CANNOCK CHASE HIGH SCHOOL
ACHIEVEMENT FOR ALL

Risk Assessment – COVID-19: Whole School Risk Assessment Governance, Leadership and Management

(please note this is a live document and regular updates/changes may be needed following government advice, please amend accordingly).

Name of Assessor	Helen Daniel	Date of Assessment	28 July 2021
Who may be affected?	See below		
Description of activities	All activities within the school environment		

Hazards	Who can be harmed	Existing Controls and Working Practices	Estimated Risk following controls (S x L = Total)			Additional Control Measures	Actions (Who, Due Date)
			Severity	Likelihood	Total		
1. Strategic Governance							
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	Staff and Students	• The Governing Body continues to meet at regularly in person and via online platforms where appropriate. Additional meetings are scheduled as required. • The Governing Body is involved in business-critical decisions, including decisions about opening/closing the school. • The Governing Body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. • The Headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. • Governors are briefed regularly on the latest government guidance and its implications for the school. • Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. • Minutes of Governing Body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.	5	1	5		IT
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of government guidance, including social distancing and hygiene guidance.	Staff and Students Visitors Contractors Governors Volunteers	Risk assessments are updated or undertaken before changes are made to the agreed operations of the school and mitigation strategies are put in place and communicated to staff Specific guidance is available from DfE within *School's COVID-19 Operational Guidance* https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance and staff have been made aware.	5	2	10		IT

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Policies and procedures are not updated, do not protect staff, students and stakeholders and are not effectively communicated.	Staff and students
	Visitors
	Contractors
	Governors
	Volunteers
		All relevant policies have been revised to take account of government guidance on COVID-19 and its implications for the school.
		• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:
		  - 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 and PHE (2020) 'COVID-19: guidance for educational settings;
		• COVID-19 Risk Assessments available on the school website;
		• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training (washing hands, cleaning up bodily fluids etc.).
		• The school keeps up-to-date with advice issued by, but not limited to, the following:
		  DfE, NHS, PHE , The school's local health protection team (HPT);
		• Staff are made aware of the school's infection control procedures in relation to coronavirus via emails/staff meetings and notify the school as soon as possible if they believe they may have been exposed to coronavirus.
		• Parents are made aware of the school's infection control procedures in relation to coronavirus via emails /school website/social media– they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.
		• Students are made aware of the school's infection control procedures and are informed that they must tell a member of staff if they feel unwell.
		• All policies and relevant risk assessments are updated on the school website and can be accessed by external stakeholders.
			3	2	6		IT

2. Curriculum, Student Pastoral and Safeguarding							
Students will have fallen behind in their learning during school closures and achievement gaps will have widened.	Students	• Gaps in learning are assessed and addressed in teachers' planning. • Home and remote learning is continuing where required and is calibrated to complement in-school learning and address gaps identified. • Exam syllabi are covered.	1	5	5		IT/DR
Limited progress with the school's academic calendar and workplan because of COVID-19 measures.	Students	• Leadership Team (LT) and staff workplans to include short- and medium-term planning. • Staff recruitment is complete and there is currently 1 teaching staff vacancy for the autumn term. • The spring census has been completed and submitted to DfE. • Budget planning is complete.	1	5	5		IT/DR

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Students moving on to the next phase in their education do not feel prepared for the transition.	Students	• A plan is in place for the Careers Adviser to speak with students and their parents about the next stage in their education and resolve any issues. Use of social media to promote positive destinations. • There is regular and effective liaison with the destination institutions (e.g. post-16 providers, universities, apprenticeship providers) to assist with students' transition. • Regular communications with the parents of incoming students are in place, including letters, emails and transition days. • Virtual tours of the school will be available for prospective students and parents.	1	4	4		JRS/CM
Classroom management is ineffective in controlling transmission.	Staff and student	• Forward facing tables are no longer required, however, care should still be taken on table management in a classroom setting. • The outbreak management plans covers the possibility of reintroduction of restrictions on mixing for a temporary period in case of local outbreak. • In the event of a local outbreak, the school will revert to previous control measures. • The school will continue to adopt a cautious approach to arrangements.	3	3	9		JRS
Lunchtime arrangements	Staff and students	• Catering service will be provided in the 2 main catering locations, at lower site canteen and upper site dining hall. • Tables will be cleaned regularly during break and lunch services and at the end of each service.	3	3	9		JRS
Assemblies	Staff and students	• There are no restrictions in place for holding assemblies and singing in school.	3	3	9		IT/JRS
Ventilation of classrooms/ offices is inadequate in controlling transmission.	Staff and students	• Identify any poorly ventilated spaces and take steps to improve fresh air flow. • If mechanical ventilation systems are used to draw fresh air or extract air from a room these should be adjusted to increase the ventilation rate wherever possible. • Ensure that mechanical ventilation systems only circulate fresh outside air and where this is not possible, in a single room supplement with an outdoor air supply. • Where appropriate open external windows to maximise ventilation. • Internal doors and external doors should be kept open to improve natural ventilation and opened fully at break/lunch time to provide a change of air within the classroom space. Staff/students are encouraged to wear more layers and should not site in a direct draught. • If external doors are opened, ensure that they are not fire doors and are safe to do so.	3	3	9		IT/DR
Arrangements for staff/ students who are unwell	Staff and students	• Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, loss or change to sense of smell or taste and high temperature and are kept up-to-date with national	4	2	8		

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		guidance about the signs, symptoms and transmission of coronavirus. In the event that a member of staff develops symptoms whilst on the school site, they should advise the head teacher immediately and leave the school site, minimising any direct contact that they have with individuals or school property. • Any student who displays signs of being unwell, such as having a cough, fever or a loss or change to their sense of smell or taste, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others and are supervised at all times. • For students the relevant member of staff calls for emergency rota immediately to remove from class and if student's symptoms worsen. • The parents of unwell students are informed as soon as possible of the situation by a relevant member of staff. • Where contact with a student's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. • Unwell students who are waiting to go home are kept in an area where they can be at least two metres away from others. • Areas used by unwell staff and students who need to go home are appropriately cleaned once vacated, using a disinfectant and care is taken when cleaning all hard surfaces. • If unwell students and staff are waiting to go home, they are instructed to use separate toilets to minimise the spread of infection. These are located in the lower school gym. • Any students who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the student becomes seriously ill or their life is at risk. • Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk. • Any medication given to ease the unwell individual's symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy.					
Use of public transport	Staff and students	• It is recommended that face coverings are worn in enclosed and crowded spaces where staff and students may come in to contact with people who they do not normally meet. This includes public transport and dedicated school transport. • School will follow PHE advice in cases of a local outbreak.	4	2	8		
Educational visits result in disruption to learning due to pandemic	Staff and students	• When booking new visits staff should ensure that the school have adequate financial protection in place. • From the start of the Autumn school term, international visits may be possible subject to Leadership Team approval.	2	3	6		

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		• In making the decision, consideration will be given to the fact that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. • The travel lists may change during a visit and the school must comply with international travel legislation and should have contingency plans in place to account for these changes. • A contingency plan must be in place to account for any changes in the government travel list. • Full risk assessments must be undertaken.					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school.	Staff and Students	• As part of the overall communications strategy parents are kept up to date with information, guidance and the school's expectations on a regular basis using a range of communication tools. • A CORONAVIRUS ADVICE section on the school website is created and updated containing links to the latest government advice and school risk assessments. • A document entitled 'Student and Parent Guidance to Full School Opening' has been emailed and is available on the website. • Details of school opening and restrictions are regularly updated on the website, social media and emailed to parents.	4	2	8		IT/JRS
Parents and carers may not fully understand their responsibilities should a child show symptom of COVID-19.	Parents	• Key messages in line with government guidance are reinforced on a regular basis via email, text and the school's website, including symptoms and self-isolation requirements. • If a parent or carer insists on a student attending school, the school can take the decision to refuse if, in their reasonable judgement, it is necessary to protect other students and staff from possible infection with COVID-19. • The decision should be made after careful consideration and in light of all the circumstances and current public health advice.	3	2	6		IT/JRS
Students with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them.	Students	• Parents have been provided with clear guidance and this is reinforced on a regular basis. • Parents have been asked to make the school aware of students' underlying health conditions through the completion of a Risk Assessment form and the school has sought to ensure that the appropriate guidance has been individually acted upon. • The school and parents are clear about the definitions and associated mitigating strategies in relation to people who are classed as **clinically vulnerable** and **clinically extremely vulnerable (CEV).** • All CEV students should attend their education setting unless they are one of the very small number of children under paediatric or other specialist care who have been advised by their GP or clinician not to attend. • The register of students with underlying health conditions is regularly updated.	4	1	4		JRS

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Students' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general.	Students	• There are sufficient numbers of designated staff available to support students with mental health issues. • There is access to designated staff for all students who wish to talk to someone about wellbeing/mental health. • Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/student briefings. • Resources/websites to support the mental health of students are provided.	4	3	12		JRS
3. Staff							
The number of staff who are available is lower than that required to teach classes in school and operate effectively.	Staff and Students	• The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. • Full use is made of those staff who are self-isolating or shielding but who are well enough to undertake other appropriate duties from home. • Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. • Full use is made of testing and Track and Trace to inform staff deployment. • Staff are encouraged to participate twice weekly in the voluntary self-testing programme during term time and are provided with LFT kits where available. This will be reviewed at the end of September. • A blended model of home learning and attendance at school is utilised.	3	2	6		IT
Medical rooms.	Staff and Students	• Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.	3	2	6		HD
Personal protective equipment is not used effectively and in line with government guidance.	Staff	• Face coverings are no longer advised for staff and visitors in classrooms or communal areas where social distancing can take place. • Staff and visitors are encouraged to wear a face covering in enclosed and crowded spaces. This includes public transport and car sharing arrangements. • The school will follow PHE advice in the event of a local outbreak. • https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999722/PPE_in_education_childcare_and_childrens_social_care_settings.pdf	3	3	9		
Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them.	Staff	• All members of staff with underlying health issues and those within vulnerable groups have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. • CEV people are no longer advised to shield but may wish to take extra precautions to protect themselves and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus.	4	2	8		IT/HD

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		• Staff should attend the workplace if they cannot work from home. • The school will follow DHSC updated guidance. • All staff with underlying health conditions that put them at increased risk from COVID-19 have a personal risk assessment in place in line with national guidance. • Current government guidance is being applied.					
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general.	Staff	• Staff are encouraged to focus on their wellbeing. • Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. • Staff briefings and training include content on wellbeing. • Staff briefings/training on wellbeing are provided. • Staff surveys monitor wellbeing. • Staff have been signposted to useful websites and resources.	4	3	12		IT/HD
Provision of PPE for staff where required is not in line with government guidelines.	Staff	• Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. • Those staff required to wear PPE (e.g. cleaning staff, site staff, first aiders providing close contact care or dealing with bodily fluids) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. • Staff are reminded that wearing of gloves is not a substitute for good handwashing.	3	2	6		HD
4. Infection Control							
Poor hygiene practice.	Staff and Students Visitors/Contractors	• Posters are displayed throughout the school reminding students, staff and visitors to sanitise their hands, e.g. before entering and leaving the school. • Students, staff and visitors are encouraged to wash their hands with soap and water or use alcohol-based sanitiser (that contains no less than 60 percent alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance and more frequently than usual. • Sanitisers are located in communal areas and staff /students told to clean hands before entering food area. Staff are provided with their own sanitiser container which can be refilled. • School promotes good respiratory hygiene – "catch it, kill it, bin it" approach. • Enhanced cleaning of frequently touched surfaces with detergent/disinfectant. • Cleaners carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH policy and the Health & Safety Policy.	3	3	9		JRS/HD

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Spread of infection	Staff and students	• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. • Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. • Staff and students do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. • Students who are unwell are not taken on school trips or permitted to enter public areas used for teaching, e.g. swimming pools. • Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. • The school in liaison with individuals' medical professionals where necessary, reviews the needs of students who are vulnerable to infections. • Any additional provisions for students who are vulnerable to infections are put in place by the Headteacher, in liaison with the student's parents where necessary.	3	3	9		
Poor management of infectious diseases	Staff and students	• Staff are instructed to monitor themselves and others and look out for similar symptoms if a student or staff member has been sent home with suspected coronavirus. • Staff are vigilant and report concerns about their own, a colleague's or a student's symptoms to the Headteacher or Leadership as soon as possible. . • The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. • The school is informed by parents when students return to school after having coronavirus – the school informs the relevant staff. • Staff inform the Headteacher when they plan to return to work after having coronavirus.	3	2	6		
Lack of clarity over reporting structures	Staff and students	• Staff report immediately to the Headteacher about any cases of suspected coronavirus, even if they are unsure. • The Headteacher contacts the local HPT and follows the advice given in relation to any further action needs to be taken. • The school keeps staff and parents adequately updated about any changes to infection control procedures as necessary.	3	1	3		
Cleaning capacity is reduced so that ongoing cleaning of surfaces are not undertaken to the standards required.	Staff and Students Visitors/ Contractors	• A return-to-work plan for cleaning staff (including any deep cleans) is agreed with Cleaning Supervisors prior to autumn term. • An enhanced cleaning plan is agreed and implemented which minimises the spread of infection.	4	2	8		HD

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		• Working hours for cleaning staff are increased.					
Asymptomatic staff and students on returning to school for the autumn term	Staff and students	• All students will be offered **2 on-site** lateral flow device tests on their **return** in the autumn term. • Testing will commence before the start of term to minimise the disruption to learning. • Students should then continue to test twice weekly at home until the end of September, when this will be reviewed. • Schools should also retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home. • Staff should undertake twice weekly home tests whenever they are on site until the end of September when this will be reviewed. • A staff member or student testing positive must follow guidelines on self-isolation in place at the time.	3	3	9		
Testing is not used effectively to help manage staffing levels and support staff wellbeing.	Staff and Students	• Guidance on asymptomatic testing has been published and made available to staff. • Staff are advised undertake twice weekly home tests whenever they are on site until the end of September when this will be reviewed. • Post-testing support is available for staff through Staffordshire County Council's ThinkWell service.	4	3	12		IT
Infection transmission within school due to staff/students (or members of their household) displaying symptoms.	Staff and Students	• Procedures are in place to deal with any student or staff displaying symptoms at school and appropriate action, in line with government guidance, should the tests prove positive or negative. • Students, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms **clinically vulnerable** and **clinically extremely vulnerable** should these apply**.** • Staff/students who have symptoms of COVID-19, do not attend school. • A record of any COVID-19 symptoms in staff or students is reported through the school absence reporting procedure. Receiving staff will inform the Headteacher, who will report to the Governing Body.	4	3	12		IT/JRS
Positive cases		• Schools do not need to provide contact tracing from the autumn term, close contacts will be identified via NHS Test and Trace. • Schools will continue to have a role in supporting NHS Test and Trace when required, to assist in identifying close contacts. If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public	3	4	12		

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		health might advise a setting to temporarily reintroduce some control measures. **From 16 August 2021** • From 16 August 2021, children **under the age of 18 years** old **will no longer be required** to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. They will be informed they have been in close contact with a positive case and advised to take a PCR test. • We would encourage all individuals to take a PCR test if advised to do so. **Over 18 years of age** • 18-year-olds will be treated in the same way as children **until 4 months after their 18th birthday**, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact. **Staff** • Fully vaccinated adults will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case, provided they have received their second vaccine at least 14 days prior to this. They will be informed they have been in close contact with a positive case and advised to take a PCR test and are strongly advised to do this. **All staff and students** • With a positive lateral flow test result should self-isolate in line with the stay at home guidance and get a PCR test to check if they have COVID-19. They should continue to self-isolate until the results of the test come through. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test and the pupils/staff can return to school as long as the individual doesn't have COVID-19 symptoms.					
Infection transmission due to admitting people into school	Staff and students	• Students, staff and other adults **should not** come into school if they have symptoms, have had a positive test result or have been instructed to quarantine. • Anyone within the school who appears to have COVID-19 symptoms are sent home, advised to avoid using public transport and, wherever possible, be collected by a member of their family or household and to follow public health advice. • In the case of a student awaiting collection, they should be taken to a room away from other students and supervised. • If the member of staff is in close contact with the child then they should wear appropriate PPE. • A window should be opened for fresh air ventilation if possible. • Any rooms that have been used for this purpose should be cleaned after the individual has left.	3	3	9		

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		• As anyone within the household should follow the PHE guidance for households with possible or confirmed COVID-19 infection, it may be necessary for any siblings within the school to be identified and also sent home.					
Staff, students and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19.	Staff and Students	• Staff, students and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. • This guidance has been explained to staff and students as part of the induction process. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.	4	2	8		IT
Staff, students and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school.	Staff and Students Visitors/Contractors	• Staff, students and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. • This guidance has been explained to staff and students as part of the induction process. • Agency/supply staff are informed of school COVID-secure processes when they attend school for the first time. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.	4	2	8		IT/JRS
5. Business Services and School Operations							
Disruption to the running of the school in cases of a local outbreak	Staff and students	• The school has an up-to-date Business Continuity Plan in place – the plan is reviewed as necessary. • The school adheres to and keeps up-to-date with the latest local and national advice about school closures – advice is sought from the local HPT or DfE helpline where required. • The school will follow Government advice and any local instructions.	3	3	9		
Cleaning of the school does not meet government guidelines	Staff and students	• Cleaners to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. • All hard surfaces to be cleaned on a regular basis, this will include - All door handles - All tables and chairs used by staff and students - Toilet flushes and regular cleaning of toilets. • All classrooms to have spray disinfectant and where possible disposable cloths. If disposable cloths are not available use once and then put in wash. • Regular cleaning of surfaces will reduce the risk of spreading the virus. • All used cloths thrown away to be double bagged and then placed in a secure area i.e. lockable bin.	3	2	6		

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		• A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the HPT/PHE					

Acknowledgements & Signatures	
Risk Assessor: By signing this risk assessment, I acknowledge my responsibility as the Risk Assessor for conducting this risk assessment.	**Management:** By signing this risk assessment, I acknowledge my responsibility as the department management for reviewing and approving this risk assessment and communicating controls and any improvements to staff.

Risk Assessor Name and Signature	Date:	Manager Name and Signature:	Date:

Review date:

Guidance

Severity of Harm from this Hazard

- Total Estimated Risk = Severity x Likelihood
- Hazards with significance factors equal to or greater than 16 or a Severity Rating of 4 or 5 warrants the use of additional controls and an action plan that has been reviewed

Score	Severity / Consequence	Effects
1	NEGLIGIBLE	Negligible injury or health implications with no treatment or first-aid only. .
2	MINOR	No-Lost Time Injury(ies) and no chronic effects, but treatment beyond first aid may be required.
3	MODERATE	Person suffering Lost Time Injury, RIDDOR, hospital treatment or job restriction/business affected by outbreak
4	SERIOUS	Illness resulting in time off work long term/ill health
5	MAJOR	Fatality

Likelihood of Potential Exposure to this Hazard

Score	Definition
1	Little or no chance of occurrence; would require an extraordinary combination of factors for the situation to result.
2	Not likely to occur in normal circumstances
3	Possible when additional factors are present but otherwise unlikely to occur.
4	Such an event is known to have occurred and is likely to re occur.
5	Almost inevitable that an incident would result / occurs frequently

Risk Rating		Severity / Consequence				
		1. Negligible	2. Minor	3. moderate	4. Serious	5. Major
Likelihood	1. Very unlikely	1	2	3	4	5
	2. Unlikely	2	4	6	8	10
	3. Possible	3	6	9	12	15
	4. Likely	4	8	12	16	20
	5. Probable	5	10	15	20	25

Rating Bandings		
Low risk (1-6)	Medium Risk (8-12)	High Risk (15-25)
Continue, but review periodically to ensure controls remain effective	Continue, but implement additional reasonably practicable controls where possible and monitor regularly	**STOP THE ACTIVITY-** Identify new controls. Activity must not proceed until risks are reduced to a low or medium level