

# DAT COVID- 19 RISK ASSESSMENT FOR FULL OPENING OF SCHOOLS



Academy	The Link Academy
Activity / Procedure	Full Reopening – COVID19 (version 1.15)
Assessment Date	02/12/2021 – to be reviewed and updated regularly

Identify People at Risk	YES or NO
Employees	YES
Learners	YES
Visitors	YES
Contractors	YES

[Government Schools Coronavirus \(COVID-19\) Operational guidance](#) and subsequent update, dated 29 November 2021, underpin this Coronavirus (COVID-19) Risk Assessment. The Risk Assessment shows the sensible and proportionate control measures we have put in place and explains how we will assess and manage the risks for children and staff attending under these regulations.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- [Schools coronavirus \(COVID-19\) operational guidance](#)
- [COVID-19: Actions for out-of-school settings](#)
- [Rapid asymptomatic coronavirus \(COVID-19\) testing in early years settings](#)
- [Coronavirus \(COVID-19\): grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events](#)

This risk assessment will continue to be reviewed and updated as necessary, in accordance with the latest [Department for Education guidelines](#), taking into consideration any issues identified and changes in Public Health service to ensure that the infection protection and controls we have implemented remain effective.

Risk	Rating	Success Criteria	Actions
The academy lapses in following national guidelines and advice, putting everyone at risk.	Low	The academy has the most recent information from government, NHS, Department of Health and Social Care and PHE and this is distributed through the Trust and its risk assessment is reviewed accordingly.	<p>Regular checks are made with Government websites to ensure all relevant guidance is followed and communicated.</p> <p>Any change in information to be shared with the Board of Trustees and passed on to parents/carers and staff by Chief Executive briefing notes and websites as necessary.</p>
Failure to assess the risks of COVID 19 transmission in school.	Low	Pupils/learners, staff, visitors, contractors increased risk of transmission of COVID-19.	<ul style="list-style-type: none"> <li>• School/academy has assessed the reasonably foreseeable risks of transmission of COVID 19</li> <li>• This risk assessment is regularly reviewed as circumstances in each school/academy and the public health advice changes.</li> <li>• Each school/academy monitors whether the controls in place are effective and working as intended.</li> </ul>
Failure to have adequate outbreak management plans in place to allow for stepping measures up and down.	Low	Pupils/learners, staff, visitors, contractors increased risk of transmission of COVID-19.	<ul style="list-style-type: none"> <li>• Each school/academy has this risk assessment following government guidance and a contingency plan risk assessment - for reverting to control measures in place prior to Step 4 if required to by Public Health.</li> <li>• Each school/academy has an outbreak management plan outlining how to operate if there were an outbreak in their setting or local area.</li> </ul>

- School/academy to call the DfE helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case who will escalate the issue to the local health protection team where necessary and advise if any additional action is required, such as implementing elements of the outbreak management plan.
- School/academy to consult local Public Health Teams to contain any outbreak by following local health protection team advice below:
- Public Health Dudley COVID helpline 01384 81 4444 email: [cypteam@dudley.gov.uk](mailto:cypteam@dudley.gov.uk) (monitored Monday to Friday from 9:00am to 4:00pm).
  - **If urgent** on a weekend or a Bank holiday contact [covid19@dudley.gov.uk](mailto:covid19@dudley.gov.uk) or 01384 81 4444.
- School/academy to follow measures recommended by the Local Authority, Director of Public Health and local PHE health protection teams (HPTs) as part of their outbreak management responsibilities.
- Each school/academy to publish complete outbreak management plan on their website.
- From the date, that school/academy officially closes for summer Public Health

			and the Local Authority will be informed of any outbreaks via NHS Test & Trace.
Failing to manage mixing and 'bubbles'.	Low	Pupils/learners, staff, visitors, contractors increased risk of transmission of COVID-19.	<ul style="list-style-type: none"> <li>• School/academy has outbreak management plans in place to reintroduce bubbles temporarily if it becomes necessary due to local outbreaks or increases in cases at the instruction of PHE Teams.</li> <li>• School/academy has planned carefully following the latest DfE/PHE guidance and will follow all measures at a steady pace.</li> <li>• Guidance now allows for assemblies and other whole-school gathering to be reintroduced however, some measures such as only running them on year group basis, stopping assemblies and whole school gatherings are contained in the school's/academy's outbreak management plan.</li> <li>• Staggered lunch and breaks to limit numbers will continue.</li> <li>• Staff meetings in a larger, well-ventilated space can go ahead.</li> <li>• Staffrooms will remain closed for the time being.</li> <li>• Meetings, including with parents/carers, teams, MS Teams etc. may continue.</li> <li>• Teaching or holding meetings in well-ventilated areas wherever possible, such as outdoors or indoors with windows open will continue.</li> </ul>

			<ul style="list-style-type: none"> <li>• All staff and adult visitors encouraged to wear a face covering in corridors and communal areas in both primary and secondary academies.</li> <li>• Secondary learners will continue to be encouraged to wear a face covering when encountering people in enclosed and crowded spaces.</li> </ul>
Internal contact tracing of staff members.	Low	Pupils/learners, staff, visitors, contractors increased risk of transmission of COVID-19.	<ul style="list-style-type: none"> <li>• Close contacts are identified via NHS Test and Trace.</li> <li>• School/academy to support the contact tracing of staff members who are contacts of a positive case within setting. Individuals are not required to self-isolate if they are a close contact of someone with COVID-19, <u>and any of the following apply:</u> <ul style="list-style-type: none"> <li>○ they are fully vaccinated</li> <li>○ they are below the age of 18 years and 6 months</li> <li>○ they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>○ they are not able to get vaccinated for medical reasons</li> </ul> </li> <li>• Those staff who are identified by the setting as a contact and do not meet the above criteria must immediately isolate for 10 days, day 0 being the date of the identified period of contact, regardless of</li> </ul>

			<p>whether they have been contacted by Test and Trace or not.</p> <p><b>Note:</b> If a member of staff is identified as a close contact of a positive case and they are required to isolate (e.g. they are not fully vaccinated), arrange for the staff contact(s) to be added to the Test and Trace national system, so they receive a formal notification to isolate. This will ensure eligible staff will be able to claim the self-isolation payment.</p> <ul style="list-style-type: none"> <li>• If NHS Test and Trace informs under 18's they have been in close contact with a positive case, they will be advised to take a PCR test.</li> </ul> <p><b>IMPORTANT:</b> All close contacts of suspected or confirmed cases of the Omicron variant of COVID-19 must self-isolate and book a PCR test, regardless of age or vaccination status.</p>
<p>Face Coverings: <a href="#">Face coverings: when to wear one, exemptions, and how to make your own.</a></p>	<p>Low</p>	<p>Pupils/learners, staff, visitors, contractors increased risk of transmission of COVID-19.</p> <p>Updates about the wearing of facemasks will be communicated as and when required.</p>	<ul style="list-style-type: none"> <li>• Secondary learners are encouraged to wear face coverings on dedicated transport or on public transport.</li> <li>• Face coverings remain mandatory for all staff, adult visitors and all secondary learners (unless exempt). <ul style="list-style-type: none"> <li>○ Transparent face coverings can also be worn.</li> <li>○ Face visors or shields can be worn only after carrying out a risk</li> </ul> </li> </ul>

			<p>assessment for the specific situation and should always be cleaned appropriately.</p> <ul style="list-style-type: none"> <li>• Face coverings will be reintroduced if there is an outbreak in the school/academy or if the Director of Public Health advises that face coverings should temporarily be worn in communal areas or classrooms (by pupils/learners, staff and visitors, unless exempt). School/academy outbreak management plans cover this possibility.</li> </ul>
School/academy fails to ensure good hygiene standards in school to reduce risk of transmission.	Low	Pupils/learners, staff, visitors, contractors increased risk of transmission of COVID-19.	<p><b>Hand hygiene</b> – school/academy will continue to ensure that pupils/learners &amp; staff clean their hands regularly with soap and water or hand sanitiser.</p> <p><b>Respiratory hygiene</b> - the ‘catch it, bin it, kill it’ approach continues to be emphasised.</p> <p><b>Use of personal protective equipment (PPE)</b> - most staff in school do not require PPE beyond what they would normally need for their work. See the <a href="#">‘Use of PPE in education, childcare and children’s social care settings’</a>.</p>
Failure to maintain appropriate cleaning regimes.	Low	Pupils/learners, staff, visitors, contractors increased risk of transmission of COVID-19.	<p>School/academy will maintain appropriate cleaning regimes, using standard products such as detergents.</p> <p>Appropriate cleaning schedules are in place and include regular cleaning of areas and equipment</p>

			See PHE guidance <a href="#">‘Cleaning of non-healthcare settings’</a> .
Failure to ensure all occupied spaces are well ventilated.	Low	Pupils/learners, staff, visitors, contractors increased risk of transmission of COVID-19.	<ul style="list-style-type: none"> <li>• When school/academy is in operation, it is well ventilated with comfortable teaching environments.</li> <li>• Use of CO2 monitors to identify any poorly ventilated spaces and ensure there is adequate supply of fresh air (ventilation) in enclosed areas of the academy.</li> <li>• When holding events where visitors are on site, for example school plays, ventilation is increased.</li> <li>• All mechanical ventilation systems are maintained in accordance with the manufacturers’ recommendations.</li> <li>• School/academy opens external windows, doors &amp; internal doors (if they are not fire doors and where safe to do so). To increase ventilation.</li> <li>• During colder weather, the need for increased ventilation while maintaining a comfortable temperature is balanced.</li> <li>• Outside space will be used, where practical.</li> </ul>
School/academy fails to follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.	Low	Pupils/learners, staff, visitors, contractors increased risk of transmission of COVID-19.	<ul style="list-style-type: none"> <li>• Pupils/learners &amp; staff to follow public health advice on <a href="#">when to self-isolate</a> and what to do. &amp; do not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of</li> </ul>



them passing on COVID-19 (for example, they are required to quarantine).

- If a parent/carer insists on a pupil/learner attending, the school/academy can refuse the pupil/learner if it is necessary to protect other pupils/learners and staff from possible infection with COVID-19.
- If anyone develops [COVID-19 symptoms](#), however mild, they are sent home and told to follow public health advice... [PHE stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).
- They should be collected from school, not use public transport.
- Pupils/learners awaiting collection are left outside (weather permitting) or in a well-ventilated room on their own if possible and safe to do so.
- If close contact is required, appropriate PPE is available & used & the room cleaned afterwards.
- See '[Use of PPE in education, childcare and children's social care settings guidance](#)'.

**Learners or staff that have travelled** abroad: to be referred to the current government guidance on quarantine and they must not come into the academy.

<p>Inadequate testing for close contacts under 18 (household and in the school/academy)</p>	<p>Low</p>	<p>Pupils/learners, staff, visitors, contractors increased risk of transmission of COVID-19.</p>	<ul style="list-style-type: none"> <li>All pupils and learners should take a single PCR test.</li> </ul> <p><b>Note:</b> Only those who are symptomatic with any of the 3 classic COVID-19 symptoms or have a positive LFT are required to isolate whilst awaiting a PCR test result.</p> <ul style="list-style-type: none"> <li>All staff with a positive LFD test result should self-isolate in line with the stay-at-home guidance. They will also need to get a PCR test to check if they have COVID19. Whilst awaiting the PCR result, the individual should continue to self-isolate.</li> </ul>
<p>Inadequate asymptomatic testing takes place</p>	<p>Low</p>	<p>Pupils/learners, staff, visitors, contractors increased risk of transmission of COVID-19.</p> <p>All testing plans communicated with staff and parents/carers.</p>	<p><b>Secondary academies only</b> – learners and staff continue to test regularly (and isolate following a positive test until a negative PCR) if they are attending settings that remain open such as summer schools and out of school activities based in school settings.</p> <p>The school/academy will only provide tests for twice weekly asymptomatic testing for learners and staff over the summer period if they are attending school/academy settings.</p> <p><b>At the start of the January term (secondary academies only):</b></p> <ul style="list-style-type: none"> <li>Learners will be have one LFT on-site at their academy and once at home 3 to 4 days later.</li> </ul>

			<ul style="list-style-type: none"> <li>• Learners are encouraged to continue to test twice weekly at home.</li> <li>• Learners and staff members that test positive should self-isolate and take a PCR test. If they are PCR positive, they will be contacted by NHS test and Trace.</li> <li>• Secondary academies will retain a small Asymptomatic Testing Site (ATS) on-site until further notice to offer testing to learners who are unable to test themselves at home.</li> </ul> <p><a href="#">See 'Coronavirus (COVID-19): test kits for schools and FE providers'.</a></p>
<p>Confirmatory PCR tests - failure to follow guidance</p>	<p>Medium</p>	<p>Pupils/learners, staff, visitors, contractors increased risk of transmission of COVID-19.</p>	<ul style="list-style-type: none"> <li>• Pupils/learners and staff with a positive rapid lateral flow test result self-isolate in line with guidance</li> <li>• They will need to get a PCR test to check if they have COVID-19.</li> <li>• They must isolate whilst awaiting the PCR result.</li> <li>• If the PCR test is taken within 2 days of the positive rapid LFT, and is negative, it overrides the LFT and they can return to the setting, as long as the individual does not have COVID-19 symptoms.</li> </ul> <p><b>Note:</b> All positive COVID-19 cases (PCR and LFT) must be reported to Dudley Council Public Health via the Infectious Disease Notification and Management System.</p>

<p>Failure to report positive COVID-19 cases leading to increased risk of transmission.</p>	<p>Low</p>	<p>All positive COVID-19 cases (PCR and LFT) are reported to Dudley Council Public Health via the Infectious Disease Notification and Management System (School Life Platform).</p>	<p>All notifications must be done through the <a href="#">School Life Platform</a>.</p> <p>Points to consider:</p> <ul style="list-style-type: none"> <li>• <b>Positive cases</b> - only report <b>positive</b> results (PCR or LFT) on the system. Only use the 'pending PCR' option when awaiting a confirmatory PCR result following a positive LFT.</li> <li>• <b>Reporting days</b> - where possible report cases Monday – Friday, rather than over the weekend.</li> <li>• <b>Class/group names</b> - ensure all cases are assigned to a class/group to ensure accurate data analysis and outbreak management</li> <li>• <b>Symptom onset</b> – if the case has symptoms, ensure to add a symptom onset date, so the isolation dates will calculate. If the case does not have symptoms select 'asymptomatic' on the symptom's dropdown</li> <li>• <b>Likely Infection Source</b> - If there are already cases within the class /subject of the positive case you are reporting, tick 'setting' as the likely infection source. If the infection source is unknown, tick 'unknown'. If parents/carers think/assume that their child got the infection at the school/academy only tick 'setting' if you can confirm a link with a positive case at the setting e.g. via a shared lesson</li> </ul>
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			<ul style="list-style-type: none"> <li>• <b>Notes section on reporting form</b> - use the note section to provide as much information about the positive case as possible e.g. if the infection source is from the household, provide details about who in the household is positive and if you provide details of any positive siblings indicate which setting they attend if known. <b>For secondary academies</b> include details of other cases that the positive case you are reporting has mixed with e.g. shared lessons</li> <li>• <b>Notes section on the Dashboard</b> - use the notes section on the Dashboard to provide details of any actions/measures you have taken e.g. parent/carer notification letters sent out, restriction of mixing, face coverings, completed outbreak management checklist. Attachments can be added to this section as well.</li> </ul>
<p>Inadequate planning of educational visits, drama, music and sporting activity leading to increased risk of transmission.</p>	<p>Low</p>	<p>Pupils/learners, staff, visitors, contractors increased risk of transmission of COVID-19.</p>	<ul style="list-style-type: none"> <li>• Educational <b>day visits, domestic residential visits</b> and <b>international trips</b> can go ahead.</li> <li>• School/academy to: <ul style="list-style-type: none"> <li>○ Speak to visit or insurance provider to find out level of protection available, before booking visit.</li> <li>○ Refer to the latest government guidance on international travel before booking and travelling.</li> </ul> </li> </ul>

- Separate risk assessments to be carried out for each educational visit to determine whether it can be undertaken safely, in accordance with public health advice, including hygiene and ventilation.
- The EVC for the school/academy undertaking the trip risk assessment must ensure that COVID features in the school's trip risk assessment.
- Schools/academies to continue using Evolve and to review and approve school trips.

**Important Note:** Some activities can increase the risk of catching or passing on COVID-19. This happens where people are doing activities, which generate more droplets as they breathe heavily, such as singing, dancing, exercising or raising their voices. The risk is greatest where these factors overlap, for example in crowded indoor spaces where people are raising their voices. In situations where there is a higher risk of catching or passing on COVID-19, schools should be particularly careful to follow the general guidance on keeping safe.

- Drama, music and sporting activity will resume in line with the relaxation of restrictions from Step 4.
- **Sports provision** - all sports provision, including competition between settings, is planned and delivered in line with [guidance on grassroots sports for public](#)


			<p><a href="#">and sport providers, safe provision and facilities</a>, and guidance from <a href="#">Sport England</a>.</p> <p><b>Swimming Lessons (Primary schools only)</b></p> <p>Swimming lessons can resume and school to work closely with the leisure centre, Swim England and transport companies to ensure all health and safety guidelines are in place for pupils to return safely to swimming.</p> <p>Full risk assessments to be in place for both the transport and the swimming lessons.</p>
Pregnant staff inadequate measures in place	Low	<p>Pupils/learners, staff, visitors, contractors increased risk of transmission of COVID-19.</p> <p>Risk assessments for pregnant staff are updated.</p>	<p>An individual risk assessment is carried out for pregnant staff with appropriate risk mitigation in line with the latest recommendations from Department of Health &amp; Social Care (DHSC), Public Health England (PHE) &amp; The Royal College of Obstetricians and Gynaecologists (RCOG).</p>
Clinically, Extremely Vulnerable (CEV) staff inadequate measures in place.	Low	<p>Pupils/learners, staff, visitors, contractors increased risk of transmission of COVID-19.</p> <p>Risk assessment for CEV staff are updated.</p>	<p><b>Clinically extremely vulnerable (CEV) staff</b> are no longer advised to shield but are encouraged 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.</p> <p>An individual risk assessment must be in place for all CEV staff.</p>
Clinically, Extremely Vulnerable (CEV) pupil /learner's	Low	<p>Pupils/learners, staff, visitors, contractors increased risk of transmission of COVID-19.</p>	<ul style="list-style-type: none"> <li>All CEV pupils/learners attend their setting unless they are one of the very small number of pupils/learners under paediatric or other specialist care and</li> </ul>

school/academy has inadequate measures in place.			<p>their GP or clinician has advised them not to attend.</p> <ul style="list-style-type: none"> <li>• Pupils/learners who live with someone who is CEV continue to attend school as normal.</li> </ul> <p>See <a href="#">‘SEND and specialist settings: additional COVID-19 operational guidance (applies after Step 4)’</a>.</p>
Extra-curricular activity - inadequate measures in place.	Low	Pupils/learners, staff, visitors, contractors increased risk of transmission of COVID-19.	<ul style="list-style-type: none"> <li>• Extra-curricular activities and other organised activities for pupils/learners may take place in groups of any number.</li> <li>• Limited to one-year group ‘bubble’ if indoors.</li> </ul>
Trust Reputation	Low	Strategic marketing plan to be in place to proactively communicate to staff, parents/carers and learner’s health and safety measures and safeguarding that is being implemented Trust wide for the safety of all.	<p>Regular communications via briefings, social media updates, letters and websites.</p> <p>Continued development of Trust and academy websites to include a COVID-19 area inclusive of all communications, risk assessments and government updates.</p> <p>Principal to share risk assessment with all staff.</p> <p>Parents/carers notified of risk assessment plan and shared with parents/carers via website.</p> <p>Ensure clear and consistent communication with parents/carers regarding expectations around school attendance and provide reassurance of the measures in place to reduce the risk in school.</p>



			<p>Information sheet distributed to all parent/carers outlining what to do if their child develops symptoms, together with COVID-19 related quick reference absence guide for parents/carers and staff.</p> <p>Provide opportunities for parents/carers to feedback any remaining concerns/anxieties they may have regarding COVID-19 safety measures in place.</p> <p>Consistent evidence of school cleaning regimes if called upon.</p> <p>Management of sickness and behavioural issues for the protection of the learners.</p> <p>Outbreak Management Plans shared with the Board of Trustees.</p>
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<b>Assessor's Comments</b>	
<p>This is completed to the best of my knowledge in these unprecedented times. I have assessed the risks I see at this time, however, as a school/academy leader, I cannot guarantee the full and total safety of the children and staff at these times.</p>	

Name of assessor - Principal	Signature of assessor	Date
Mrs Edwards-Morgan		06/12/21

Name of School/Academy Business Manager	Signature of manager	Date

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