

The Bewdley School

Persons Responsible: Head Teacher / Deputy Head Teacher / Operations Manager	Assessment Completed by: Operations Manager	Government Advise at time dated: 01/04/2022
Date of assessment:04/04/2022	Review interval: Monthly	Date of next review: 01/06/2022

COVID-19 Risk Assessment (Updated April 2022)

Please note: This risk assessment is a live document which is reviewed and updated in line with changes to government guidance and public health advice. Staff, students, governors and parents/carers/carers will be notified of any changes to this risk assessment.



Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Risk rating following action H/M/L
Awareness of policies and procedures	H	<ul style="list-style-type: none"> • All staff and volunteers are aware of all relevant policies and procedures • Students are supported to understand and follow the relevant school policies and procedures. • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Health Protection (Notification) Regulations 2010 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE (2022) 'Schools coronavirus (COVID-19) operational guidance' – Withdrawn April 2022 - DfE (2022) 'Use of PPE in education, childcare and children's social care' – Withdrawn April 2022 • Staff receive any necessary training on measures that have been implemented that are relevant to their role, e.g. infection control and student wellbeing. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - PHE - Department of Health and Social Care - The school's local health protection team (HPT) - LORT - WCF • All staff, volunteers, parents/carers, students, visitors and contractors are made aware of relevant infection control and other measures in place, particularly any changes to processes to allow for the full opening of the school. 	Y	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Students are made aware of the measures that are in place, e.g. infection control and behaviour expectations, via various methods, including visual aids around the school and reminders from staff. • SLT conducts a review of all supplier and contractor arrangements to ensure they are appropriate for the school's current operations. • SLT reviews relevant school policies to ensure they account for new provisions. 		
Displaying Symptoms of COVID-19	H	<ul style="list-style-type: none"> • Students, staff and other adults are advised not to enter the school premises if: <ul style="list-style-type: none"> - They have any symptoms of coronavirus. <ul style="list-style-type: none"> ▪ a high temperature or shivering (chills) – a high temperature means you feel hot to touch on your chest or back (you do not need to measure your temperature) ▪ a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours ▪ a loss or change to your sense of smell or taste ▪ shortness of breath ▪ feeling tired or exhausted ▪ an aching body ▪ a headache ▪ a sore throat ▪ a blocked or runny nose ▪ loss of appetite ▪ diarrhoea ▪ feeling sick or being sick - They have tested positive for coronavirus (If still have access to LFD testing). • Parents/carers are informed via email not to bring their children onto the school premises if they show symptoms of, or have tested positive for, coronavirus. • Staff are informed of the symptoms of possible coronavirus infection, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • Staff, parents/carers and visitors are informed of school policy to not attend school site, for a full 5 days from the start of their symptoms, or the date of their positive 	Y	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Risk rating following action H/M/L
		<p>test if they have access to LFD tests, until they reach 5 days at home or feel well enough to return (if longer than 5 days)</p> <ul style="list-style-type: none"> • Students (under 18) should not attend school site for a full 3 days, from the start of their symptoms or the date of their positive test if they have access to LFD tests, until they reach 3 days at home or feel well enough to return (if longer than 3 days) • Instances of staff, students, visitors and volunteers displaying symptoms of coronavirus are managed in line with the school’s infection control procedure. • If anyone in the school develops coronavirus symptoms while at school, they are: <ul style="list-style-type: none"> - Sent home to being their period away from school – the period includes the day the symptoms started and the next 5 (for staff) / 3 (for student) full days • Students being sent home after displaying symptoms who are awaiting collection by a parent/carer are moved to a room where they can be isolated behind a closed door, with an open window for ventilation where possible. If it is not possible to isolate the student, they are moved to an area which is at least two metres away from others. If required, a member of staff supervises the student. • Where contact with a student’s parents/carers/carer cannot be made, appropriate procedures are followed in accordance with those outlined in government guidance and the school’s infection control procedure. • In exceptional circumstances, where a student’s parents/carers/carers cannot arrange to have their child collected, if it is age-appropriate and safe to do so, the child is directed to walk, cycle home. If this is not possible, the school makes alternative arrangements. • If the student needs to use the toilet while awaiting collection, they use a separate bathroom if possible. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else. • Emergency assistance is called immediately if the student’s symptoms worsen and they require further medical care. • PPE is worn by supervising staff if direct personal care is needed 		

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds with soap and running warm water or hand sanitiser. The area around the symptomatic individual is cleaned with normal household bleach after they have left the premises. • Staff members who have helped someone with symptoms and any students who have been in close contact with them are informed that they do not need to self-isolate unless they develop symptoms themselves. • The school does not routinely take the temperature of students, but only in situations of a student exhibiting symptoms • The school refuses to admit a student who is displaying symptoms of coronavirus where their parents/carers/carer are insisting their child attends if, in its reasonable judgement, the student poses a risk of infection to other members of the school community. 		
Face coverings	H	<ul style="list-style-type: none"> • Staff, students and visitors are informed that they are not required to wear face coverings at all in school, but should they wish to are actively encouraged to do so. • In the event of a school or local outbreak, the school adheres to advice from a director of health that may include bringing back face coverings temporarily in communal areas and classrooms for staff, students and visitors. • In the event that the school must return to using face coverings, the school remains sensitive to the fact that some people are less able to wear face coverings and that the reasons for this may not be visible to others. • Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expressions to communicate, are worn where appropriate. • Face visors or shields are not worn as an equivalent alternative to face coverings; however, they can be worn by those exempt from wearing face coverings. • Face visors or shields are only used after carrying out a risk assessment for the specific situation and always be cleaned appropriately. 	Y	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Individuals are provided with clear instructions on how to put on, remove, store and dispose of face coverings. This includes instructions to: <ul style="list-style-type: none"> - Clean hands before and after touching a face covering. - Store face coverings in individual, sealable plastic bags. - Avoid wearing damp face coverings. • Where face coverings are required, individuals are not prevented from entering or attending school on the grounds that they are not wearing a face covering. • The school has a contingency supply of face coverings. • Anyone struggling to access a face covering, or unable to use their face covering because it has been forgotten or soiled, is provided with one from the school's contingency supply. • Face coverings should be worn in enclosed and crowded places – this includes on school transport. 		
PPE	M	<ul style="list-style-type: none"> • PPE is distributed to staff who provide intimate care for students and for cases where a student becomes unwell with symptoms of coronavirus whilst in school • Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties. • When working with students who cough, spit or vomit but do not have coronavirus symptoms, staff only wear PPE that would routinely be worn. • Used PPE is disposed of properly using bins provided around the school. Staff and students are told not to use recycling bins for the disposing of PPE. • All PPE waste is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag and stored in a suitable and secure place, it is then put in the communal waste area. 	Y	L
Hand cleaning and respiratory hygiene	H	<ul style="list-style-type: none"> • Staff, students, visitors and contractors are informed via that enhanced hygiene practices are in place. • Suitable facilities are provided for individuals to wash/ sanitise their hands regularly and at the following intervals: <ul style="list-style-type: none"> - Arrival at school 	Y	M

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		<ul style="list-style-type: none"> - Return from breaks - A change in rooms - Before and after eating • The school considers how often students and staff need to wash/sanitise their hands and time for this is incorporated into timetables and lesson plans, allowing for additional opportunities for some staff and students to wash/sanitise their hands more frequently • There is an adequate amount of stations, which are kept well-supplied with soap and running water or hand sanitiser. • Adequate amounts of tissues and bins are available in the relevant areas. • Skin-friendly sanitising wipes are used as an alternative for students who are at risk of ingesting hand sanitiser, where appropriate. • Visual aids are displayed throughout the school reminding students to wash their hands regularly and follow the 'catch it, bin it, kill it' approach. • A plan is created to assimilate the hand-washing routine and 'catch it, bin it, kill it' approach into school culture, supplemented by behaviour expectations and communication around the importance of the measures. • Students are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any. • Students are instructed to cough or sneeze into their inner elbow and use a tissue to cover their mouths and noses where possible, disposing of the tissue in lidded bins. • Students wash/sanitise their hands after they have coughed or sneezed. • Students with complex needs are supported to ensure they adopt good hand cleaning and respiratory hygiene practices. • Individual risk assessments are conducted for students with complex needs who struggle to maintain good respiratory hygiene. 		
Cleaning	H	<ul style="list-style-type: none"> • The school maintains an appropriate cleaning schedule which includes the regular cleaning of areas and equipment e.g. twice per day. There is a particular focus on frequently touched surfaces. 	Y	M

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		<ul style="list-style-type: none"> • The Operations Manager implements a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> - More frequent cleaning of rooms and shared areas (including classrooms, social areas and eating areas) that are used by different groups. - Frequently touched surfaces being cleaned more often than normal. - Provision for ensuring toilets are cleaned regularly. • The necessary areas of the school are deep cleaned with suitable cleaning agents and in line with COSHH. • All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed. • All areas that remain temporarily closed, or partially closed for cleaning or infection control purposes, are clearly signposted. • Adequate amounts of suitable cleaning agents are available. • PPE is available to members of staff who require it to carry out cleaning safely. • Signs are placed in relevant areas to instruct staff and students to always flush toilets with the lids down. 		
Social distancing	H	<ul style="list-style-type: none"> • Good practice around social distancing is shared with all relevant members of the school community and adhered to where required e.g. around a symptomatic individual. • Staff and students are informed they no longer need to adhere to social distancing measures in school in 'bubbles' unless directed. However, the continued practice is advised as good practice. • In the event of a school or local outbreak, the school adheres to the advice of a director of public health, which may include returning to social distancing measures, including student bubbles, temporarily. • One way systems are advised through the buildings to prevent congestion and close contacts for students 	Y	M
Resources	H	<ul style="list-style-type: none"> • Staff and students have their own individual and frequently used items, e.g. pencils and pens. 	Y	M

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		<ul style="list-style-type: none"> Classroom resources, e.g. books and equipment are cleaned regularly. Students only bring essential items to school each day, e.g. lunch boxes, hats, coats, books, stationery and mobile phones (where required) Students are permitted to bring bags / material pencil cases to school. Any shared resources that need to be taken home by students and staff are appropriately cleaned or a rota is put in place. 		
Ventilation and heating	H	<ul style="list-style-type: none"> Staff and students are made aware that enhanced ventilation is in place. The Site Team checks that all ventilation systems, including fume extraction systems, are in working order in accordance with manufacturer's recommendations, and that there are no blockages present in external or internal vents. All ventilation systems remain energised in normal operating mode. Where mechanical ventilation is used, recirculatory systems are adjusted to full fresh air where possible. Ventilation to chemical stores remains operational. Where possible, the windows of occupied rooms are open. In cold weather, where this causes issues with thermal comfort, the following mitigations are put in place where possible: <ul style="list-style-type: none"> Classrooms are rearranged to minimise the discomfort caused by draughts from open windows, e.g. by moving desks and chairs High level windows are opened in preference to low level to reduce draughts Ventilation is increased while the space is unoccupied, e.g. during break- and lunchtimes The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is maintained. Where heating has been switched off or energy supplies for heating have been isolated, a suitably trained individual switches them back on, as required. For every 15 minutes in a room X1 window will remain open, where this is not possible the classroom door will remain open for the duration of the lesson. 	Y	M

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		<ul style="list-style-type: none"> Where possible classroom doors are to be left open and windows opened where practical and possible. 		
Fire safety	M	<ul style="list-style-type: none"> A suitably trained individual ensures that all fire detection, alarm system, fire extinguisher and sprinkler checks are up-to-date. The Operations Manager ensure that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed. Fire doors are to remain closed at all times during daily operations In the case of a fire, standard fire procedures will be adhered to with windows and doors closed by a staff member as they leave. Where directed the community will be shown how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers, students, parents/carers and contractors. 	Y	L
Testing	H	<ul style="list-style-type: none"> The school no longer has access to or hold LFD testing for students, staff, parents/carers of visitors If students, parents/carers still have access to LFD testing, testing should take place when the individual becomes unwell or at the digression of the individual There is no requirement or expectation that members of the school conduct tests regularly. 	Y	M
Confirmed cases of coronavirus	M	<ul style="list-style-type: none"> Parents/carers are informed, via letter in the case of a outbreak, of how or if the school is responding to confirmed cases of coronavirus. Where an individual in the school community tests positive for coronavirus, the school works carries out a rapid risk assessment and identify appropriate next steps. Where required, all parents/carers and staff are informed of the confirmed case; however, the name of the individual is not shared. The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation. 	Y	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Risk rating following action H/M/L
		<ul style="list-style-type: none"> If the school has an overall rise in sickness absence where coronavirus is suspected, the school may implement changes based on its own risk assessment to reduce the risk The individual who tested positive can stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to only have a residual cough or anosmia. 		
Attendance	M	<ul style="list-style-type: none"> The school informs parents/carers and students that attendance is mandatory for all students. Parents/carers are informed that the usual rules on school attendance apply – this means parents/carers have a duty to ensure that their child attends regularly. The attendance register is taken as normal and absences are followed up, in line with the Attendance and Absence Policy. Any concerns from staff, parents/carers and students about being on the school site are discussed between appropriate individuals. Students who are reluctant or anxious to attend school are identified and relevant staff members develop plans to reengage these students. The school uses the additional catch-up funding, as well as existing pastoral and support services, resources and funding, to put in place measures for those families who need additional support to secure students' regular attendance. 	Y	L
Staffing	M	<ul style="list-style-type: none"> Appropriate support for students with SEND remains in place. Line managers discuss and agree any proposed changes in role or responsibility with members of staff. The headteacher ensures safe staffing ratios are met and that all staff have the relevant training to undertake their roles. If there are concerns about staffing capacity, the headteacher talks to the LA. Arrangements are made to enable specialists, therapists, clinicians and other support staff for students with SEND to continue to provide interventions as usual. The school continues its recruitment processes as normal. 	Y	L

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Transport	H	<ul style="list-style-type: none"> In the event of a school or local outbreak, the Operations Manager will speak to the school's LA or transport provider to assess the approach to dedicated school transport they are adopting. The school liaises with the LA and other transport providers to ensure they are adopting COVID-secure protocols, and requests a copy of their risk assessment, where relevant. Students are advised to clean their hands before boarding transport and again on disembarking. Additional cleaning of vehicles is carried out regularly. Fresh air through ventilation is be maximised, particularly through opening windows and ceiling vents. 	Y	M
Catering	M	<ul style="list-style-type: none"> The school's kitchen is fully open and operates within usual legal requirements. The Operations Manager liaises with catering providers to ensure the kitchens can remain fully open and food is prepared and delivered in line with government's 'Guidance for food businesses on coronavirus (COVID-19)'. 	Y	L
Remote learning	L	<ul style="list-style-type: none"> Remote learning may be required where staffing levels do not comply with the schools risk assessment and students are required to be educated from home. The headteacher ensures that students taught remotely in KS3 and KS4 are set work that as a minimum covers five hours a day. Teaching staff deliver all remote education in line with the expectations set out in the Student Remote Learning Policy. The SLT ensures that all teaching staff understand these expectations and know how to seek help if they feel unable to meet them. The school informs parents/carers that they should raise any concerns about the quality of the school's remote education offer with the teacher in the first instance. 	Y	L
Uniform	M	<ul style="list-style-type: none"> The usual rules on school uniform apply; however, the school takes a mindful and considerate approach to non-compliance. Expectations of uniform are communicated to students and parents/carers. 	Y	L

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		<ul style="list-style-type: none"> To mitigate thermal discomfort caused by increased ventilation, students are able to wear additional, suitable indoor items of clothing in addition to their usual uniform – where this occurs, no additional financial pressure is placed on parents/carers. 		
Educational visits	H	<ul style="list-style-type: none"> Educational visits will be conducted in line with the government guidance. This includes system of controls and the COVID-secure measures in place at the destination. A full and thorough risk assessment is made in relation to all educational visits to ensure they can be undertaken safely. The school ensures it is prepared to carry out domestic day trips and residential trips. The schools make staff, students and parents/carers aware that international travel includes can take place in line with international travel requirements Students are allowed on trips to outdoor public places and do not need to be restricted to limits on gatherings, provided: <ul style="list-style-type: none"> A risk assessment is conducted in advance. Good hygiene is maintained throughout. Thorough handwashing happens before and after the trip. The trip is carried out in line with relevant local or national coronavirus guidance. Appropriate insurance arrangements are in place. The school ensures that it has adequate travel insurance and discusses any questions about cover with its insurance provider. The school follows the guidelines relevant to trips to indoor spaces. Once inside: <ul style="list-style-type: none"> Staff are to remain with the students in the group. Students and staff should wash hands thoroughly on arrival and before leaving. 	Y	M
Extracurricular activities	M	<ul style="list-style-type: none"> The school works to provide all after-school educational activities for all students. Parents/carers are advised of the provision available Parents/carers are able to access extracurricular provision for their children, without any restrictions on the reasons for which they may attend. 	Y	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Risk rating following action H/M/L
		<ul style="list-style-type: none"> The same Health and Safety guidance within this risk assessment are complied with at all extracurricular activities 		
Curriculum	H	<ul style="list-style-type: none"> All students are given the support required to make good progress. Relevant staff members discuss how the government’s curriculum expectations can be met and ensure this is communicated across the school. The government’s catch-up funding is utilised to ensure students receive the support they need to catch-up on learning lost due to the coronavirus pandemic. The head of the music department ensures staff and students are aware that there is evidence to suggest that singing and playing wind and brass instruments increases the risk of coronavirus transmission due to the cumulative aerosol transmission. The head of the music department conducts a Music Lesson Risk Assessment and ensures the relevant protective measures are in place to minimise the risk of coronavirus transmission, e.g. cleaning musical instruments after use. The head of the drama department conducts a Drama Lesson Risk Assessment and ensures the relevant protective measures are in place to minimise the risk of coronavirus transmission, e.g. limiting the sizes of groups. The Dance Teacher ensures a Dance Risk Assessment is conducted that ensures protective measures are in place to minimise the risk of coronavirus transmission, e.g. not allowing contact dancing. Sports equipment is thoroughly cleaned between each use. Outdoor sports are prioritised where possible. Large indoor spaces with maximised natural ventilation flows, e.g. through opening windows and doors, are used where outdoor sports are not possible. Staff overseeing indoor sports pay scrupulous attention to cleaning and hygiene. Staff are aware that social distancing in sports is not required unless directed. Measures are in place to minimise the risk of transmission in changing rooms, in line with DCMS guidance. External facilities are used in line with government guidance, including travel to and from those facilities. 	Y	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Risk rating following action H/M/L
		<ul style="list-style-type: none"> The school works with external coaches, clubs and organisations for curricular and extracurricular activities and considers how such arrangements operate within the school's wider protective measures. Competitions between different schools, whether indoor or outdoor, can take place in line with government guidance. 		
Behaviour expectations	M	<ul style="list-style-type: none"> The school's Behavioural Policy sets out behaviour expectations for students and is updated in line with new rules and measures. Expectations are communicated clearly to staff, students and parents/carers. Students who are struggling to reengage with school are supported appropriately. 	Y	L
Contingency planning	M	<ul style="list-style-type: none"> The school has an outbreak management plan – that can be implemented if restrictions need to be implemented due to coronavirus. 	Y	L
Communication		<ul style="list-style-type: none"> The SLT puts into place any actions or precautions The school's website is kept up to date with any important information regarding the running of the school Parents/carers are informed via email about the relevant information regarding the running of the school. An updated email will be sent out as required All staff, students, parents/carers, visitors and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms. The headteacher liaises with the governing body about possible arrangements for running the school, where necessary. The SLT is actively present around the school to provide additional support, advice and reassurance. The school communicates with suppliers and contractors regarding the running of the school and reinstating or suspending the supply of any required goods or services. A record is kept of all visitors and contractors that come to the school site. 	Y	L