

Europa School UK - COVID Risk Assessment V6

Updated August 2021

Risk Ref No	Sub Risk Description	Risk Consequences	if no controls in place			Mitigation and/or Existing Internal Controls	revised risks			What further action is needed to reduce the risk? (State actions)
			Risk: Impact	Risk: Prob	Risk		Risk : Impact	Risk: Prob	Risk	
1	COVID-19 Welcoming children back on site for start of academic year 2021	Risk of infection - Staff, children	3	2	6	The school follows current UK guidelines and communicates them to parents before the start of term. All documents published on school's website: COVID-19 policy V6, face mask policy V5, asymptomatic testing risk assessment, fire action emergency exits updated, letters to parents, consent forms, privacy notices	1	2	2	
2	COVID-19 Welcoming staff back on site	Risk of infection - Staff, children	3	2	6	consultation with staff and staff representatives with input in the planning and organisation H&S meeting held with staff and union reps during INSET days The staff rooms and work rooms should be used but maximum number of staff allowed will be indicated and will depend of the size of accommodation - to be agreed in H&S meeting Staff meetings will be held remotely except when staff agree that a face to face meeting would be beneficial. Staff wellbeing committee continued to discuss all aspects of working in school during the pandemic. The majority of teachers teach in their own classrooms and do not share these areas - however primary teachers have a handover on Wednesday lunchtime Teachers should arrange their rooms so that there is sufficient distance maintained from their pupils Teachers are responsible for cleaning their desk tops, computers and boards Teachers should ensure that their classrooms are well ventilated and keep doors open if possible/safe to do so	1	2	2	
3	COVID-19 Vulnerable Employees	Risk of infection - Staff and children	3	3	9	Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the guidance on protecting people who are CEV from COVID -19 . https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 Managers have identified certain vulnerable employees through 1 to 1 discussions with HR and individual risk assessments will be written/updated It is a member of staff's responsibility to inform the HT if there is a change of circumstance	1	3	3	

4	COVID-19 On arrival and departure	Risk of infection - Staff, children	2	2	4	<p>Some primary Pupils will be welcomed to school at staggered times (reception classes) to reduce crowding at entrance. Only one parent/guardian allowed on site at a time. Parents will not be allowed to enter classes.</p> <p>Parents with primary children will be requested to wear a face mask when coming onto the school site when dropping off or collecting their children.</p> <p>Parents are not allowed on site when dropping off or collecting their secondary pupils</p> <p>A one-way system will be in place to drop off and collect children, with appropriate signage to ensure physical distancing</p> <p>Primary children will enter the class and will immediately wash their hands to encourage good hygiene..</p> <p>Secondary children will be encourage/reminded to wash their hands regularly and there are extra washbasins, sanitiser stations in place around the school to facilitate this</p> <p>The children will carry their own equipment; this will include – water bottle, lunch bag if providing their own, and coat. Student who bring in a mask to school should also bring a Ziplock bag to safely store a non-disposable mask. Students should also have a spare face covering to change into when necessary.</p>	1	2	2	address bus queues in the afternoon
5	Reducing stress and anxiety – caring for mental health	Risk of infection - Staff, pupils and parents	2	2	4	<p>Clear messages given to parents for start of academic year</p> <p>Clear guidance given to staff via virtual staff meetings.</p> <p>The reception will be staffed daily 8am-4pm so that parents can phone for reassurance</p> <p>Any member of staff/ pupils feeling vulnerable/ upset/ unsure will be treated with respect – they will be listened to and appropriate solutions will be found – this may include going home</p> <p>Pastoral teams/class teacher to support students in place</p> <p>Monitoring of absence at the start of term will also identify students possibly needing intervention work.</p> <p>The COVID policy includes a section on well being, loss and bereavement and amended behaviour guidance. staff will be urged to communicate any concerns to class teachers which can then be followed up by pedagogical leadership and pastoral teams.</p> <p>Most staff meetings will be virtual using google meets - encourage virtual teams meetings and daily e-briefing to give information and share concerns</p>	1	2	2	

6	COVID-19 School day/ classroom and shared space safety	Risk of infection - Staff, pupils	2	2	4	<p>Primary Classes will have a maximum of 30 pupils with a staff team that are designated and not changed (apart from absence due to sickness). There will be 2 members of staff per class for KS1.</p> <p>In primary, children will be in class groups for all their learning time. During recreation and lunchtime they will be in year group zones.</p> <p>In secondary, students in S1-S5 will be taught in class groups and within a year groups for PE, L3 and RME and some option subjects</p> <p>In secondary, students in S6 & S7 will be in year groups for their learning time</p> <p>In secondary, break times will be staggered to reduce crowding in canteen</p> <p>All learning spaces will be well ventilated by opening windows and doors where safe. A CO2 monitor is available to check ventilation conditions in classes</p> <p>As much as possible the extent of the school grounds (including large field) will be used for recreation</p> <p>On rainy days, some covered areas can be used as well as some classrooms</p> <p>Each class will have a supply of PPE and cleaning resources: tissues, wipes, computer wipes, sanitiser, disinfectant spray, paper roll managed by reception staff</p> <p>Toilets are assigned to each class in primary</p> <p>There are not enough toilet areas to allocated to year groups in secondary so toilet cleaning measures must be increased in frequency during the day</p> <p>Hygiene packs prepared for each class, and mobile hygiene and first aid pack prepared for outside play</p> <p>The school will ensure all classrooms are well ventilated. Staff and Students have been advised to wear several clothing layers as classrooms will be colder than usual.</p> <p>Staff have been advised to keep windows ajar and air the space during lesson changeovers and recreation times</p>	1	2	2	
					<p>Assemblies - Assemblies of class groups can take place in good sized classroom where there is sufficient space for assembly leader to keep their distance. Alternatively year group assemblies can take place in well ventilated large spaces where student can keep 1m+ distance or via remote access using google meets</p> <p>No large school assemblies will take place</p> <p>In the secondary school, students will follow a timetable with lesson scheduled in specialist areas. several adaptations will improve circulation around the school for students :</p> <ul style="list-style-type: none"> . One way systems in some areas of the school to maintain physical distance and improve circulation . queuing systems in place agreed by teachers in locality areas. . circulation explained to teachers and pupils at start of academic year. . 5 minutes break to allow for students to move between lessons avoiding crowding particularly on staircases. Teachers will be reminded to keep to the strict lesson times. - <p>Shared areas - SEN hub, library annex - must have an increased cleaning regime and supplied with hygiene products</p> <p>students will be encouraged to reduce noise levels in communal areas as this could reduce aerosol transmission risks</p> <p>no shouting indoors rule</p>				<p>clear signage needs and monitoring</p> <p>use of school bell to announce end of lessons to ensure good circulation and avoid crowding</p> <p>training on use of face masks will be given</p> <p>students will be reminded to bring in sanitiser for their own use.</p>	

7	Use of Face covering	Risk of infection - Staff, children	2	2	4	secondary pupils and staff to wear face coverings in indoor communal areas. Exemptions (such as pupils who rely on visual signals for communication) apply.	1	1	1	
8	Bus Services	Risk of infection - Staff, children	3	3	9	BLOC bus - dedicated bus service. 5 buses. CBC bus - bus service run by OCC for school transport - some sharing with other schools Both bus coordinators are working closely with the school to risk assess transport arrangements and put in place best practice which will be communicated to all parents and pupils: The school will request all bus users to continue to use face coverings on the bus routes although this is not required by new covid regulations A bin (with lid) will be available at the bus bay for the safe disposal of face masks and gloves. A sanitiser station will be available at the entrance to the school by the bus bay: use will be compulsory before entering the site with queues physically distanced At the end of the school day bus children wait in designated areas to reduce crowding in the bus bay.	2	2	4	working on consistent seating arrangements on buses but need cooperation of bus coordinators complaints about behaviour on buses (misuse of facemasks and not remaining seated) needs to be attended at reopening of the school) Meeting held with bus coordinators 23 February to discuss situation
9	COVID-19 office procedures	Risk of infection - admin and visiting staff	2	2	4	A maximum of two members of staff will be in the main reception office at any one time Admin offices will have a maximum of two members present at any time. The main large admin office will have a capacity of 4 staff at any time The phones/ keyboards will be wiped at the end of everyday by staff - cleaning material provided The offices will be ventilated by opening windows and/or doors when occupied. Staff must make sure that admin offices are left secure at all times.	1	2	2	
10	COVID-19 lunch and break time procedures	Risk of infection - staff and pupils	2	2	4	Accent will provide universal and free school lunches for KS1 classes– parents can also provide a packed lunch for their children Accent staff will be fully involved in procedures with regular planning and meeting Modifications to canteen service will adhere to government guidance (use of screens for tills, servery, use of face coverings and shields) 10 min changeover of cohorts in canteen will allow tables and benches/chairs to be wiped sanitiser use compulsory before entering canteen cleaning will include tabletops. edges, chairs, other surfaces Payments will be via fingerprinting or keying in code (use of a disinfectant sponge will be required before using biometric device)	1	2	2	
11	COVID-19 Someone who is infected entering the premises	Risk of infection - Staff, children, site team	3	2	6	UK Government guidance being followed: see PHEeducational settings outbreak pack V2.0	1	2	2	
12	COVID-19 Someone becomes ill in the workplace	Risk of infection - Staff, children and volunteers	3	2	6	PLEASE SEE COVID policy V5. see PHEeducational settings outbreak pack V2.0	1	3	3	Ensure staff have read the policy and sign to ensure they fully understand and comply.

13	COVID-19 Contaminated workplace	Risk of infection - Staff, children and volunteers	3	2	6	UK Government guidance being followed – advice to be followed Europa School UK COVID-19 policy agreed by FGB and shared with all stakeholders see PHEeducational settings outbreak pack V2.0	1	3	3	Ensure staff have read the risk assessment and sign to ensure they fully understand and comply.
14	COVID-19 Workplace gatherings	Risk of infection - Staff, children	2	2	4	UK Government guidance being followed Business meetings take place via video or similar All parents meeting will be virtual via google meets Most governor meeting will be virtual via google meets except in circumstances where an on site meeting is needed (e.g. a site walk)	1	2	2	Ensure staff have read the risk assessment and sign to ensure they fully understand and comply.
15	COVID-19 Self-isolation and wellbeing	Risk of infection - Staff, children and volunteers	2	2	4	UK Government guidance being followed NHS 111 online https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/	1	2	2	Ensure staff have read the risk assessment and sign to ensure they fully understand and comply.
16	COVID-19 Travel	Risk of infection	2	2	4	UK Government guidance being followed in particular regarding travel corridors Employees are advised to limit the use of public transport and not share car transport Employees are advised to keep social distancing whilst traveling and wear masks on public transport Employees advised not to travel unless absolutely necessary Staff are encouraged to carry hand sanitiser at all times while travelling to clean hand regularly after touching public surfaces e.g. filling up with petrol	1	2	2	
17	Mass Testing	Risk of infection	2	2	4	Mass COVID testing of secondary students set up at the start of the school academic year September 2021. Asymptomatic testing for all school staff, and for secondary school pupils. There is a staggered start over 4 days to facilitate the testing <ul style="list-style-type: none"> ■ Secondary and primary school staff will be given kits for twice weekly testing at home. ■ Returning secondary pupils will be tested twice at school (three to five days apart) and will be provided kits for at-home testing thereafter. ■ There will be no testing of primary pupils. ■ All testing carried out in school will use lateral flow devices (LFD) which provide a result in 20-30 minutes. ■ Staff and pupils with a positive LFD result will need to follow self-isolation guidance and obtain a PCR test to confirm the result. ■ Close contacts of anyone who tests positive must not attend school for ten days. ■ All testing is voluntary. Testing will use lateral flow tests see risk assessment for COVID-19 testing in school schools and colleges document sharing platform	1	2	2	See risk assessment for mass testing protocol

	School Cleaning	Risk of infection from inadequate cleaning and hygiene standards	2	2	4	Deep clean carried out in last two weeks August 2021 School leadership hold regular meetings with site team to address issues class teachers can report issues to main reception or via google form - contingency is to evacuate area and go to recreation whilst any required cleaning is performed site team to be called to clean bodily fluid with correct PPE.				
18	Works Programmes ongoing on school site	Risk of infection of displaced classes, risk of infection from contractors	2	2	4	contingency secondary classes will be deep cleaned before use and will be used in the case of displacement of classes. There may be some sharing of classrooms spaces but a hygiene pack will be provided to each teacher to allow for cleaning between occupation by a different teacher/class. all contractors must provide COVID risk assessment and infection controls must be monitored and reviewed by school management. distance learning contingency for a limited period in the case of no available classroom space contractors must all wear face coverings inside the school building and when speaking to staff. Harris fencing and path bridges in place at the start of term to enclose groundwork areas. Arrangements subject to change as work programme progresses Children will be reminded about behaviour and safety regarding works areas.	1	2	2	
19	Continued Virtual Provision for quarantine purposes/infection	Risk regarding safeguarding of children with virtual provision	2	2	4	The schools safeguarding policy includes an addendum to cover safeguarding considerations during home provision (lockdown or self isolation reasons) The secondary pastoral team and class teachers will maintain contact with all students at home and report any concerns to DSL team	1	2	2	
19	Distance learning in place for student in quarantine or isolation	Risk regarding concerns over participation in distance learning	2	2	4	The school monitors availability of home devices and arranges temporary loan of equipment Reporting of lack of attendance/participation of students to management team with follow up to address issue (involving contact with parents) regular staff meetings with regular agenda item "student concerns" regular staff and departmental meetings to support colleagues deliver distance learning including training opportunities	1	2	2	
20	Emergency Procedures	Risk of poor adherence to emergency procedures	2	3	6	Fire action plan has been updated to create a larger evacuation space - Secondary school will evacuate to front basketball court Consideration of threat to life is paramount above physical distancing in evacuation procedure Fire evacuation is outside and therefore should pose lower risk One full school practice drill to be carried out in the Autumn term; instead individual classes will practice drill and school will use a training PowerPoint	1	2	2	
	Monitoring Arrangements	SLT, staff meetings, surveys, site walks by SLT, meetings with site team								