



Risk Assessment Post September 2021

Trust Name:	Pontefract Academies Trust
Date Completed:	23/08/21
CEO Review:	27/08/21

COVID-19: Operational risk assessment for school operation

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education on 19 July 2021 as follows:

[Schools COVID-19 operational guidance](#)

[Actions for Early Years and Childcare providers during the COVID-19 outbreak](#)

[COVID-19 Education and Childcare](#)

[Stay at home guidance](#)

Hazard - The transmission of Covid-19 an infectious disease caused by a newly discovered coronavirus within the school setting. The transmission could lead to mild to severe respiratory illness and possible death. The transmission of the virus will lead to staff and children being unable to attend school for a period of at least 10 days losing out on learning and potentially placing the school at risk of staffing shortages which could lead to closure.

The virus is spread from person to person through small droplets from the nose or mouth which are spread when a person with COVID-19 coughs or exhales. These droplets land on objects and surfaces around the person which can infect other people by touching them, then touching their eyes, nose, or mouth.

The hazard may affect pupils, staff, members of their household, contractors, and visitors to school.

This risk assessment has been developed using the skills and experience of the follow post holders:

- Headteachers
- Executive Directors of Primary and Secondary
- Estates Manager/Health and Safety Officer
- Director of Operations (HR)

A review of the risk assessment has been undertaken by the Executive Leadership Team and recommended to the Trust Board by the CEO.

This risk assessment will be shared with employees and the recognised trade unions.

Name	Julian Appleyard OBE	Job title	CEO	Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers
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Date	27/08/2021	Review interval	As required	Date of next review	As required
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Related documents

Government guidance:

- [Schools COVID-19 operational guidance](#)
- [Actions for Early Years and Childcare providers during the COVID-19 outbreak](#)
- [COVID-19 Education and Childcare](#)
- [Stay at home guidance](#)

Risk matrix

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

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1. Ensure good hygiene					

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1.1 Hand Hygiene					
Virus transmitted through poor hand hygiene	M	<ul style="list-style-type: none"> Staff and pupils to wash/sanitise their hands regularly and at locations through the school site. Rubber gloves not to be shared with other people. Younger pupils will be supported where necessary in the early years and key stage 1 to effectively sanitise their hands at key points throughout the day (entry and exit for example). 	Yes		L
Virus transmitted through touch points	M	<ul style="list-style-type: none"> Hands to be cleaned/sanitised regularly. Touch points in staff rooms/work rooms to be cleaned after use, i.e., microwave handles, kettles etc. Classroom furniture to be cleaned at the end of the day with detergent and ChlorClean once per week. 	Yes		L
1.2 Respiratory Hygiene					
Virus transmitted through poor respiratory hygiene	M	<ul style="list-style-type: none"> Catch it, Kill it Bin it message to be promoted and shared with pupils Lidded bins in every room. Hands to be washed/sanitised after using tissues. 	Yes		L
1.3 Use of PPE					
Virus caught through PPE not being used	M	<ul style="list-style-type: none"> PPE to be used when a pupil is symptomatic/tested positive if social distancing is not possible. PPE to be used when cleaning a Covid isolation room. 	Yes		L
2. Maintain appropriate cleaning regimes					
2.1 Cleaning					
Virus is spread through poor cleaning	M	<ul style="list-style-type: none"> Cleaning schedules are in place Chlor-clean used twice a week to health and safety data sheet guidance and risk assessment Chlor-clean used weekly to health and safety data sheet guidance and Trust risk assessment. Chlor-clean used following a positive symptomatic case to health and safety data sheet guidance and Trust risk assessment. 	Yes		L

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Day time cleaning of areas and equipment. Additional cleaning of high use touch points throughout the day. Single use dish cloths, towels, and cloths to be used at all times. Additional cleaners employed to be reviewed by December 2021. 			
3. Maintain well ventilated areas					
3.1 Identify poorly ventilated areas					
Poor ventilation does not aid fresh air flow	H	<ul style="list-style-type: none"> Identify poorly ventilated areas and take actions (with Estates Manager if not a reactive solution) to improve ventilation. Ensure good ventilation is in place for events such as shows, indoor PE and assemblies. If mechanical ventilation is in place adjust so only fresh air is being circulated following the guidance in Schools COVID-19 operational guidance. Improve natural ventilation by opening internal doors, option to open external windows to further improve, whilst ensuring a comfortable teaching temperature Prop doors open in occupied room ensuring fire doors are closed in unoccupied rooms. PE where the curriculum allows will take place outdoors. If indoor spaces are to be used ensure they are well ventilated during use. 	Yes	Risk assessments and action plans to be developed by Caretakers/premises	L
4. Testing, self-isolation and managing confirmed cases					
4.1 Virus is spread when individual tests positive or has symptoms					
Virus is spread when an individual develops symptoms or tests positive	H	<ul style="list-style-type: none"> Current self-isolation advice to be followed – People developing symptoms at school to be sent home, to be collected by a parent/member of the household and not use dedicated pupil or public transport. Symptomatic pupils to wait in isolation room with windows open. If supervision is required staff to wear PPE if social distancing cannot take place. Covid ChlorClean to take place to procedure of areas the person has been in contact. 	Yes		L

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Virus is spread through asymptomatic people who participate in the LDF testing programme	H	<ul style="list-style-type: none"> Secondary pupils to be tested twice prior to start of year September 2021. Pupils and staff to be advised to test twice per week if test is positive to be advised to self-isolate and take PCR test. Test site to be set up in secondaries for pupils who are unable to test at home. 	Yes		L
Tracing close contacts and isolation	M	<ul style="list-style-type: none"> Close contacts will now be identified via NHS Test and Trace with schools no longer expected to undertake contact tracing. NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. Individuals are no longer required to self-isolate if they live in the same household as someone with Covid-19, or are a close contact of someone with Covid-19 where any of the following apply: <ul style="list-style-type: none"> They are fully vaccinated They are below the age of 18 years and 6 months They have taken part in or are currently part of an approved Covid-19 trial They are not able to get vaccinated for medical reasons Contact from NHS Test and Trace will inform the person of contact with a positive case and advise them to take a PCR test. Staff who do not need to isolate, and children/young people under 18 years and 6 months who usually attend school, who get identified as a close contact, should continue to attend school as normal. No requirement to wear face covering within the school but recommended these are worn when travelling on public or dedicated transport. Staff who need to isolate should not attend work whilst awaiting their PCR test result and should notify their line manager as soon as possible of their situation. 	Yes		L
Face coverings no longer advised for pupils, staff and visitors in classrooms and communal areas	L	<ul style="list-style-type: none"> Continue to promote face coverings are worn in enclosed and crowded spaces where contact will be made with people not normally socialised with. This includes public and dedicated transport to school. 	Yes		L

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		<ul style="list-style-type: none"> • Adopt re-instating face covering programme is we have a substantial increase in the number of positive cases in a school. To include: <ul style="list-style-type: none"> ○ The wearing of transparent face coverings, where available. to assist communication with those who rely on lip reading, clear sound or facial expression to communicate. ○ Face coverings (whether transparent or cloth) to fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles. 			
5. Managing risk with vulnerable people					
5.1 Vulnerable persons					
People attend school when risk of transmission is too high	M	<ul style="list-style-type: none"> • Risk assessments in place and reviewed for all clinically and clinically extremely vulnerable staff and pupils following latest government guidance including attention to social distancing/hand cleaning. • Pregnant women over 28 weeks to work at home/other duties or paid leave if social distancing cannot be adhered to. • Clinically extremely vulnerable pupils who require to shield on the advice of a consultant/medical team to access remote learning. • Headteachers to continue to monitor the health status of their staff, especially new starters, to ensure they know if they fall into a category of CV, CEV or pregnant. 	Yes		L
6. Visitors/contractors					
6.1 Visitor/contractor transmits the virus					
Person with symptoms/tested positive is allowed on site	M	<ul style="list-style-type: none"> • Signing in system to request a declaration that the person should not be self-isolating, symptomatic, or tested positive for covid. 	Yes		L
Track and trace is not effective	M	<ul style="list-style-type: none"> • Visitor/staff to scan QR code during signing in. 	Yes		L

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7. Off site and transport					
Risk of transmission travelling to school	M	<ul style="list-style-type: none"> School to advise face masks to be worn on public and school transport including taxis to and from school for vulnerable pupils. 	Yes		L
Cleanliness and ventilation is not satisfactory on hired transport (dedicated pupil transport)	M	<ul style="list-style-type: none"> All trip venues to have a satisfactory risk assessment including Covid risks. COVID-19 risk assessment in place Bus companies to provide evidence of satisfactory cleaning regime /procedures as part of the trip risk assessment which is shared with the school prior to sign off. Windows are to be left open on coaches/buses to ensure good air circulation on transit, weather permitting. 	Yes		L
8. Remote Learning					
Pupils not in school at risk of not accessing statutory education	M	<ul style="list-style-type: none"> Remote learning plan in place for pupils who are: <ul style="list-style-type: none"> self-isolating shielding or have tested positive for covid and are well enough to access remote learning. School to keep a list of pupils who require a device/data if accessing remote learning. Trust keeps an inventory of all devices and controls allocation across the Trust. 	Yes		L
9. Safeguarding					
School is unable to carry out effective safeguarding checks due to self-isolation	H	<ul style="list-style-type: none"> Check online attendance. DSLs and Headteachers to communicate at least once per week with any child not in school on the SEND/V register. External agencies will be contacted if SEND/vulnerable children cannot be contacted as in the previous lockdown. Follow up checks to be carried out on pupils who are not seen on lessons. 	Yes		L
Loaned devices allow access to unauthorised sites	H	<ul style="list-style-type: none"> Web filtering to be installed for 6 September to ensure all devices meet E-Safety requirements after the DFE installed software expires. 	Yes		L

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10. Finance					
Free school meals vouchers are not a claimable cost	H	<ul style="list-style-type: none"> Guidance states that a meal/hamper should be provided for self-isolating pupils who are entitled to benefits related FSM's. Current method is a voucher which is not an approach outlined in the guidance. 	Yes		M
Loss of income/costs through cancelled trips/visits	H	<ul style="list-style-type: none"> Insurance exemptions to be checked and adequate cover in place where financial loss due to cancellation is material. 	No		L
11. Catch-up					
Pupils do not make expected progress due to lost/disruptive learning	L	<ul style="list-style-type: none"> Trust recovery strategy based on evidence-based practice has been produced and is filtered down into school plans. Impact assessed and identified as priorities in School Improvement Plans. Intervention is monitored at SLT level. Additional support is provided as and when is needed to any pupil identified as falling behind. This may include additional remote learning sessions. 	Yes		L
12. Pupil Wellbeing and Support					
Some pupils are experiencing a variety of negative emotions	M	<ul style="list-style-type: none"> Trust wide well-being strategy is being launched in September. Schools are aware of internal and external support for pupils including Iheart. Teachers and leaders work with families to develop support plans (where applicable) to facilitate better mental health in pupils that need additional pastoral care. DSL staff on site at all times to support pupils with mental health issues. PSHE/wellbeing forms key part of curriculum as children return to school. 	Yes		L
Pupil wellbeing and support	M	<ul style="list-style-type: none"> All staff are aware of how to access the SAS Wellbeing services provided free of charge including nurse support and counselling. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training have included content on wellbeing. Staff briefings/training on wellbeing are provided. 	Yes		L

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		<ul style="list-style-type: none"> Staff have been signposted to useful websites and resources. Staff will be fully supported in school if they want to wear a face covering. Communications to pupils/parents prior to the start of the year will explain the new COVID arrangements. Further communication will be provided to pupils through assemblies and class/form tutor. 			
13. Wrap round care and extra-curricular					
Pupils' behaviour on return to school does not comply with government guidance	M	<ul style="list-style-type: none"> Risk assessment in place to ensure adequate: <ul style="list-style-type: none"> Ventilation Hand hygiene Respiratory hygiene Cleaning Testing and self-isolation 	Yes		L
14. Staff Workforce					
Staff levels are too low due to self-isolation	M	<ul style="list-style-type: none"> School to monitor staffing levels and communicate to Trust if levels are becoming concerning. SAS service available for wellbeing support for staff. Staff from across the Trust may be asked to work on different sites if required. 	Yes		L
Poor communication leads to staff not effectively carrying out the control measures	M	<ul style="list-style-type: none"> Staff CPD programme covering all changes is scheduled for INSET days at the start of the school year. CPD programme is saved in the policies/procedures area of the shared network drive accessible to all staff. A copy of the risk assessment is made available in the staffroom. Risk assessment is made available to all staff for consultation prior to the start of the year. Risk assessment is made available for consultation to the recognised trade unions via HR Fusion. 	No	Will be fully in place once the risk assessment has been validated by AJG.	L
15. Mixing and Bubbles					

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Continued risk of transmission through the disbanding of 'bubbles'	L	<ul style="list-style-type: none"> • Plans remain available within each school to deploy if localised bubbles are reintroduced for a temporary period to reduce the mixing between groups which cover the adoption of: <ul style="list-style-type: none"> ○ Large gatherings will not be accommodated in the same space, for example all school assemblies will not take place. ○ Staff meetings will only take place where adequate social distancing for adults can take place. ○ School defined social groups re-formed to not mix. ○ Playgrounds will be re-divided for different groups or for groups to take breaks separately. ○ Lunch arrangements will ensure we avoid queues and lunches can be taken in the classroom. ○ Each classroom 'bubble' which is re-introduced will reflect typical class-sized groups. 	Yes		L
16. Stepping measures up and down					
Localised outbreaks – substantial increase of positive cases	L	<ul style="list-style-type: none"> • We will adopt the measures advised to us by local health protection teams at the time of a notified local outbreak. • We will also incorporate taking additional action and measures in line with the DfE contingency framework: updated contingency framework for education and childcare settings 	Yes		L
17. Post Covid health conditions					

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<p>Unknown aftereffects - post Covid health conditions including: long Covid, long-haul Covid, post-acute Covid, chronic Covid</p>	L	<ul style="list-style-type: none"> • Establish facts through effect absence management and return to work interviews. • Manage return to work in conjunction with support and guidance from individual, their GP and occupational health. • Be mindful of new symptoms associated with post-Covid which can include: <ul style="list-style-type: none"> ○ Difficulty breathing or shortness of breath ○ Tiredness or fatigue ○ Symptoms that get worse after physical or mental activities ○ Difficulty thinking or concentrating (sometimes referred to as “brain fog”) ○ Cough ○ Chest or stomach pain ○ Headache ○ Fast-beating or pounding heart (also known as heart palpitations) ○ Joint or muscle pain ○ Pins-and-needles feeling ○ Diarrhoea ○ Sleep problems ○ Fever ○ Dizziness on standing (light-headedness) ○ Rash ○ Mood changes ○ Change in smell or taste ○ Changes in period cycles 	Yes		L