



Coronavirus Risk Assessment for Education from September 2021 (Updated: 1.12.21)

Location/Dept.: Sponne School	Date Assessed: September 2021 Amendment page 3: 15.9.21 Updated 1.12.2021	Assessed by: SO Checked by: IM
Task/Activity: Dealing with coronavirus	Review Date: January 2022	Persons at risk: Staff, Students, Visitors, Contractors

Background to the updated risk assessment:

The government continues to manage the risk of serious illness from the spread of the virus. The Prime Minister announced on 27 November the temporary introduction of new measures as a result of the Omicron variant. These measures are precautionary, while the variant is tracked and assessed. As a result, the government are reflecting these measures in the guidance for schools, most directly a temporary recommendation on the wearing of face coverings in schools and changes to isolation requirements for confirmed and suspected cases of the Omicron variant and their contacts. This advice remains subject to change as the situation develops. COVID-19 continues to be a virus that we learn to live with and the imperative to reduce the disruption to children and young people’s education remains.

Changes to the guidance since its 27 September 2021 publication include:

- updated advice on Tracing close contacts and isolation to reflect the change in measures for close contacts of suspected or confirmed Omicron cases
- updated advice on Face coverings to reflect the change in measures – they are now recommended in communal areas in all schools for adults and for pupils from year 7 onwards
- replacement of references to Public Health England with references to the United Kingdom Health Security Agency (UKHSA)
- updated information in the ‘Other considerations’ section on vaccination of under 18 year olds
- an updated Travel and quarantine section to reflect that pupils arriving from abroad will need to isolate and test on arrival
- an updated Educational visits section to advise you consider whether to go ahead with any planned international educational visit

Key control measures for the school and individuals are:

- Good hygiene
- Appropriate cleaning regimes
- Ensure occupied spaces are well ventilated
- Follow public health advice on testing, self-isolation and managing confirmed cases of Covid



Risk	Control measures	Who	RR	Additional control information
<p>Risk of Transmission of coronavirus within school by:</p> <p>1. Staff not having appropriate knowledge on virus, transmission and risk leading to increased transmission of covid-19</p>	<p>All staff to keep themselves updated and follow the latest DfE guidance for schools and national Public Health England/NHS guidelines via https://www.gov.uk/coronavirus https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>In particular staff should be familiar with the latest guidance FOR SCHOOLS: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</p>	<p>Employee, visitors, agency staff, member of the public</p>	<p>L</p>	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Testing can be booked here: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p>
<p>Risk of Transmission of coronavirus within School by:</p> <p>2. Contact with persons suffering from coronavirus or displaying symptoms</p>	<p>Limit the possibility of introduction of the virus to the site.</p> <ul style="list-style-type: none"> All staff, students and visitors should follow public health advice. They will be told that they must not come into school if they are displaying Covid-19 symptoms or have tested positive. Positive PCR test results require self-isolation for 10 days. If symptoms of covid-19 are experienced, self-isolation must take place whilst waiting for a PCR test in line with public health advice. As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parents to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of 	<p>All</p> <p>All</p> <p>All</p> <p>All</p>	<p>M</p>	



	<p>individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. Schools may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases. All individuals who have been identified as a close contact of a 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. They will be informed by the local health protection team or NHS Test and Trace if they fall into this category and provided details about self-isolation. Further actions for educational settings may be advised by a local Incident Management Team (IMT) investigating a suspected or confirmed case of the Omicron variant of Covid 19.</p> <ul style="list-style-type: none"> From 16th August 2021, children under the age of 18 years and 6 months old will NOT be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive Covid-19 case. Instead they will be advised to take a PCR test as soon as possible. (Those 18 years of age are considered children until 6 months after their 18th birthday, to allow for the child to be fully vaccinated). All individuals who have been identified as a close contact of a 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. Anyone living in a household above the age of 18 who is fully vaccinated at least 14 days before the close contact with a positive case, will be advised to take a PCR test 'as soon as possible' instead of self-isolating, unless it has been identified they have been in close contact with a confirmed case of the Omicron variant. Although it is not a statutory requirement for those fully vaccinated or under the age of 18 years and 6 months (who have been identified as a 	<p>Testing team</p> <p>All</p> <p>All</p> <p>All</p> <p>Pupils</p> <p>Pupils</p> <p>Staff</p> <p>All</p>		
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	<p>close contact) to isolate whilst awaiting a PC test result, the school recommends that staff and students self-isolate until the results of the PCR are known. All individuals who have been identified as a close contact of a 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> <ul style="list-style-type: none"> ● If the parent is unwilling or unable to facilitate isolation for a student unless identified as a close contact of the Omicron variant, the student may attend school, but the school will ask for a mask to be worn until the result of the PCR is known. Please note that this is only in the cases where there are no symptoms present. ● Anyone living in a household above the age of 18 who is not fully vaccinated, where a close contact of someone who has tested positive, will be required to self-isolate for 10 days. It is therefore essential that the school encourages staff and children to vaccinate where appropriate, and ensure that they support time off for vaccination appointments. ● Asymptomatic testing of students is carried out in line with the latest guidance. This will be carried out at home twice weekly. ● Asymptomatic testing of staff should be carried out in line with the latest guidance. This is currently carried out twice weekly. ● In the event of a positive LFD test, parents and staff will be asked to arrange for a PCR test to take place, asked to share the results with the school and to engage with the NHS Test and Trace process. Whilst awaiting the PCR result, the individual should self-isolate. ● If the PCR test is taken within 2 days of a positive lateral flow test and is 	All		
		All		
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		SLT		
		SLT		



negative, this overrides the LFD test and the student can return to school as long as they do not have Covid-19 symptoms.

- It is no longer necessary to keep students in consistent groups or 'bubbles', social distance or wear face coverings. However, in the event of an 'outbreak', the 'Outbreak management Plan' will be implemented and the school **may** temporarily re-introduce these control measures.
- Designated toilets remain in place with Year 11 using those in W Block, Years 9 and 10 those in E Block, Years 7-8 girls the toilets in the C Block and Years 7-8 boys the toilets in H Block.
- The one way system remains in place in W Block, the link corridors and main routes through from the YBR.
- Staggered Lunch will continue for Years 7-9 at 12.05 pm and for Years 10-13 at 1.05 pm.
- Not all persons with Covid-19 have symptoms. Where appropriate, the school will support those who need to self- isolate where they have tested positive, to work or learn from home if well enough to do so. High quality remote education will be provided as necessary. The provision for remote education should remain in place for this academic year.

Refusal by parents to keep a positive child at home:

- In most cases parents / carers will agree the child should not attend school. Where a parent insists they attend school, the school can take the decision to refuse.

The school will manage confirmed cases of coronavirus amongst the school community and contain any outbreaks at school by following the local health protection team advice.

Site team/Cleaning team



	<ul style="list-style-type: none">● If anyone becomes unwell with Covid-19 symptoms (high temperature and/or new cough and/or loss of sense of smell) during the school day they will be immediately isolated, sent home as soon as possible and asked to self-isolate and arrange a PCR test in accordance with the government guidance● If a person becomes ill in a shared space, the area should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice. In addition cleaning of: All surfaces and objects which are visibly contaminated with body fluids; and<ul style="list-style-type: none">- All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc.- All surfaces that the person has come into significant contact with must be cleaned, including public areas.● All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.● Should the person test positive, the Health Protection Team will be contacted and any instructions given about what to do with the waste will be followed. <p>PPE is available for staff dealing with symptomatic individuals. Adequate supplies of facemasks, eye protection, gloves and aprons are available for anyone who becomes unwell at school and needs direct personal care.</p>	SLT		
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	<p>Appropriate space where they can be isolated is identified</p> <ul style="list-style-type: none"> • Social distancing measures ended in the workplace on 19 July and the government is no longer advising people to work from home. The shielding programme has now come to an end and adults previously considered CEV should, as a minimum, continue to follow the same guidance as everyone else. It is important that everyone adheres to this guidance but people previously identified as CEV may wish to take extra precautions. • Individual risk assessments are undertaken when appropriate. • Careful consideration will be given to events that are planned to take place on site, taking into account the current government advice and the number of local and school cases. 			
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<p>Risk of Transmission of coronavirus within School by:</p> <p>3. Poor Hand Hygiene</p>	<p>Clean hands thoroughly more often than usual</p> <p>Regular and thorough hand cleaning is an easy way to kill the virus. Therefore basic infection controls should be continued to be followed as recommended by the government:</p> <ul style="list-style-type: none"> • Ensure that the school has enough soap and hand sanitiser available so that all staff and students can clean their hands regularly. • Supervision of hand sanitiser to ensure that it is used appropriately. • All encouraged to wash hands with soap and water often – using hand sanitiser gel if soap and water are not available. To include on arrival at school, when there is any movement around school, and before and after eating. • Building these routines into the school culture supported by behaviour 	All	L	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated when the latest government guidance is released.</p> <p>NHS Coronavirus (Covid-19) information</p>
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	<p>expectations.</p> <ul style="list-style-type: none"> • Hand sanitiser to be available in each classroom (in use), offices, entrances and exits of buildings, in the canteen and near the toilets. 			
<p>Risk of Transmission of coronavirus within School by:</p> <p>4. Poor respiratory hygiene</p>	<p>Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach and the wearing of face masks.</p> <ul style="list-style-type: none"> • School to ensure that there are enough tissues and bins available so that this routine can be followed at all times. • Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. • Put used tissues in the bin straight away. • Do not touch your eyes, nose or mouth if your hands are not clean. 	All	L	

<p>Risk of Transmission of coronavirus within School by:</p> <p>5. Poor cleanliness and ventilation of buildings</p>	<p>Enhanced cleaning procedures, including frequently touched surfaces using standard products such as detergents and bleach.</p> <p>Regular cleaning of all areas used by students and staff</p> <ul style="list-style-type: none"> • Students asked to wipe down their desk as they leave - after the teacher has sprayed it. • Toilets have a regular supply of hot and cold water complete with soap and towels. • Toilets and kitchen area to be regularly cleaned including during the day and between bubbles. • Toilet seat lids to be lowered when the toilet is flushed (where fitted). • Classrooms and offices will continue to be well ventilated regularly to ensure a flow of air such as opening of windows and doors where 	<p>Site Team</p> <p>Cleaning team and Teachers</p>	L	<p>See separate Covid-19 cleaning schedule.</p>
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possible. Staff are reminded regularly to ensure ventilation is maintained even during winter months. Co2 monitors have identified that opening windows decreases Co2 levels.

Risk of Transmission of coronavirus within School by:

6. Inadequate use when required, of personal protective equipment and face coverings

Where necessary, wear appropriate personal protective equipment (PPE).

PPE is not recommended for the majority of school situations or staff.

However, it will be available in the following circumstances:

- Where any individual becomes ill with coronavirus symptoms during the school day reports to the first aid room and a distance of 2 metres cannot be maintained.
- Where a young person already has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used.
- Mask wearing on school and public transport and in crowded spaces is now mandatory. This also includes indoor communal spaces and whilst walking in corridors. Face coverings help protect the wearer and others against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of COVID-19. It is not recommended that masks are worn in classrooms.
- Students will be advised they will need to bring a couple of face coverings with them to school each day. Reminders to all staff and students on the safe wearing of face covering requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use.
- Where a face covering becomes damp, it should not be worn and the

All staff and students

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Full PPE is not recommended in schools. If staff are anxious then they should seek further support and guidance from the Headteacher.

[Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment \(PPE\)](#)

<https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020>

Headteacher



	face covering should be replaced carefully.			
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<p>Risk of Transmission of coronavirus within School by:</p> <p>7. Insufficient testing of staff</p>	<p>Home testing kits have been distributed for staff to test at home twice a week.</p> <ul style="list-style-type: none"> ● Lateral Flow Test (LFTs) kits have been distributed to schools to test staff either once a week or twice a week depending on their frequency in school. ● Full instructions on how to take the test have been distributed to staff. ● Any staff receiving a positive indication for the virus, however faint, should inform the Headteacher and go home immediately, and isolate, following the latest Government guidelines. ● Staff should use the home testing kits to test at home and log their results on the NHS testing site. ● Any staff receiving a positive indication for the virus, however faint, 	All staff	M	
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	<p>should inform the Headteacher and stay at home, and isolate following the latest Government guidelines.</p> <ul style="list-style-type: none"> • A positive LFT test at home requires a confirmatory PCR test. 			
<p>Risk of Transmission of coronavirus within School by:</p> <p>8. Insufficient testing of students</p>	<p>On site testing of all secondary school students will take place <u>once</u> before returning to school in January 2022</p> <ul style="list-style-type: none"> • All testing will be done in line with the Government and NHS guidance. • Staff administering the tests will be provided with appropriate PPE to carry out this function. • Testing stations will be sanitised between use. • All testing waste will be disposed of in a neutral coloured plastic bag (yellow with black stripe) in accordance with government guidelines. • Any students testing positive, however faint, will be asked to go home and isolate in line with Government guidelines. • A positive LFT at school under controlled conditions does not require a further PCR test. However, a positive test at home does require a confirmatory PCR test. • Each student will be tested once in school at the test centre before being issued with a home testing kit in order to test themselves at home twice a week. • Training on how to do the home testing will be given during the first tests done in school – for new students to the school. 	All students	M	



	<ul style="list-style-type: none"> • Testing will continue to take place twice weekly at home, and results must be reported to the NHS. 			
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<p>Risk of transmission of Coronavirus within the school community:</p> <p>9. during educational visits</p>	<ul style="list-style-type: none"> • Full and thorough risk assessments will be undertaken in relation to all educational visits. • Public health advice such as hygiene and ventilation requirements should be included as part of this risk assessment. • Specialist advice is sought from the external Educational Visits Advisor. • The gov't travel list and international travel policy will be consulted before any international visit is planned and the insurance is checked. • Schools will consider whether to go ahead with planned international educational visits at this time, recognising the risk of disruption to education resulting from the need to isolate and test on arrival back into the UK. School will refer to the Foreign, Commonwealth and Development Office travel advice and the guidance on international travel before booking and travelling. 	EVC/ Headteacher		
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<p>Risk of transmission of Coronavirus within the school community:</p> <p>10. during wraparound provision and extra-curricular activity</p>	<ul style="list-style-type: none"> • https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak • The same guidance as above is applicable. Segregation, bubbles, social distancing are not required as long as the control measures of good hygiene, appropriate cleaning regimes, ventilation of occupied spaces and following public health advice is followed. 	Headteacher		
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Coronavirus Risk Assessment for Education

Location/Dept.: Spodne School		Assessed by: SO		
Task/Activity: Face to Face Meetings		Review Date: September 2021		
Persons at risk: Staff, Students, Visitors, Contractors				
Risk	Control measures	Who	RR	Additional information
<p>Risk of Transmission of coronavirus within School by:</p> <p>1. face to face meetings with internal & external providers</p>	<p>Internal meetings can take place face to face providing:</p> <ul style="list-style-type: none"> The room is adequately ventilated. Any equipment and furniture used will be wiped down after use. Consideration is given to resources being shared electronically so that no documents are physically shared where possible. 	All staff and visitors	M	To minimise face to face contact only essential participants for the meeting should be present.



Meetings with external participants may resume providing they meet all the criteria and follow all of the procedures in place for internal meetings plus:

- All visitors will sign in and out at the main reception and use the hand sanitiser available.
- A copy of the school risk assessment will be available for them to read if they have not already done so.
- Visitors will remain in their designated area and should not go anywhere else if there is an 'outbreak' see the separate 'Outbreak management plan'
- Visitors will be required to wear face coverings at all times when on site in communal areas and corridors
- External meetings may be postponed in the event of the 'outbreak management plan' being implemented.
- Meetings consisting of large groups will be 'online' from 30th November 2021.



Outbreak Management Plan Arrangements

If the school has several confirmed cases within 14 days, the school may have an 'outbreak'. The dedicated advice service will be called who will contact the Health protection team. **Advice will be followed in all instances**. Control measures may be implemented as below:

1. Individuals, classes or year groups may be sent home to access 'remote education'.
2. Year groups may be prioritised to attend school if restrictions in attendance are necessary.
3. Year groups may be allocated specific class rooms and movement around the school restricted.
4. 'Bubbles' may be reinstated
5. Toilets may be allocated to specific year groups
6. Staggered start, finish and lunch times may be re-introduced where removed.



7. Mask wearing may be re-introduced in classrooms and communal areas (where removed currently)
8. Re introduction of onsite testing may be implemented
9. Clinically extremely vulnerable staff and pupils may need to 'shield'
10. Trips and performances may be limited.

The OMP can be accessed here:

https://docs.google.com/document/d/1ja5LezsbXYdCKMVcfxvATXd_nht6Mm-V/edit?usp=sharing&ouid=104973543825425102320&rtpof=true&sd=true

SCHOOL CLEANING PLAN

Daily Actions	Who	Time	Comments
Ensure all areas of the school that are not in use are locked.	Site team		Plan agreed with cleaning team and monitored by the site team.
Ensure that there is sufficient sanitiser in all rooms and at all stations.	Staff	11am and 4pm	
Toilets in use are to be cleaned daily once staff and students have left the building. Soap dispensers to be checked and refilled daily. Toilet seat lids to be closed when toilet is flushed (where fitted)	Cleaners	From 3l be inserted here.15pm	
All rooms being used by staff and students to be cleaned at the end of the day.	Cleaners	From 3.15pm	
Surfaces to be cleaned at least twice daily – including student desks before students leave the room	Site team /cleaners/ Teachers	Twice per day –Cleaners and student desks at the change of class.	



Canteen to be cleaned daily.	Cleaners	From 3.15 pm	
Any equipment used by staff or students during the day to be wiped down once activity is completed.	Staff	All day	
Computer keyboards to be sanitised after use and at the end of the day.	Staff	From 3.15 pm	
Ensure disposal facilities for face coverings are available and disposed of daily.	Cleaners	From 3.15 pm	