CEV) students are no longer advised to shield. Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population. However, if advised to isolate or reduce their social contact by their specialist, due to the nature of their medical condition or treatment, rather than because of the pandemic, they should continue to follow the advice of their specialist</p> <p>Where students are classed as vulnerable and are self-isolating, schools should notify their social worker, where they have one, and agree the best way to maintain contact and offer support.</p> <p>Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by UKHSA or the DHSC, they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness). For pupils abroad who are facing challenges to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply. Further guidance about the use of codes is provided in the school attendance guidance.</p>	Ongoing
KEY DOCUMENTATION: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak								