



COVID-19 School Operations RISK ASSESSMENT AND RISK MANAGEMENT PLAN

As per 4th January 2022, to be updated and revised as appropriate in accordance with regular review and change of guidance

Main sources of guidance informing this risk assessment have been issued by the DFE and include:

- [Schools COVID-19 operational guidance](#)
- [Use of PPE in education, childcare and children's social care](#)
- [COVID-19: cleaning in non-healthcare settings outside the home](#)
- [Transport to schools and colleges during the COVID-19 pandemic](#)

Reference has also been made to guidance provided by Buckinghamshire Council, ASCL, Unison, NEU, Unite and GMB. The school's Health & Safety Advisor has also reviewed this document.

As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education. The Government's priority is for schools to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

This Risk Management Plan sets out how Sir William Ramsay School will continue to ensure the school community is as safe as possible whilst delivering high quality, face to face education to all pupils. Please refer to the Outbreak Management Plan for details on how the school will manage any 'outbreak' as identified by Public Health England.

This document will be regularly reviewed and updated as circumstances in school, and the public health advice changes.

| What is the hazard? | Who might be harmed? | How might people be harmed? |
|---|---|--|
| <p>Spread and infection of Covid-19 Coronavirus</p> | <p>Anyone who enters Sir William Ramsay School Site, including:</p> <ul style="list-style-type: none"> • Staff • Students • Visitors to the premises • Cleaners • Contractors • Drivers <p>Most at risk are those who are “Clinically extremely vulnerable” as described by UK government. Such persons should attend school as directed by the Public Health England advice.</p> | <p>Contracting the virus</p> <p>Severe illness consequent to contracting the virus</p> <p>Stress</p> <p>Worsening of mental health condition</p> |

Existing individual, role and task Risk Assessments will continue to be relevant for all aspects that are NOT covered by this Risk Management Plan.

| | Existing risk control measures | Additional detail | Additional management | Action / monitored by whom | Action / monitored by when |
|-------------------------------------|--|--|---|----------------------------|----------------------------|
| Transmission risk management | The school will record the details of every student, member of staff and visitor (including contractors) who are on the school site each day (including contact details) so that the school can support NHS 'track and trace' if necessary | Each class will have a formal seating plan recorded on the school's electronic system by the class teacher. | | Business Manager | Ongoing |
| Transmission risk management | Clear communication with parents clearly requesting that students who show symptoms are kept at home, complete a PCR test and isolate in line with current Government requirements. | Regular email communications to parents reminding them of the latest government guidelines regarding COVID symptoms and isolation rules. | SIMS registers will be coded as per the government guidance to ensure clear tracking of students | Headteacher | Ongoing |
| Transmission risk management | Students who exhibit COVID-19 related symptoms must immediately be placed in an isolated room and remain there until such time as they have been collected by a parent or authorised guardian. Once collection has taken place the isolation room will be fully disinfected. They are encouraged to obtain testing through booking a PCR test and should not return to school until a clear test has been obtained and evidence thereof provided to the school. | School has a clear procedure to manage symptomatic students. Attendance to be recorded as per the guidance and coordinated approach in place to ensure 'isolating' students have access to their curriculum through the 'blended learning' process. | Coordination of record-keeping and follow-up action in relation to COVID-19 - related absences, either through confirmed illness, or because of isolating | Business Manager | Ongoing |

| | Existing risk control measures | Additional detail | Additional management | Action / monitored by whom | Action / monitored by when |
|-------------------------------------|---|--|--|---|----------------------------|
| Transmission risk management | Clear communication with staff instructing anyone showing symptoms to remain at home and inform the school. The member of staff must get a test and may only return after a clear test has been confirmed or in line with isolation rules for positive results. | <p>Regular email communications to all staff reminding them of the latest government guidelines regarding social isolation.</p> <p>Staff who have family members at home who are in the vulnerable groups and are required to come into school will be reminded of the need to follow strict distancing and cleaning regimes when they return home.</p> | Staff are to be allowed time off for testing purposes and will work from home while they await test results (unless they are too ill in which case they will be recorded as 'sick'). | Head teacher | Ongoing |
| Transmission risk management | Any staff member exhibiting one or more symptoms, is required to leave the site immediately. The member of staff must get a test and may only return after a clear test has been confirmed. | <p>Line managers will maintain regular contact with staff members while they await test results.</p> <p>Which symptoms may indicate presence of the virus may be found here: https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/</p> | <p>Line managers will offer support to staff who are affected by Coronavirus, maintaining contact with them at regular intervals.</p> <p>Employee Assistance Programme offered to support staff.</p> <p>Staff are to be allowed time off for testing purposes and will work from home while they await test results (unless they are too ill in which case they will be recorded as 'sick').</p> | SLT / HoY / HoD / Line Managers / Staff | Ongoing |

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|-------------------------------------|---|--|--|---|----------------------------|
| | | | Rigorous checks to be carried out by line managers to ensure that the necessary procedures are being followed. | | |
| Transmission risk management | Staff members, who are not double vaccinated, who have a household member test positive for COVID-19 are required to stay at home for 10 days. | Line managers will maintain regular contact with staff members while they await test results. Which symptoms may indicate presence of the virus may be found here: https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/ | Line managers will offer support to staff who has a family member affected Staff will work from home throughout their isolation period (unless they become ill in which case they will recorded as 'sick'). | SLT / HoY / HoD / Line Managers / Staff | Ongoing |
| Transmission risk management | Students will be encouraged to take part in the mass Lateral Flow testing programme in school so that they can then be allocated test kits to complete at home moving forward | Students who sign up to the programme will have one test before returning to school and a second test on their first day in school (3-5 days after their first). | Separate Risk Management Plan in place for the Test Centre | Business Manager | From 31 Aug |
| Transmission risk management | Staff will be encouraged to take part in the Lateral Flow home testing programme | Staff who have signed up will be asked to complete a test twice a week at home (Monday and Thursday morning) before coming into school. | Separate Risk Management Plan in place for the Test Centre | Business Manager | From 1 Sept |
| Transmission risk management | Students and staff who don't sign up for the testing programme will still be able to attend school | The hierarchy of controls set out in this risk management plan will help to minimise this risk. | Ongoing communications to students, parents and staff about the | Headteacher | Ongoing |

| | Existing risk control measures | Additional detail | Additional management | Action / monitored by whom | Action / monitored by when |
|-------------------------------------|--|-------------------|---|----------------------------|----------------------------|
| | | | benefits of being part of the testing programme | | |
| Transmission risk management | Transitional, taster and open days will be managed through the completion of a thorough risk assessment in line with agreed system of controls and align with the advice contained from the Government roadmap out of lockdown. | | | Business Manager | Ongoing |
| Transmission risk management | If the school is planning an indoor or outdoor face-to-face event/ performance in front of a live audience, it will continue to follow the latest <u>performing arts guidance</u> , and the <u>guidance on delivering outdoor events</u> . | | | | |

| | Existing risk control measures | Additional detail | Additional management | Action / monitored by whom | Action / monitored by when |
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| Physical distancing | Classrooms set out so that all desks face the front of the class. Where this is not possible (eg IT suites) screens will be put between desks facing each other. | Templates for all classrooms available on the school seating plan system to enable teachers to do seating plans. | | Facilities Manager | 1 Sept |
| Physical distancing | Students are split across both sets of changing rooms when | | | Head of PE | 1 Sept |

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| | getting changed for PE so as to allow for maximum physical distancing. | | | | |
| Physical distancing | Large meetings/ assemblies will not take place where physical distancing is not possible | Virtual assemblies to take place with students remaining in their tutor rooms. | | All staff | 10 January |

| | Existing risk control measures | Additional detail | Additional management | Action / monitored by whom | Action / monitored by when |
|--------------------------|---|---|---|----------------------------|----------------------------|
| Hygienic practice | All staff and students are encouraged to wash hands frequently and required to use hand sanitisers whenever they enter a classroom and before they eat lunch. | <p>Hand washing facilities with soap and hot water in place.</p> <p>Hand dryers or towels available in every toilet.</p> <p>Stringent hand washing taking place.</p> <p>Extensive provision of hand sanitisers in every room across the school site.</p> <p>Staff and students required to use hand sanitiser as they enter classrooms and before they eat.</p> <p>Caretakers to do regular checks to ensure a good supply of soap is available in toilets.</p> | <p>Display posters promoting hand, washing, respiratory hygiene & social distancing.</p> <p>https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> | Facilities Manager / SLT | Ongoing |

| | Existing risk control measures | Additional detail | Additional management | Action / monitored by whom | Action / monitored by when |
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| Hygienic practice | Cleaning process will be increased in accordance with government advice, particularly in areas with high contact levels | Daytime cleaner onsite to clean 'high volume' areas (eg door handles) and areas used by different bubbles. Daily clean at a minimum of all used areas, with special attention to high contact surfaces. See specialist subject risk assessments for details to cleaning of rooms between bubbles and equipment etc. | Close monitoring of cleaning process and effectiveness a Including cleaning log. See Cleantec risk assessment for more information. | Facilities Manager | Ongoing |
| Hygienic practice | Provide plentiful access to hand sanitisers | Wall mounted hand sanitisers installed at entrance to each classroom, entrance to student reception and in the main reception | Monitoring of sanitisers to ensure they remain well stocked and are being used. | Facilities Manager | Ongoing |
| Hygienic practice | Cleaning materials will be made available to all teachers and non-teaching staff and all are encouraged to use them in classrooms, offices and meeting rooms. | Students and staff will wipe down their own specific work area surfaces (desk and chair top) before they leave the classroom, office or meetings room. Teaching staff will carry their open anti-bac spray and paper towels for students to use at the end of each lesson. Daytime cleaner will undertake a twice daily disinfection of communal surfaces that may be touched by others (e.g. handrails). | Monitoring of stocks and regular procurement | Premises Team / Facilities Manager | Ongoing |
| Hygienic practice | 'Catch it, bin it, kill it' promoted across the school site | Signage around the school. | | Premises Team / Facilities Manager | Ongoing |

| | Existing risk control measures | Additional detail | Additional management | Action / monitored by whom | Action / monitored by when |
|--------------------------|---|---|-----------------------|----------------------------|----------------------------|
| | | Tissues, bin and hand sanitiser to be available in every classroom, office and meetings room. | | | |
| Hygienic practice | Enhance air circulation by keeping windows open as much as possible – minimum of one window and internal door must be open at all times | First member of staff in the room to open window(s) each morning. Last member of staff in the room to close the windows at the end of the day. | | All staff | Ongoing |

| | Existing risk control measures | Additional detail | Additional management | Action / monitored by whom | Action / monitored by when |
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| Food Provision | The school will provide meal options for all pupils who are in school. Meals will be available free of charge to all pupils who meet the benefits- related free school meals eligibility criteria. | Sir William Ramsay School will continue to provide free school meals support in the form of food vouchers for pupils who are eligible for benefits related free school meals and who are not attending school because they have had symptoms or a positive test result themselves. | | Finance Manager | Ongoing |

| | Existing risk control measures | Additional detail | Additional management | Action / monitored by whom | Action / monitored by when |
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| Educational Visits | Educational Day Visits were able to resume from 12th April 2021. | As part of the risk assessment, the School will consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. | | Headteacher | Ongoing |

| | Existing risk control measures | Additional detail | Additional management | Action / monitored by whom | Action / monitored by when |
|---------------------------|---|--|-----------------------|----------------------------|----------------------------|
| | Any educational day visits must be conducted in line with relevant COVID-secure guidelines and regulations and a full risk assessment in relation to all educational visits must be undertaken to ensure they can be undertaken safely. | School Leaders will consult the health and safety guidance on educational visits when considering visits. | | | |
| Educational Visits | Domestic Residential Visits can be undertaken from 17th May 2021. Any domestic residential visits must be conducted in line with relevant COVID-19 guidance and regulations and risk assessments should be undertaken. | Given the complexities attached to international travel at this stage of the pandemic, Sir William Ramsay School will not be planning any international visits in 2021/22. | | Headteacher | Ongoing |

| | Existing risk control measures | Additional detail | Additional management | Action / monitored by whom | Action / monitored by when |
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| Mental Health | The school will promote mental health & wellbeing awareness to students and will offer appropriate support. | Students and parents will be reminded of the different ways they can access support when they return to school. | School Counsellor to be available to students who come into school for 'drop in' support. | AHT (EG) / School Counsellor | Ongoing |

| | Existing risk control measures | Additional detail | Additional management | Action / monitored by whom | Action / monitored by when |
|----------------------|---|---|-----------------------|----------------------------|----------------------------|
| | | Signposting of professional support and referrals to outside agencies where needed. | | | |
| Mental Health | The school will promote mental health & wellbeing awareness to staff and will offer what support they can as well as encouraging mutual support between staff | <p>Active promotion of mutual support and encouragement.</p> <p>Active consideration for opportunities to thank and support colleagues e.g sharing letters of thanks from parents, community etc</p> <p>Consultation with union reps on key issues.</p> <p>Awareness of importance of regular communications to alleviate uncertainties.</p> <p>Staff sent information on wellbeing and articles / links to information on coping with lockdown.</p> <p>Signposting of professional support if requested.</p> | | SLT | Ongoing |
| Mental Health | There is a risk that members of our school community will have suffered a bereavement due to COVID-19 and this could impact the mental health of students, staff and parents. | Referrals to School Counsellor, appropriate external agencies for students and EAP for staff. | | Line managers | Ongoing |

| | Existing risk control measures | Additional detail | Additional management | Action / monitored by whom | Action / monitored by when |
|--------------------------------------|--------------------------------|---|-----------------------|----------------------------|----------------------------|
| Staff health & well-being | Individual Risk Assessments | Individual Risk Assessments and support will be provided for all staff who are: <ul style="list-style-type: none"> • Clinically Vulnerable (CV) • Clinically Extremely Vulnerable (CEV) • Pregnant/Expectant mothers • BAME | | Facilities Manager | Ongoing |

| | Existing risk control measures | Additional detail | Additional management | Action / monitored by whom | Action / monitored by when |
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| Visitors | Visitors to school will be kept to a minimum. All visitors (including regular contractors) are required to sign in and leave their full details, committing to abide by our social distancing requirements. Hand sanitising station in reception which all visitors are required to use prior to entering the school site. | Attention paid to number of visitors in case of reaching higher numbers. Visitors must wear a face mask at all times whilst inside school buildings. | | Facilities Manager | Ongoing |

| | Existing risk control measures | Additional detail | Additional management | Action / monitored by whom | Action / monitored by when |
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| PPE | A stock of masks, gloves and plastic aprons are available in the First Aid room for use when | Current Government guidance has only identified 2 situations in | Students and staff who have been sent home will be asked to get tested. | Facilities Manager | Ongoing |

| | Existing risk control measures | Additional detail | Additional management | Action / monitored by whom | Action / monitored by when |
|------------|--|--|---|----------------------------|----------------------------|
| | dealing with any students/ staff who are displaying symptoms. | <p>educational settings where PPE should be worn:</p> <ul style="list-style-type: none"> • providing intimate medical care as per an EHCP • when dealing with a suspected case of COVID-19 <p>Suspected cases will be sent to the First Aider who will have PPE on prior to checking the symptoms and contacting parents to collect the student. The student will be put in the 'isolation room' (Physio room 1 next door to First Aid room) and await collection. They will be given a face mask to wear whilst waiting to be collected. First Aider has access to gloves, face masks and disposable aprons as needed.</p> <p>Any staff displaying symptoms will be sent home immediately</p> | <p>Ensure safe disposal of all PPE used when dealing with anyone exhibiting symptoms of COVID-19.</p> <p>Ensure area is cleaned in line with government guidance (including any toilets used by individual with symptoms) prior to them being used again.</p> <p>The school will follow Thames Valley Health Protection Team flowchart for any suspected or confirmed case.</p> | | |
| PPE | A stock of masks, gloves and plastic aprons are available in the two physio rooms for use when providing personal care to PD students including stretch/physio sessions. | This can be disposed of in normal bins as long as neither student nor member of staff displays symptoms of COVID-19. | | Facilities Manager | Ongoing |
| PPE | Students will be required to wear a face mask in indoor communal areas (e.g. corridors, PE | A stock of face masks will be available for students who have forgotten/ lost their mask. | Students who have medical conditions which mean they are exempt from wearing face masks | Business Manager | 4 January |

| | Existing risk control measures | Additional detail | Additional management | Action / monitored by whom | Action / monitored by when |
|------------|---|---|---|----------------------------|----------------------------|
| | Changing Rooms, Toilets) and in classrooms. | Teachers will carry spare face masks so students can be provided with them in lessons. | will be issued with an Exemption Card by the First Aider following provision of evidence for the exemption. | | |
| PPE | Staff will be required to wear a face mask in indoor communal areas (e.g. corridors, PE Changing Rooms, Toilets, staffroom) and in offices where distancing cannot be maintained. | A stock of face masks will be available for staff who have forgotten/ lost their mask. Staff can choose to wear a face mask in classrooms but only if it does NOT impact on teaching and learning. | Staff who have medical conditions which mean they are exempt from wearing face masks will be issued with an Exemption Card by the First Aider following completion of a Healthcare Plan/ Individual Risk Assessment | Business Manager | 4 January |
| PPE | Visitors will be required to wear a face mask in all indoor areas. | | | Business Manager | Ongoing |