

April 2022 - This risk assessment has been updated in line with the Living with COVID guidance

RISK ASSESSMENT FOR THE FULL OPENING OF SCHOOLS		
Name of School	Date of assessment	Review date
Tytherington School	28/02/2022	30/07/2020; 18/08/2020 05/11/2020; 16/12/2020 04/01/2021; 15/02/2021 – partial opening; 08/03/2021 – full reopening; 25/03/2021; 29/03/2021; 20/04/2021; 12/05/2021; 28/06/2021; 22/07/2021; 25/08/2021; 29/11/2021; 03/01/2022; 18/01/2022; 21/01/2022; 28/02/2022; 07/04/2022
Name and Position of Assessor(s):	Conducted by the Senior Leadership Team (Teaching and Operational) and Business Services team	
Headteacher's Name:	E.Botwe	
Chair of Governor's Name:	Trevor Langston and Ed Griffen	

RISK PRIORITY

HIGH: Accident likely - with possibility of causing serious injury or loss

MEDIUM: Possibility of accident - causing minor injury or loss

LOW: Accident unlikely - with control measures in place

5 steps to Risk Assessment

1. Identify the hazards
2. Decide who may be harmed
3. Identify the control measure already in place
4. Evaluate the remaining risk (High, Medium, Low)
5. Identify any further action needed to reduce the risk to the lowest *reasonably practicable* level

Hazard identified	People at Risk and possible effect of hazard	Existing Control Measures in place	Risk Priority (High, Medium, Low)	Additional Controls Required to Minimize Risk
A. Following public health advice on testing, self-isolation and managing confirmed cases of COVID-19				
<i>Risk of contracting COVID-19</i>	<p>Staff, students, parents, contractors, community</p> <p>Virus can be transmitted via inhalation of small droplets/aerosol expelled from nose/mouth of those infected.</p> <p>Surfaces can be contaminated and transferred to body through touching eyes/nose/mouth</p> <p>Possible effects include infection (symptomatic/asymptomatic), serious illness and death through respiratory failure/other bodily complications</p>	<p>Social distancing measures have now ended in schools</p> <p>Extra cleaning in place.</p> <p>School following Government guidance including control measures:</p> <ol style="list-style-type: none"> 1. Ensure good hygiene for everyone 2. Maintain appropriate cleaning regimes 3. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19 	H	<p>Extra cleaners hired to assist with increased cleaning loads, cleaners working during the day to clean toilets; sanitize door handles and other high traffic areas.</p> <p>Students, staff and other adults should follow guidance on the DfE and NHS websites if they experience COVID-19 symptoms. Attendance policy reviewed regularly to ensure it is fit for purpose.</p> <p>Staff and students should follow the wider advice on face coverings outside of school, including on transport to and from school. This guidance has been withdrawn as of 1st April 2022.</p> <p>The director of Public Health may advise that face coverings should temporarily be worn in communal areas or classrooms – this will be communicated on a case by case basis.</p>
<i>Staff/students developing Symptoms</i>	<p>Staff, students</p> <p><i>Students and staff could be affected by COVID-19 and spread to others</i></p>	<p>Students, staff and other adults should follow guidance on the DfE and NHS websites if they experience COVID-19 symptoms. The government no longer offer free PCR or LFT tests for those experiencing COVID-19 symptoms.</p>	H	<p>Infection Control policy has been updated, staff have been advised in briefings and will continue to be reminded regularly.</p>

<p><i>Outdated/lack of Policies and procedures</i></p>	<p>Staff, students, visitors</p> <p><i>Staff/students/visitor unaware of processes, potentially causing further spread of virus</i></p>	<p>Students: Children and young people with mild symptoms such as a runny nose, sore throat, or slight cough, who are otherwise well, can continue to attend their education setting. Children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people, where they can. The advice for length of time is 3 days. They can go back to school, college or childcare, and resume normal activities when they no longer have a high temperature and they are well enough to attend.</p> <p>Staff/Visitors: Adults should try to stay at home and avoid contact with other people for 5 days, which is when they are most infectious. Further guidance is available on the Government website (Apr 2022): People with symptoms of a respiratory infection including COVID-19 - GOV.UK (www.gov.uk)</p>	H	<p>Infection Control policy and First Aid policies updated</p> <p>We will make appropriate ongoing adjustments to application of sickness absence policies to reflect Covid-19 related absences and issues. Student absence processes are updated as appropriate.</p> <p>Staff with a confirmed positive test should try and stay home and avoid contact with other people, returning to school after five days.</p> <p>There is no longer a requirement for students or staff to return a negative test before returning to school once they have remained at home for the recommended period of time.</p> <p>Staff should speak to their line manager and HR team about options for working from home.</p>
	<p>Staff</p> <p><i>Staff unaware of processes – potentially causing virus to spread further</i></p>	<p>Staff have been trained on the school policy and procedure around those developing symptoms</p>	L	<p>Information has been sent out to staff via email and paper copies provided to those without access to a computer.</p> <p>Staff reminded in weekly bulletins.</p>
<p><i>Inappropriate/lack of Facilities</i></p>	<p>Staff, students, visitors</p> <p><i>Students with possible symptoms could be around others in inappropriate locations</i></p>	<p>A well-ventilated room is available in the school for a child or young person to wait until collected.</p> <p>Students should continue to attend school provided they do not have a high temperature and feel well, as detailed in: People with symptoms of a respiratory infection including COVID-19 - GOV.UK (www.gov.uk)</p>	L	<p>Rooms available with toilet facilities nearby. These will be cleaned regularly.</p> <p>If staff develop symptoms during the school day they are to advise HR, their line manager and the Cover Manager and leave site immediately if they feel well enough to do so. If they do not feel well enough to do so, they are to remain in the Isolation room (Interview Room next to reception) until they feel well enough to leave site, or someone is available to collect them. The room will be disinfected after it has been vacated. They will be advised to follow guidance on the DfE and NHS websites if they experience COVID-19 symptoms.</p>

Lack of First Aid provision	Staff, students, visitors <i>Inappropriate first aid provided, putting staff and casualty at risk</i>	The school level response should someone fall ill on site is in place (in line with relevant government guidance)	L	First Aiders have been provided with the updated St John's Ambulance guidance on dealing with a symptomatic person. The school has around 20 first aiders based across the site
	Staff, students, visitors <i>Inappropriate PPE worn, putting staff and casualty at risk</i>	The member of staff dealing with the symptomatic person will wear the appropriate PPE.	M	First Aiders have sufficient access to PPE. This is available in the Pastoral Office, in the Admin Office and supplies have been created for First Aiders to take away if required.
Inappropriate/ Inadequate Coronavirus Procedures	Staff, LA <i>Inappropriate procedures being in place could prolong the amount of time positive cases are exposed to the rest of the school population</i>	The school has a system to keep brief records of student and staff contacts so that these details can be provided if required to the appropriate bodies. The school follows the guidance provided by appropriate authorities.	H	The school has a system to keep brief records of student and staff contacts so that these details can be provided if required to the appropriate bodies. Students, staff and other adults should follow guidance on the DfE and NHS websites if they experience COVID-19 symptoms.
Outbreak contingency	Staff <i>Staffing capacity too low to keep school open</i>	The school has contingency plans and procedures in place to respond to any outbreak based on the advice from the local health protection team.	L	The Outbreak Management plan has been updated to reflect current measures. The contents are based upon advice from the Local Authority. Staff and students are aware that face coverings may be advised by the LA COVID-19 Education Team/Public Health on a temporary basis in the event of an outbreak. This may apply to staff, visitors or students age 11 years and above. An online provision is available for students where they are unable to attend or there is a staff capacity concern.
School closure	Staff, students <i>Lack of school closing procedures could cause confusion, affecting student learning and safety</i>	Procedure to close the school at short notice if staffing levels fall to levels where safety cannot be assured	L	The school will liaise with PHE and the local authority and suspend the offer of on-site education if it is no longer safe for the site to remain open. An online provision will be provided to students.

<p>Lack of information for Staff who have been shielding, those with protected characteristics, and those with additional needs</p>	<p>Staff/Students <i>Those who have previously been shielding may be more at risk of catching the virus</i></p> <p><i>Staff and students who have protected characteristics put at a disadvantage or indirectly discriminated against by any of the actions taken by the school</i></p>	<p>The school has considered any measures that are needed to ensure that staff/students who have been shielding can return to school and its equality duties.</p> <p>Ensure individual education plans (IEPs) and EHCPs are in place and reviewed for each child who may be at increased risk or has additional needs. Engage with LA, agencies and the families of pupils with SEND to devise a plan to provide specific support as needed.</p>	<p>M</p>	<p>Individual Risk assessments conducted where appropriate. Anyone previously classed as ECV has been advised they may return to school. Pastoral meetings used to gather information about vulnerable students so that support can be provided. Individual risk assessments created for students by HOYs and quality checked by EH.</p> <p>Pregnant staff in clinically vulnerable category. Individual risk assessments held with those in this group if applicable. No specific guidance for BAME staff or students other than ‘accommodate additional measures where appropriate’ – no guidance about what these might be. We will continue to work with staff and students closely to ensure that any reasonable adjustments which can be made are done so. Individual plans for staff who are returning to work from family leave or long-term sickness absence.</p>
<p>Lack of process for those attending Dual provision</p>	<p>Staff, students, parents <i>Lack of communication between provisions to ensure that students attending these adhere to the processes of both environments could increase risks to those attending both establishments</i></p>	<p>The school has worked through the system of controls with any setting where a child routinely attends on a part time basis to address any risks identified.</p>	<p>M</p>	<p>Students dual rolled and attending Fermain or other provisions –additional risk assessments in place</p>
<p>Lack of processes for dealing with Behaviour</p>	<p>Staff, students <i>Students who are permitted to exhibit poor behaviour may put themselves and others at risk of infection</i></p>	<p>The school has reviewed/updated its behaviour policies with any new rules/policies, and communicated these clearly and consistently to staff, students and parents, setting clear, reasonable and proportionate expectations of student behaviour.</p>	<p>L</p>	<p>Students advised about changes to behaviour SOPs in light of COVID-19 through tutor time and assemblies and letter to parents. Details re removal clarified.</p> <p>Expectations cascaded to students via tutor groups and assemblies</p>

B. Ensure good hygiene for everyone

<p>Insufficient PPE Supplies</p>	<p>Staff <i>Insufficient supplies of PPE could put staff and students at risk</i></p>	<p>Arrangements are in place to ensure that the school has sufficient supplies of PPE. Staff have been trained on when and how to use PPE, including the safe removal and application of PPE masks and other equipment, in line with DfE guidance. Policies updated to reflect the use of PPE. PPE stored safely when not in use.</p>	<p>L</p>	<p>Infection control policy and First Aid policy updated with use of PPE. Stored safely and readily available for First Aiders who are unable to maintain social distancing when assisting someone who is unwell – stocks available in Pastoral and Admin Office.</p> <p>Staff and pupils are aware that face coverings may be advised by the LA COVID-19 Education Team/Public Health on a temporary basis in the event of an outbreak. This may apply to staff, visitors or students age 11yrs and above. Staff to wear PPE if attending to a first aid incident and social distancing is not possible.</p>
<p>Insufficient Hand washing</p>	<p>Staff, students, visitors <i>Poor hand-washing could increase risk of virus spread</i></p>	<p>The school policy is clear that any staff or student should wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</p>	<p>L</p>	<p>Staff briefed on hygiene process and form tutors to advise students regularly. Guidance posters are available in all toilets. Site team to regularly check that guidance posters are still in place.</p> <p>Sufficient hand washing/sanitizer stations available.</p> <p>Sanitiser stored and used safely in accordance with appropriate COSHH advice. Stored away from students. Staff aware of students with additional needs who may need assistance when using sanitizer.</p> <p>Students who require alternative sanitizer (such as skin friendly skin cleaning wipes) are able to bring these in.</p>
<p>Lack of Infection control provision</p>	<p>Staff, students, visitors <i>Poor hygiene could increase risk of virus spread</i></p>	<p>The school has sufficient hand washing or hand sanitiser 'stations' available so that all students and staff can clean their hands regularly 'Catch it, bin it, kill it' in place.</p>	<p>L</p>	<p>Hand sanitizer stations available around the site</p> <p>'Pupils must clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating'.</p>
<p>Inadequate Waste provision</p>	<p>Staff, students <i>Poor hygiene could increase risk of virus spread</i></p>	<p>The school has enough bins available in the school to support students and staff to follow the enhanced hygiene routine.</p>	<p>L</p>	<p>For students who use tissues, small bags are available to place used tissues in which will be sealed before going in the bin.</p> <p>Bins with lids available wherever possible</p>

<p><i>Poor Handwashing processes</i></p>	<p>Staff, students <i>Poor hygiene could increase risk of virus spread</i></p>	<p>All adults and children are aware of the required hygiene and handwashing regime, which includes:</p> <ul style="list-style-type: none"> - frequently washing hands with soap and running water for 20 seconds and drying thoroughly or hand sanitiser. - cleaning hands regularly, including arrival at school, after breaks, if they change rooms and before/after eating - embedding the ‘catch it, bin it, kill it’ approach - encouraging students to clean their hands thoroughly after using the toilet 	<p>L</p>	<p>Reminders sent out in letters to parents, emails to staff, and guidance posters in toilets and classrooms</p>
<p>C. Maintain appropriate cleaning regimes</p>				
<p><i>Not following enhanced cleaning guidance</i></p>	<p>Site Team <i>Poor hygiene could increase risk of virus spread</i></p>	<p>Enhanced cleaning to be undertaken where required. Cleaning guidance being followed by Cleaning team</p>	<p>M</p>	<p>The school’s cleaning schedule includes more frequent cleaning of rooms/shared areas that are used by different groups and cleaning frequently touched surfaces more often.</p>
<p><i>Inadequate Cleaning and waste disposal</i></p>	<p>Site team <i>Lack of checks could affect safety of students and staff</i> <i>Inadequate deep cleaning methods and disposal of waste may increase spread of virus, putting staff and students at risk of infection and of injuries relating to COSHH</i></p>	<p>All areas that have been cleaned are checked to ensure they are safe to use</p> <p>The necessary areas of the school are deep cleaned, where required, with suitable cleaning agents and in line with the COSHH Policy.</p> <p>The school has arrangements to dispose of waste in line with government guidance.</p>	<p>L</p>	<p>Rota system in place to ensure that all high-traffic areas are regularly cleaned. Extra cleaning staff hired to be on site during the day.</p> <p>A full deep cleaning programme is undertaken during each holiday period</p>
<p><i>Inadequate Cleaning product supplies</i></p>	<p>Staff, students, visitors <i>Inadequate cleaning could increase risk of virus spread</i></p>	<p>Adequate amounts of suitable cleaning agents, including soap and sanitizer are available in the relevant areas.</p>	<p>L</p>	<p>Alcohol sanitizer stored appropriately and safely in the storage container. Finance team procuring cleaning agents as and when required</p>

Incomplete Cleaning log	Site team <i>Incomplete or poorly completed cleaning logs may cause confusion and affect cleaning standards</i>	Cleaning log to be created to track cleaning frequency	L	The Site Manager and Cleaning Supervisor track cleaning frequency for bathrooms, classrooms and communal areas
Insufficient Training	Staff <i>Staff without proper training may increase risk of virus spread</i>	Provide communications and mandatory training on cleaning protocols, hygiene practices and social distancing for all staff.	L	Information provided via Infection control policy and briefings Cleaning staff provided with extra information on how to use PPE.
D. Keep occupied spaces well ventilated				
Poor Ventilation	Staff, students <i>Lack of ventilation can increase risk to students and staff</i>	All areas to be well ventilated. CO2 monitors put in place to identify where ventilation needs to be improved.	L	Where possible, all teachers to teach with classroom windows and doors open (providing ventilation and avoid need to touch door) Poorly ventilated spaces have been identified in the risk assessment and steps have been taken to improve fresh air flow in these areas
E. Further Information				
Guidance and Regulations	Staff, students <i>If guidance and regulations are not followed, students and staff safety could be affected, as well as potential law breaches</i>	<ul style="list-style-type: none"> Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 The Health Protection (Notification) Regulations 2010 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' DfE (2022) 'Schools COVID-19 Operational Guidance' 	L	Students are receiving on-site, face to face education. An online provision is available.
Lack of communication with board of Trustees	Board of Trustees <i>Lack of communication could prevent Trustees from carrying out duties</i>	Board of Trustees liaised with regularly about the school's operations	L	Board of Trustees liaised with regularly and provided with up to date risk assessments and information

<i>Lack of Safeguarding</i>	Staff, students <i>Safeguarding procedures not being followed could put students at risk</i>	Ensure other updated guidance such as KCSIE is adhered to.	L	Staff updated by the DSL at the start of the Autumn term and new staff provided with training
<i>Outdated Fire safety procedures</i>	Staff, students <i>Fire safety procedures outdated, could leave staff and students unsafe</i>	Review of emergency procedures such as Fire drills to ensure they take into consideration the adaptations made in order to enable the school to fully remain open.	L	Fire safety procedures reviewed by PY and DP, taking into consideration work that is being undertaken on school site
<i>Lack of Site checks affecting Health and Safety</i>	Site Team <i>Lack of site checks can decrease Health and Safety on site</i>	Site checks to be carried out as normal	L	External site inspections and property management checks continued with. H&S Consultant liaised with regularly
Community lettings provisions <i>inadequate</i>	Community users Site Staff	Risk assessments undertaken for any community lettings use. Community users to provide their own risk assessments.		Community lettings taking place in line with guidance
<i>Lack of processes for addressing Staff wellbeing</i>	Staff <i>Staff wellbeing affected due to increased measures and lack of communication</i>	The school has mechanisms in place to support staff and student wellbeing, Post-covid support arrangements are in place for staff.	L	PD curriculum ensures focus on wellbeing and mental health of students. Measures put in place to consider wellbeing and welfare of staff. The HR team and line managers can support staff on their return to school
<i>Lack of Curriculum provision</i>	Students <i>Students may miss out on learning</i>	There is provision in place for students self-isolating or shielding	L	Students not able to be in school provided with curriculum provision via Firefly. Students who are deemed to be 'Extremely clinically vulnerable' may now attend school for a face-to-face provision
<i>Extra-curricular clubs run without following guidance</i>	Staff, students	Extra-curricular clubs may take place	L	The school is offering extra-curricular activities with no restrictions on who may access this. The school will follow any additional guidance provided by the Local Authority.

<p>Educational visits run without following guidance</p>	<p>Staff, students <i>Not following guidance, measures or information contained with risk assessments increases risk of virus spread</i></p>	<p>Excursions outside of school The school plans to undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely, considering what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues.</p>	<p>M</p>	<p>School trips are carried out with adherence to guidance provided by the Local Authority</p>
<p>Meetings run without following guidance</p>	<p>Staff, students, parents <i>Not following guidance carries an increased risk of virus spread</i></p>	<p>School COVID-19 Operational guidance followed (last updated Feb 2022)</p>	<p>L</p>	<p>Guidance followed on providing appropriate ventilation</p>
<p><i>Lack of process for</i> Volunteers/visitors/Contractors</p>	<p>Volunteers, visitors, staff, students <i>Volunteer/visitors/contractors not following school guidance carries an increase of virus spread, harming themselves, students and staff</i></p>	<p>The school has arrangements in place to manage visitors to the site (such as volunteers, parents and contractors) and ensure site guidance is explained on or before arrival. Expectations have been communicated to contractors and suppliers around, for example, cleaning/catering/food supplies/hygiene supplies</p>	<p>L</p>	<p>Visitors advised of guidance and processes in place. Contractors including the Catering provider expected to have their own First Aid provision. The school procedures ensure a record is kept of visitors.</p>