

**Premises: Wickersley Partnership Trust**  
**Activity and/or Environment to be assessed: COVID-19**

**Assessors: Mr. M. Sutton**

**Date: March 2022**

**Review Date: June 2022**

E = Employee P = Public C = Contractors V = Visitors EM = Expectant Mothers	YP = Young Persons	1. Very Low (rare/very unlikely) 2. Low (unlikely) 3. Medium (Could occur/Possible) 4. High (likely to occur/probable) 5. Very High (near certain to occur)	1. Insignificant (nuisance/discomfort) 2. minor (no lost time) 3. Moderate (time loss) 4. Significant (serious/incapacity to work) 5. Major (death)	Likelihood x Severity = Rating	1-6 Low Risk = Monitor 8-12 Medium Risk = Monitor, review & reduce risk where possible 14-25 High Risk = Further action required
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**Premises:** Wickersley Partnership Trust – mitigation of risk addendum to Trust COVID-19 risk assessment

**Activity and/or Environment to be assessed:** The purpose of this risk assessment is to address the additional risk of the transmission of COVID-19 infection during school operating hours. It has been updated in line with guidance from the UK Government as this has changed most recently in February 2022

**PLEASE NOTE: A 'ONE-SIZE FITS ALL' APPROACH IS NOT FEASIBLE, SO HEADTEACHERS WILL MAKE INFORMED JUDGEMENTS AND ADAPT THE GENERIC WPT RISK ASSESSMENT TO MEET THEIR OWN SPECIFIC PRIMARY/SECONDARY SCHOOL CONTEXT AND WILL ASSIGN DAILY RESPONSIBILITIES TO STAFF (END OF COLUMN).**

**THE RISK ASSESSMENT WILL:**

- **BE KEPT UNDER CONSTANT REVIEW BY ALL TRUST/SCHOOL LEADERS TO ENSURE THE SAFETY OF ALL EMPLOYEES AND STUDENTS**
- **RESPOND TO ANY CHANGES IN NATIONAL AND LOCAL GUIDANCE**
- **BE SHARED WITH THE WORKFORCE, PARENTS/CARERS & STUDENTS**

1. Hazards Identified and potential harm it could cause	2. People At Risk	3. Controls in Place	4. Risk Rating				5. Further Action Required/Recommendations	6. Completed by (DATE) 7. Responsibility (NAME)
			L	S	Score	Risk		
<p>a) Contact with individuals who are unwell - ensure that those who have coronavirus (COVID-19) symptoms or are required do not attend school;</p> <p>Transmission of virus due to insufficient hygiene</p> <p>Transmission of virus due to insufficient respiratory hygiene</p> <p>Transmission of virus through insufficient cleaning of surfaces</p>	Staff, students and visitors	<p><b>PREVENTION</b></p> <p>Managing children and adults in line with government guidance to reduce the spread of the virus</p> <p>Hand washing facilities with soap and water are available in all toilet areas.</p> <p>Guidance on hand washing can be found at the below link;  <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p>	3	2	6	Low	<p><b>Positive COVID-19 cases and emergence of COVID-19 symptoms</b></p> <p>The government have removed the legal requirement on individuals to self-isolate following a positive COVID-19 test or the emergence of COVID-19 symptoms. This has been replaced by advisory guidance. Furthermore, from 1<sup>st</sup> April 2022, the general public will no longer have access to free symptomatic and asymptomatic testing.</p> <p>Recognising this legislative change and balancing this against the need to have appropriate control measures in place across WPT premises, until 31<sup>st</sup> March 2022 staff and students should not attend at work / school if the following applies:</p> <ul style="list-style-type: none"> <li>• they have one or more COVID-19 symptoms</li> <li>• they have had a positive COVID-19 test</li> </ul> <p>They should immediately cease to attend from:</p> <ul style="list-style-type: none"> <li>• the start of their symptoms</li> <li>• the test date if they did not have any symptoms</li> </ul> <p>They are able to return after 5 full days if they test negative with a lateral flow device (LFD) test on both day 5 and day 6 and they do not have a temperature. For example, if they test negative on the morning of day 5 and the morning of day 6, they can return to their education or childcare setting immediately on day 6. The first test must be taken no earlier than day 5 of the self-isolation period, and the second must be taken the following day. If the result of either of their tests is positive, they should continue to self-isolate until they get negative results from two LFD tests on consecutive days or until they have completed 10 full days of self-isolation, whichever is earliest.</p> <p><u>Measures from 1<sup>st</sup> April 2022</u></p> <p>From 1<sup>st</sup> April 2022, the general public will no longer have access to free symptomatic and asymptomatic testing. From this date the WPT requirement for staff and students to refrain from attending following a positive COVID-19 test or the emergence of COVID-19 symptoms ends.</p> <p>From 1<sup>st</sup> April 2022 WPT staff, as with any illness, should not attend work if they are not fit for work. Staff should follow the WPT Absence Policy. Students should not attend school if they are not fit to do so. They should follow the procedures for any other form of student absence.</p>	All relevant staff and students

		<p><b>Cleaning</b> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches and reception area using appropriate cleaning products and methods.</p> <p><b>Hand sanitiser</b> Hand sanitiser dispensers are located throughout all schools and are refilled regularly.</p>					<p><b>Travel and quarantine</b></p> <p>To ensure that WPT are operating in line with any relevant government requirements regarding travel and associated quarantine or testing, the following government link should be accessed <a href="https://www.gov.uk/guidance/travel-to-england-from-another-country-during-coronavirus-covid-19">https://www.gov.uk/guidance/travel-to-england-from-another-country-during-coronavirus-covid-19</a></p> <p><b>Testing</b></p> <p>The government have removed the advice for individuals to test twice weekly using LFD tests. The government have also removed the advice for individuals to test daily following contact with a positive COVID-19 case. The government will no longer provide schools with LFD tests to redistribute to staff and students. Schools will continue to redistribute their remaining stock of tests until these stocks run out.</p> <p><b>Hand washing</b></p> <ol style="list-style-type: none"> <li>Staff must ensure (as far is reasonably practical) that students clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating;</li> <li>Students (and staff) are encouraged to wash hands for 20 seconds following government guidance. See NHS hand washing guidance</li> <li>Hand sanitisers are provided in corridors and classrooms (with 70% alcohol content)</li> <li>Ensure use of hand sanitiser is supervised where necessary to avoid risk of ingestion;</li> <li>Ensure bins emptied regularly throughout the day.</li> <li>Staff to be reminded regularly to wash their hands for 20 seconds with warm water and soap and the importance of proper drying.</li> <li>Site staff to make sure toilet areas are always stocked with soap and that washing facilities are available.</li> <li>Until 31<sup>st</sup> March 2022 reactive cleaners to clean toilets and sinks frequently and checks made hourly. Site manager at the start and end of the day and staff member/cleaner during the day.</li> </ol> <p><b>Face Coverings</b></p> <p>Face coverings are no longer required in any Trust premises or transport. Should any individuals choose to wear a face covering, WPT will accommodate this.</p> <p><b>Ensuring good respiratory hygiene</b></p> <ol style="list-style-type: none"> <li>Staff and students are reminded regularly to catch coughs and sneezes in tissues - <i>Follow 'Catch it, Bin it, Kill it'</i> and to avoid touching your face, eyes, nose or mouth with unclean hands.</li> <li>Posters and games/rhymes to reinforce key messages.</li> <li>Windows and doors (not fire doors) should be left open to ensure that the rooms are well ventilated. Student welfare does need to be considered and there will be times when windows may need to be closed in winter. CO2 monitors, where in place, can be used to inform decisions regarding ventilation.</li> <li>Sufficient stocks of tissues/ sanitiser in place for students and staff to use.</li> </ol> <p><b>Hand sanitiser</b></p> <p>All schools must ensure they have sufficient number of hand dispensers throughout site and at key locations including:</p> <ul style="list-style-type: none"> <li>School entrances</li> <li>Toilets</li> <li>Outside offices</li> <li>Where possible, outside all classrooms</li> </ul> <p>Schools must make sure they always have stocks of hand sanitiser and order these supplies themselves when required.</p> <p><b>Ventilation</b></p> <p>Windows and doors (not fire doors) should be left open to ensure that the rooms are well ventilated. Student welfare does need to be considered and there will be times when windows may need to be closed. CO2 monitors, where in place, can be used to inform decisions regarding ventilation.</p>	<p>SLT, Covid Team</p> <p>All Staff</p> <p>All staff and students</p> <p>Facilities manager All staff Cleaners, caretakers All staff Cleaners, caretakers</p> <p>All students and staff</p> <p>All staff and students</p> <p>Facilities manager, caretakers and cleaners</p> <p>All staff and caretakers</p>
Spread of COVID-19 (Coronavirus)	Staff, students and visitors		3	2	6	Low	<p><b>PREVENTION, CONTAINMENT AND DELAY MEASURES</b></p> <p>For the purpose of clarity, the following activities no longer have restrictions or control measures in place:</p> <ul style="list-style-type: none"> <li>School assemblies</li> <li>Staff meetings</li> </ul>	<p>All staff and students</p>

							<ul style="list-style-type: none"> <li>• Staff work rooms &amp; meeting spaces</li> <li>• Specific arrangements within the classroom</li> <li>• Practical lessons</li> <li>• Educational visits</li> <li>• School performance and events (including the provision of refreshments on site)</li> <li>• Extracurricular provision, including breakfast clubs</li> <li>• Trust transport (face coverings no longer required)</li> <li>• External lettings</li> </ul> <p>International travel – as the guidance and local practice in other countries may be different to England, please use the following link when planning travel outside of England <a href="https://www.gov.uk/foreign-travel-advice">https://www.gov.uk/foreign-travel-advice</a></p> <p><b>Outbreak management planning</b></p> <p>Should individual schools experience an increase in the number of positive cases, either across the whole school or within certain clusters / year groups, the following additional measures may be deployed on a case by case basis. These decisions will be made by the CEO, and may be made in consultation with the Local Authority and / or health professionals. These additional measures may include a combination of the following:</p>	CEO
<b>Response to infection</b>								
Suspected case whilst on site	E YP P C V EM	<b>CONTAINMENT</b> If a member of staff/student develops COVID-19 symptoms while on site.	3	2	6	Low	<p>The following advice is current until 31<sup>st</sup> March 2022.</p> <p>Schools will have a designated room available to isolate students until they can be collected.</p> <p><b>Student</b></p> <ul style="list-style-type: none"> <li>• they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the student, with appropriate adult supervision if required</li> <li>• a window should be opened for fresh air ventilation if it is safe to do so</li> <li>• if it is not possible to isolate them, move them to an area which is at least 2 metres away from other people</li> <li>• if they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible - the bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else</li> <li>• personal protective equipment (PPE) must be worn by staff caring for the student while they await collection if a distance of 2 metres cannot be maintained</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Return home immediately</li> <li>• Avoid touching any surfaces</li> <li>• Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</li> <li>• They must then follow the advisory guidance on self-isolation and not return to school until their period of self-isolation has been completed.</li> </ul>	<p>Ongoing</p> <p>Health support worker and pastoral staff</p> <p>All staff</p>
Multiple COVID-19 infections on site	E YP P C V EM	In the case of multiple COVID-19 infections, schools will contact the Local Authority and / or the United Kingdom Health Security Agency and initiate guidelines and advised protocols	2	2	4	Low	<p><b>Multiple COVID-19 infections</b></p> <p>In circumstances where there is an increase in transmission the Trust will consult with the Local Authority and health professionals to determine if further action should be taken.</p>	Trust and SLT

Spread of COVID-19 (Coronavirus) Availability of staff	E YP	<b>PREVENTION and DELAY</b>	2	3	6	Low	<b>School workforce</b> Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again.	Ongoing All staff
Spread of COVID-19 (Coronavirus) Attendance and vulnerable children	E YP P C V EM	<b>Role of classroom teacher and senior leadership team</b>	3	2	6	Low	<b>Attendance</b> School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school. Where a child is self-isolating (awaiting a test result) or in quarantine because of COVID19, they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness). For students abroad who are facing challenges to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply.	ongoing Attendance team and all students

KEY DOCUMENTATION: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1057106/220224\\_Schools\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1057106/220224_Schools_guidance.pdf)