

# Lathom Junior School Risk Assessment: school opening - September 2021



Headteacher: SARAH ROWLANDS  
Original document shared with Governors: 28.05.20  
SLT: on-going, all members have been participants in the generation of this document  
Staff: 04.09.21  
Version update & review: 01.09.21

This document has been written in conjunction with the DfE's documents [Schools COVID-19 operational guidance \(27th August 2021\)](#) and [Contingency Framework - Managing Coronavirus in schools and childcare settings \(August 2021\)](#)

This assessment directly addresses risks associated with coronavirus (COVID-19), identifying control measures to:

1. **Ensure good hygiene for everyone**
2. **Maintain appropriate cleaning regimes**
3. **Keep occupied spaces well ventilated**
4. **Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19**

## Guide to assessing risk:

### **Impact:**

This is the potential impact of the risk on the organisation should it materialise. You can use a scale between 1 and 4 to rate the impact.

### **Likelihood:**

This is the probability of the risk occurring. You can rate the likelihood of the risk using a scale of between 1 and 4.

### **Risk Rating:**

The current risk rating is worked out by multiplying the impact and likelihood ratings of the risk. You should then use this rating to prioritise the risk.

	Remote	Unlikely	Likely	Very Likely
Major	4	8	12	16
Serious	3	6	9	12
Significant	2	4	6	8
Minor	1	2	3	4

- **High Level Risks** are risks rated 9-16 are coded **RED**. You should prioritise and manage these risks first.
- **Medium Level Risks** are risks rated 6 – 8 are coded **AMBER**. These risks need to be managed and continually reviewed to ensure they are not posing any significant threats. Close monitoring is essential to avoid them developing into red/ high risks where possible.
- **Low Level Risks** are the risks with the risk rating of 1 – 4 are coded **GREEN**. These risks require limited action but they need to be reviewed regularly to ensure they are not posing any threats

## Newham context

Newham's school workforce and school community are a reflection of it being the most ethnically diverse authority in the UK. Throughout this pandemic, Newham has been an authority with heightened risk as a result of its diversity, and has experienced some of the most significant effects of Coronavirus. Newham is one of the most overcrowded parts of the UK. The borough consistently ranks as the most overcrowded borough in London, with a quarter of the population living in overcrowded households according to the 2011 national census. This is substantially higher than the average levels of overcrowded households in London and England. This is likely to have enabled the virus to spread more rapidly in the borough thus affecting individuals at high risk, preventing them from shielding effectively.

Understandably this has caused significant concern among BAME residents, as the BAME communities have suffered a higher death toll than white residents. In regard to BAME, updated evidence and research indicates that ethnicity itself is not a sole contributing factor for infection. In fact, the higher mortality rate in Newham, and among the BAME population in the UK, seen in April and early May 2020, appears to be related to (i) higher levels of underlying health conditions, (ii) increased exposure to the virus, (iii) living in urban areas, (iv) living within an overcrowded multi-generational households. BAME groups may also be overrepresented in the most exposed frontline roles in care, health and transport.

Positively, widespread use of the Covid-19 NHS Test & Trace app, access to LFD testing - at testing centres across the LA and in neighbouring LAs, the provision of home texting kits, as well as the roll out of the vaccine is supporting the national effort in minimising transmission of the virus within local communities.

Although it is unknown how many people have contracted the virus, we know that Newham has been disproportionately affected.

Updated weekly information can be seen on the Newham COVID data dashboard: <https://www.newham.gov.uk/coviddashboard>

## School context

- Our school community is a reflection of the diverse population of the LA. Many staff and children live in multigenerational households/accommodation, often with family and extended family members meeting the criteria of a 'vulnerable' group.
- Our school has been open for children of Critical Workers and those who are Vulnerable, throughout both national lockdowns.
- Risk Assessments for specific groups of children have been ongoing, and highlight the following:
  - Having measures in place that reassure staff who are on site is important, e.g. daily staff briefings to share updated information and feedback from the previous day, visible and robust cleaning regimes, etc.
  - Establishing regular hand washing and hand sanitising routines throughout the day.
  - Reminding everyone of their responsibility in regard to personal safety and social distancing, e.g. at the start of the day, whilst working with/supporting individual or groups of children in different learning spaces, at lunchtime, at breaktime, at home time, etc.
  - The school Office has been open and clear screens installed to provide protection when visitors arrive; PPE – gloves have been worn to receive and return documents.
- Throughout the closure period, children have accessed online learning through their Google Classrooms – everyone agreed that it was important for children to recognise their time at home as a *normal a learning day* as possible – just as if they were attending school. Each day has had a very clear timetable, teachers have taken a register, children have signed-in and greeted each other at the start of the learning day (8.30 – 3.30). Teachers have taught lessons remotely via video lessons and marked and given feedback to work uploaded, ably supported by members of our Support Staff Team.
- Children who have not engaged regularly enough with online learning (for a number of reasons) have been provided with work books of daily/weekly learning lessons.
- Weekly *Wellbeing & Safety* calls were also made to families/children who were monitored for safeguarding and wellbeing checks.
- Thoughtful staffing rotas have ensured staff and children adapted extremely well to the very different routines in place and how the school *feels*. SEND children adapted well to the changing staff rota of familiar adults over the weeks.
- Members of the Leadership Team have been on site every day, this has helped with the, *we're all in this together* message and ensured a consistent response to any queries.
- The expression of clear and consistent messages has been important and acknowledged by staff and parents. Parents understand why particular measures have been implemented, and readily comply.
- Our site continues to be a safe environment for children, staff and parents.

1) Ensure good hygiene for everyone

Issue/risk area	Identified risks (Pre populated with examples of key risks but each school will need to review its own risks)	Overall assessment of risk BEFORE mitigation (Red/Amber/Green)	Mitigating actions (Including who will be responsible)	Overall assessment of risk AFTER mitigation (Red/Amber/Green)	Evidence to support assessment
<b>Regular hand washing and good hygiene</b>	1) There is a high infection risk due to pupils not following handwashing guidance	Likelihood: 3 Impact: 3 Risk: 9  HIGH	<ul style="list-style-type: none"> <li>Designated times for handwashing/sanitising throughout the day will be regularly timetabled – hand washing will be one of our top hygiene rules:                             <ul style="list-style-type: none"> <li>when they arrive at school (using soap &amp; water)</li> <li>when they return from breaks (sanitiser)</li> <li>when they change rooms (sanitiser)</li> <li>before &amp; after eating (soap &amp; water)</li> </ul> </li> <li>Children will be reminded with regard to personal hygiene: ‘catch it, bin it, kill it’</li> </ul> <p><a href="https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf">https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf</a></p> <ul style="list-style-type: none"> <li>Posters are displayed explaining how to wash hands, in classrooms, around sink areas and in the toilets.</li> <li>Cleaning regimes ensure that soap and hand-sanitiser is always ‘topped-up’ and is available in all spaces that are used by all adults. Staff will inform when stocks are running low.</li> </ul>	Likelihood: 1 Impact: 4 Risk: 4  LOW	This risk will be reviewed and any issues arising will be addressed on a daily basis.
<b>Respiratory hygiene</b>	2) There is a risk of students spreading infection deliberately (e.g. deliberately coughing on other students or staff)	Likelihood: 3 Impact: 4 Risk: 12  HIGH	<ul style="list-style-type: none"> <li>Regular promotion (and reminders) of the Catch it, Bin it, Kill it slogan and approach will ensure that pupils are aware of what they must do.</li> <li>Each classroom will have hand sanitiser, and enough tissues and bins so that all children (and staff) are able to follow the routine and understand that it is now part of behaviour expectations.</li> <li>Appropriate Risk Assessments will be reviewed for those particular children with complex needs who may struggle to maintain as good respiratory hygiene as their peers, e.g. those who use saliva as a sensory stimulant.</li> <li>PHE and the DfE do not recommend face coverings for Primary School aged children.</li> </ul>	Likelihood: 1 Impact: 4 Risk: 4  LOW	This risk will reduce even further, as everyone on site understands how the virus is spread. The possibility of any pupil deliberately choosing to infect others is unlikely.  Review will be on-going.

## 2) Maintain appropriate cleaning regimes

Issue/risk area	Identified risks (Pre populated with examples of key risks but each school will need to review its own risks)	Overall assessment of risk BEFORE mitigation (Red/Amber/Green)	Mitigating actions (Including who will be responsible)	Overall assessment of risk AFTER mitigation (Red/Amber/Green)	Evidence to support assessment
<b>SITE ISSUES (cleaning, catering, equipment and suppliers)</b>	3) There is a risk that as school re-opens and children and staff move more freely around the site infection or other risks increase.	Likelihood: 4 Impact: 4 Risk: 16  <b>HIGH</b>	<ul style="list-style-type: none"> <li>• An already rigorous infection control protocol exists which is understood and followed by all staff.</li> <li>• The exiting cleaning regime will be maintained, managed by the Premises Manager and implemented by the cleaning team. Our Cleaners are cleaning equipment, key areas and touch points every day (keyboards, work surfaces, door handles, doors, entrance areas, toilets, taps, windows), etc.</li> <li>• A cleaner will be onsite throughout the learning session and will be contactable through Office staff/Premises Manager if needed.</li> <li>• Cleaning schedule:               <ul style="list-style-type: none"> <li>- Every learning and office space in use will be regularly sanitised with an anti-bacterial spray that creates a 'fog'/mist to kill germs.</li> <li>- The on-site cleaner will be wiping down hard surfaces, door handles, hand rails, etc. and any other contact point/touchable surface whilst on duty.</li> <li>- Regular toilet cleaning will be conducted.</li> </ul> </li> <li>• The Premises Manager will be available throughout the day and will also be following the procedure listed above; in addition, he will be spraying outdoor areas with an anti-viral disinfectant at least once-a-week.</li> <li>• Daily cleaners will continue their normal cleaning routines/procedures, and will also be using anti-viral disinfectant in their cleaning of all surfaces.</li> <li>• Additional disinfecting cleaning products are being used for infection control; data sheets are held by the Premises Manager.</li> <li>• Hand sanitisers have been placed in all work/learning spaces and will be used regularly throughout the day.</li> <li>• Strict handwashing regimes will be enforced for</li> </ul>	Likelihood: 1 Impact: 4 Risk: 4  <b>LOW</b>	<p>The school has shared sensible plans and expectations for the re-opening of the site.</p> <p>Safety/maintenance checks are complete.</p> <p>The RA is a 'live' document in which all staff have/expected to have input.</p>

			<p>all staff and children whilst on site – as per Government guidance.</p> <ul style="list-style-type: none"> <li>• To ensure good ventilation, doors and windows will be open as much as possible – where it is safe and practical to do so.</li> <li>• Office/Reception areas have been risk assessed - protective screening where appropriate has been installed.</li> <li>• PPE is available at all times. Staff who wish to, can wear it. Masks/visors will be worn if intimate personal care or first aid is required.</li> <li>• Staff have the option to wear a face covering when moving around the school site.</li> <li>• Clear signage throughout the school is a constant reminder to everyone accessing the site, placing personal responsibility on each individual.</li> <li>• Printed resources from NHS/PHE are displayed in all areas – referencing social distancing and NHS reminders about handwashing and cross contamination</li> <li>• Regular briefing for all staff will ensure good communication, and highlight good practice. It will also offer opportunity for update and review of current procedures.</li> </ul> <p><b>Contractors on site</b></p> <ul style="list-style-type: none"> <li>• Contractors will be supervised at all times whilst on site by the Premises Manager who will explain safe working expectations, protocols and COVID-19 safety measures.</li> <li>• All contractors will be required to comply with <i>Visitors to School Protocols</i> and check-in on the NHS Test and trace app.</li> </ul> <p><b>Supply Staff/Visitors on site</b></p> <ul style="list-style-type: none"> <li>• Any supply staff will have to provide a lateral flow negative test result before entering the school on their first/initial day. If they will be continuing to visit the school on consecutive days, they will be provided with a lateral flow test kit and be expected to test twice a week as members of staff do. These will need to be reported to the government website as well as the school.</li> <li>• Any supply staff or visitor will have to sign the school's COVID agreement and 'check in' on the</li> </ul>		
--	--	--	---	--	--

			<p>NHS website.</p> <ul style="list-style-type: none"> <li>Any supply staff or visitor will follow all rules that staff have to e.g., wearing face masks in communal areas, etc.</li> </ul>		
<b>Fire Safety</b>	4) There is a risk of unsafe fire management practice due to staff shortages	<p>Likelihood: 3 Impact: 4 Risk: 12</p> <p><b>HIGH</b></p>	<ul style="list-style-type: none"> <li>The focus of any updated procedure will remain the safe and speedy evacuation of everyone on site to a place of safety. This will be shared with all staff.</li> <li>Updated Fire Warden Information will be collated and shared with staff.</li> <li>Demarcated refuge and assembly points will allow individuals and class groups to gather safely.</li> <li>Discussion in class will ensure all children on site know what to do, where they need to assemble and how they're going to get there, (taking into account any adjustments that have been made in regard to marshalling movement around the building).</li> <li>Fire evacuation drills will take place regularly – reassuring children and staff of any changes to the current procedure.</li> <li>PEEPS will be reviewed for specific children (if they are attending)</li> </ul>	<p>Likelihood: 1 Impact: 3 Risk: 3</p> <p><b>LOW</b></p>	<p>The school will not open if there are not enough staff.</p> <p>On-going review of practised fire evacuations will ensure that any changes or improvements to current protocols will be implemented.</p>

**3) Keep occupied spaces well ventilated**

<b>Issue/risk area</b>	<b>Identified risks (Pre populated with examples of key risks but each school will need to review its own risks)</b>	<b>Overall assessment of risk BEFORE mitigation (Red/Amber/Green)</b>	<b>Mitigating actions (Including who will be responsible)</b>	<b>Overall assessment of risk AFTER mitigation (Red/Amber/Green)</b>	<b>Evidence to support assessment</b>
	5) There is a risk that poor ventilation will spread the virus by inhalation of aerosols in the air	<p>Likelihood: 3 Impact: 4 Risk: 12</p> <p><b>HIGH</b></p>	<ul style="list-style-type: none"> <li>All occupied spaces will be well ventilated at all times, reducing the risk of aerosol transmission.</li> <li>Windows and doors will be open, whilst ensuring/maintaining a comfortable teaching and working environment.</li> <li>External windows and doors will be open - improving natural ventilation; internal windows and doors (if it is safe to do so) will also be open - ensuring a throughput of air.</li> <li>Where possible AC systems will be adjusted to <i>full fresh air</i>, if this is not possible, then systems will be operated as normal as long as they are</li> </ul>	<p>Likelihood: 1 Impact: 4 Risk: 4</p> <p><b>LOW</b></p>	<p>Review will be on-going; consideration will need to be given to changes in the external temperature as weather changes.</p>

			<p>within a single room and supplemented by an outdoor air supply.</p> <ul style="list-style-type: none"> <li>HSE guidance and information will be adhered to: <a href="#">Health and Safety Executive guidance on air conditioning and ventilation during the COVID-19 pandemic</a></li> </ul>		
--	--	--	---	--	--

**4) Follow public health advice on testing, self-isolation and managing confirmed cases of Covid-19**

Issue/risk area	Identified risks <i>(Pre populated with examples of key risks but each school will need to review its own risks)</i>	Overall assessment of risk BEFORE mitigation (Red/Amber/Green)	Mitigating actions <i>(Including who will be responsible)</i>	Overall assessment of risk AFTER mitigation (Red/Amber/Green)	Evidence to support assessment
<p><b>Individuals (staff, children, parents, etc.) present with Coronavirus symptoms</b></p>	<p>6) There is a risk that staff, children and their families who are unwell and have Coronavirus (COVID-19) symptoms pass the infection to others.</p>	<p>Likelihood: 4 Impact: 4 Risk: 16</p> <p><b>HIGH</b></p>	<ul style="list-style-type: none"> <li>DfE guidance states that schools must have measures in place that minimise contact with individuals who are unwell by ensuring that those who have Coronavirus (COVID-19) <b>symptoms</b>: a new continuous cough, a high temperature, a loss of, or change in, your normal sense of taste or smell (anosmia), or who have someone in their household who does, do not attend school.</li> <li>Very clear communication to all children, staff, parents via discussion, class assemblies, staff meetings, newsletters, text messaging and e-mail, etc. to NOT come into the school if they have symptoms of COVID-19 however mild, indicating that they must self-isolate for at least 10 days from when their symptoms started.</li> <li>They should arrange to have a <a href="#">test</a> to see if they have COVID-19.</li> <li>Parents and staff must inform the school immediately of their test result.</li> <li>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a></li> <li>The school has received home test LFD kits, staff will be expected to take twice weekly tests and</li> </ul>	<p>Likelihood: 3 Impact: 3 Risk: 9</p> <p><b>HIGH</b></p>	<p>The risks will be monitored closely as the start of term progresses and all children and their families return to our site.</p> <p>There will need to be very clear communication of expectations and adherence to procedures by all members of the school community.</p> <p>Everyone will need to demonstrate that they understand their personal and collective responsibilities.</p>

			<p>report these result to the NHS and school.</p> <ul style="list-style-type: none"> <li>Parents and staff must inform the school immediately of the results of a test: <ul style="list-style-type: none"> <li>If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating and return to work.</li> <li>If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.</li> </ul> </li> <li>If anyone becomes unwell with <a href="#">symptoms</a> in school, they will be sent home and advised to follow government <a href="#">Stay at Home guidance</a></li> <li>Regular reminders of all of the above to all parties will be on-going throughout the term(s).</li> <li>LBN's COVID-19 helpline: 020 7473 9711 or <a href="mailto:covidhelp@community-links.org">covidhelp@community-links.org</a> will be signposted and shared with our school community.</li> </ul>		
	<p>7) There is a risk that children who present with symptoms of Coronavirus (COVID-19) pass the infection to others.</p>	<p>Likelihood: 4 Impact: 4 Risk: 16</p> <p><b>HIGH</b></p>	<ul style="list-style-type: none"> <li>If a child develops the symptoms of coronavirus during the school day a member of the Leadership Team and phase leader must be alerted immediately.</li> <li>The child in question must be isolated and taken to the hygiene room, seated on a covered chair. The door must be closed (where appropriate) and all windows must be opened allowing for good ventilation. Adult supervision should remain outside of the room where appropriate.</li> <li>If the child needs to go to the toilet while waiting to be collected, they must use the toilet in the hygiene room. The hygiene room will be cleaned and 'fogged' before being used by anyone else.</li> <li>PPE (medical grade) must be worn by staff caring for the child while they await collection.</li> </ul>	<p>Likelihood: 3 Impact: 3 Risk: 9</p> <p><b>HIGH</b></p>	

			<ul style="list-style-type: none"> <li>• Once the above has been actioned, the child's parents will be called and it will be made clear that they will need to collect their child immediately. All parents will be made aware of the expectations in terms of collecting their children immediately.</li> <li>• As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk.</li> <li>• Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.</li> <li>• Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with the child who is unwell.</li> <li>• The area around the child with symptoms must be cleaned with disinfectant spray after they have left to reduce the risk of passing the infection on to other people.</li> </ul>		
	<p>8) There is a risk that staff who present with symptoms of Coronavirus (COVID-19) pass the infection to others.</p>	<p>Likelihood: 3 Impact: 3 Risk: 9</p> <p><b>HIGH</b></p>	<ul style="list-style-type: none"> <li>• Due to the high number of staff who have been double vaccinated, this risk is reduced; though staff are expected to follow all measures to protect themselves and others whilst in work and at home.</li> <li>• If a staff member develops the symptoms of coronavirus during the school day a member of the Leadership Team and phase leader must be alerted immediately.</li> <li>• The member of staff must be accompanied from their classroom/working space and taken to the hygiene room. The door must be closed (where appropriate) and all windows must be opened allowing for good ventilation. Adult /colleague supervision should remain outside of the room where appropriate.</li> <li>• If the member of staff needs to go to the toilet, they must use the toilet in the hygiene room. The hygiene room will be cleaned and 'fogged' before being used by anyone else.</li> <li>• The member of staff/colleague will make contact</li> </ul>	<p>Likelihood: 2 Impact: 2 Risk: 4</p> <p><b>LOW</b></p>	

			<ul style="list-style-type: none"> <li>with the listed next of kin.</li> <li>As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk.</li> <li>Any members of staff who help a colleague with symptoms must wear PPE (medical grade) and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.</li> <li>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with the staff member who is unwell.</li> <li>The areas the staff member with symptoms has used must be cleaned with the disinfectant spray after they have left to reduce the risk of passing the infection on to other people.</li> </ul>		
<b>Communication</b>	9) There is a risk that pupils and parents do not understand the new arrangements and resulting behaviour puts others at risk of infection.	Likelihood: 3 Impact: 3 Risk: 9  <b>HIGH</b>	<ul style="list-style-type: none"> <li>Clear communication of updated information will be shared with parents via our online learning platforms, the school website, text messaging, telephone calls and e-mail.</li> <li>Signposting to current Government updates will ensure that parents/families are aware of potential risks and can take appropriate preventative action. Translations will be available, if possible,</li> </ul>	Likelihood: 2 Impact: 3 Risk: 6  <b>MEDIUM</b>	This risk will reduce quickly as communication with our immediate and wider community spreads.  Parents will become familiar with LBN's message: <i>Stay Safe, Be Kind, Stay Home, Get Tested, Get Vaccinated</i> and follow the <i>Back to School</i> guidance: <a href="https://www.newham.gov.uk/backtoschool">https://www.newham.gov.uk/backtoschool</a>
	10) Due to the high proportion of BAME pupils there is a higher risk of infection within some communities	Likelihood: 4 Impact: 4 Risk: 16  <b>HIGH</b>	<ul style="list-style-type: none"> <li>Staff will be signposted to LBN's COVID-19 data dashboard re. Newham's context with particular regard to BAME groups and how this affects our school community.</li> <li>If required, an individual staff assessment will be completed, e.g., for those staff who are BAME.</li> </ul>	Likelihood: 2 Impact: 4 Risk: 8  <b>MEDIUM</b>	Risk will be reviewed and assessed as information is received.
<b>Pupils with Special Needs</b>	11) There is a risk that the needs of pupils with complex SEND and/or underlying health conditions cannot be safely	Likelihood: 4 Impact: 4 Risk: 16	<ul style="list-style-type: none"> <li>Staff deployment will ensure familiar adults are known to and supporting specific children. They will be responsible for reminding children to adopt good personal hygiene.</li> </ul>	Likelihood: 2 Impact: 3 Risk: 6	On-going review and monitoring will inform how risks can be addressed.

	met in school.	<b>HIGH</b>	<ul style="list-style-type: none"> <li>Discussions with parents will support and inform assessed risk(s).</li> <li>Medical care plans will be shared with staff appropriately and medication stored safely.</li> <li>All children with SEND will continue to access the existing provision on our site, in their registration groups. For some children with complex SEND needs, they will also access programmes and provision within in the Learning Zone – appropriate needs.</li> <li>Staff supporting a child will continue to use visual resources and social stories to communicate and encourage understanding of social distancing.</li> <li>1:1 support staff will have the option to wear PPE (medical standard).</li> <li>SEND staff and the children they support will regularly wash their hands or use hand sanitiser.</li> <li>Resources will be cleaned (when appropriate and necessary) by the member of staff supporting a child to access provision.</li> </ul>	<b>MEDIUM</b>	
<b>First Aid, Pupils with Medical Conditions, those requiring intimate care needs</b>	12) There is a risk of infection to staff and other children in relation to meeting intimate care needs.	Likelihood: 4 Impact: 4 Risk: 16 <b>HIGH</b>	<ul style="list-style-type: none"> <li>Established protocols will continue to be followed.</li> <li>PPE will be worn (mask, apron and gloves) by all staff who are administering First Aid.</li> <li>Staff who are carrying out personal care must wear PPE.</li> <li>PPE used during First Aid/Intimate care equipment must be disposed of in the yellow sani-bin in the Hygiene room.</li> </ul>	Likelihood: 2 Impact: 4 Risk: 8 <b>MEDIUM</b>	Risks will be reviewed and issues addressed on a daily basis.
	13) There is a risk that first aid arrangements and equipment do not provide adequate protection for staff against infection	Likelihood: 4 Impact: 4 Risk: 16 <b>HIGH</b>	<ul style="list-style-type: none"> <li>Staff providing first aid will continue to follow current procedures. PPE must be worn.</li> <li>First aid rooms will receive enhanced hygiene cleaning every day.</li> <li>A delegated member of staff will be responsible for monitoring and ensuring stock levels of PPE at all times.</li> </ul>	Likelihood: 2 Impact: 3 Risk: 6 <b>MEDIUM</b>	Appropriate training & PPE is available, (see NHS and PHE training videos).  However, the risk will reduce in general, as staff become more confident with protocols and more mindful of keeping themselves protected/safe.  This risk will be reviewed and any issues arising will be addressed, as necessary.

<b>Community Transmission</b>	14) There is a risk that confirmed cases of coronavirus (COVID-19) amongst the school community will not be managed effectively and therefore an outbreak will occur.	Likelihood: 4 Impact: 4 Risk: 16  <b>HIGH</b>	<ul style="list-style-type: none"> <li>• The school will take swift action when we become aware that someone who has attended has tested positive for coronavirus (COVID-19). <ul style="list-style-type: none"> <li>- We will immediately contact the DfE: 0800 8766802 providing the school's URN.</li> <li>- We will contact NPW (our school support provider).</li> <li>- We will inform LBN's Public Health Protection Team.</li> </ul> </li> <li>• LBN's PHP Team team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</li> <li>• The health protection team will be requested to carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</li> <li>• The health protection team will provide definitive advice on who must be sent home.</li> <li>• To support the health protection team, the school will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups. This should be a proportionate recording process.</li> <li>• A letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</li> <li>• Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow <a href="#">Stay at home guidance for households with possible coronavirus covid-19 infection</a></li> </ul>	Likelihood: 3 Impact: 3 Risk: 9  <b>HIGH</b>	
	15) There is a risk that confirmed cases of coronavirus (COVID-19) amongst the school community will not be	Likelihood: 4 Impact: 4 Risk: 16	<ul style="list-style-type: none"> <li>• Appropriate action as per <a href="#">Contingency Framework - Managing Coronavirus in schools and childcare settings (August 2021)</a> will be taken if either of the following thresholds are</li> </ul>	Likelihood: 2 Impact: 3 Risk: 6	

	managed effectively and therefore an outbreak will occur.	<b>HIGH</b>	reached: <ul style="list-style-type: none"> <li>- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10 day period; or</li> <li>- 10% of children, pupils, students or staff who are likely to have mixed closely, test positive for COVID-19 within a 10 day period.</li> </ul>	<b>MEDIUM</b>	
--	---	-------------	---	---------------	--

### Staff Wellbeing

<b>Staff wellbeing</b>	16) There is a risk of poor mental health impacting on staff wellbeing and availability for work.	Likelihood: 3 Impact: 4 Risk: 12 <b>HIGH</b>	<ul style="list-style-type: none"> <li>• Newham Council provides staff with access to an Employee Assistance Programme, this includes freephone access 24 hours-a-day, 365 days-a-year to access counsellors and advisors who can provide both practical and emotional support on a variety of issues. Call 0800 328 1437 (via minicom: 01482 661 814).</li> <li>• Staff will be signposted to the Employee Assistance helpline (online access code: Newham) <a href="https://www.employeeassistance.org.uk/">https://www.employeeassistance.org.uk/</a></li> <li>• Staff will be signposted to Government guidance for the public on mental health and wellbeing document: <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</a></li> <li>• Staff will be signposted to the SAS app and its wellbeing support services.</li> <li>• All Risk Assessments will continue to be 'live' documents in consultation with all staff and other members of our school community. They will continue to be responsive to the ever-changing needs of our staff, children and community.</li> </ul>	Likelihood: 2 Impact: 3 Risk: 6 <b>MEDIUM</b>	The risks identified will be monitored and reviewed, demonstrating strong mental health for all pupils and staff.
	17) There is a risk of staff mental health and well-being issues, as well as staff shortages, due to the high proportion of BAME staff, who are at a higher risk of complications if infected.	Likelihood: 4 Impact: 4 Risk: 16 <b>HIGH</b>	<ul style="list-style-type: none"> <li>• Due to the high number of staff who have been double vaccinated, the risk of infection and subsequent illness is reduced; though staff are expected to follow all measures to protect themselves and others whilst in work and at home.</li> <li>• HR advice will be followed/implemented and shared with staff as appropriate and necessary.</li> <li>• Opportunities for staff to express concerns will be</li> </ul>	Likelihood: 2 Impact: 2 Risk: 4 <b>LOW</b>	Individual Risk Assessment for staff as required.

			<p>facilitated.</p> <ul style="list-style-type: none"> <li>Confidentiality will be assured if staff disclose personal information; discussions will be used to agree pragmatic and safe working arrangements.</li> <li>We will continue to prioritise staff wellbeing and will review regularly to ensure a good work life balance for all members of the school community.</li> <li>Information/guidance from LBN will be shared with all staff, appropriate action implemented, and adjustments to the Risk Assessment made.</li> <li>Individual Risk Assessments for staff will be completed as requested.</li> </ul>		
--	--	--	--	--	--

**Recommendation:**

The main risk in our community is virus containment. Many of our pupils live in multiple-occupancy dwellings/accommodation and in multi-generational family groups. Our families are still nervous, and are reluctant to change what they see as their safe habits and routines; however, they trust the school and our management of their children’s safe learning in school. Our task in school is to:

- Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- Continue to ensure the practice of good hand hygiene – cleaning/washing hands thoroughly more often than usual.
- Continue to ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.
- Continue to employ enhanced cleaning regimes and rigorous infection control measures
- Continue to minimise contact between individuals and maintain social distancing wherever possible.
- If necessary, wear appropriate personal protective equipment (PPE).
- Continue to manage confirmed cases of coronavirus (COVID-19) amongst the school community.
- Contain any outbreak by following local PHE protection team advice.

I have complete faith in the infection control measures that are in place in school, however, Newham’s particular context puts the risk outside of school at a high level. Mitigation of these factors is outside of my control.

**This risk assessment is a working document and will be reviewed and updated as more scientific evidence and advice is shared.**

**Useful Links:**

- DfE: [Actions for schools during a coronavirus outbreak](#)
- DfE: [Safer travel guidance for passengers](#)
- DfE: [Getting tested for Coronavirus](#)
- HSE: [Latest information and advice](#)
- PHE: [Public Health England](#)
- SAS: [Schools Advisory Service](#)