


School 	Bellfield Primary School	Date of Assessment	1 st March 2022
	Changes from February 2022 announcement		
The number of children on the premises	240 Children (including FS1)		
Assessor	Anna Howard – Head of School	Review Date	26 th April 2022
Task/Activity	COVID 19 Educational Setting	Persons at Risk (Delete as appropriate)	
		All School Staff , pupils , parents and visitors	

DFE Guidance for operating schools August 2021

4 key control measures:

- 1) Good hygiene for all
- 2) Cleaning regimes
- 3) Highly occupied spaces well ventilated
- 4) Implementation of public health advice on testing, isolation and managing confirmed cases of COVID -19

Hazard Identified P=Probability I=Impact Area of Risk	Before Control Measure			Academy Trust Control Measures	School Specific Measures	After Control Measure		
	P	I	Risk Rating P x I			P	I	Risk Rating P x I
1. Infection risk of contracting COvid 19 by	TBC using grid below	TBC using grid below	TBC using grid below	<u>System of controls - Point 3 and 4</u>	Twice weekly timetable of LFD Tests for staff who have not had Covid – Sunday by 11am and Weds by 6pm (call AH if positive) -system in place for recording and reporting and timetable for distribution of tests – KP to continue to monitor and distribute test kits when needed. Anna Howard (Lead) and Kerry Parkinson (Covid Admin Lead)	TBC using grid below	TBC using grid below	TBC using grid below

Hazard Identified P=Probability I=Impact Area of Risk	Before Control Measure			Academy Trust Control Measures	School Specific Measures	After Control Measure		
	P	I	Risk Rating P x I			P	I	Risk Rating P x I
Coming into contact with a positive case	4	5	20	<p>Lateral flow testing in place for all staff and regular volunteers</p> <p>Circulation of Public Health documentation and procedures to community</p>	<p>Weekly Staff bulletin – if any new measures or information – will be given to staff in bulletin</p> <p>Parent Newsletters (monthly or when guidance changes) to parents which gives guidance on latest advice re isolation - LA Update /public health document for parents</p> <p>Tracking of pupils attendance – (KP to continue to keep a log and report information to AH)</p> <p>Out of hours contact (AH - 07565347399) - Parents to continue to email and or use Seesaw to report any Covid related issues. NHS now responsible for track and trace</p> <p>Staff member, Child or volunteer tests positive – isolate 10 days. Close contacts do not need to isolate (if double vaccinated) but advised to do daily LFT. Positive member of staff to take LFT on days 5/6 ongoing until negative for 2 days or return after day 10 if they continue to test positive.</p>	2	4	8
Infection Risk of contracting Covid 19 from travelling to and from school	1	4	12	Signage and social distance measures in place for drop off and pick up of pupils.	<p>Children to have hands sanitised on entry to the classroom (KP to refill bottles when needed)</p> <p>Visitors can enter via prior arrangement ONLY and must adhere to procedures (AH/JC/DD to make decisions)</p>		4	4
Infection Risk of contracting	3	5	15	<u>System of controls - Point 3</u>	Face Coverings – personal choice by staff.	1	5	5

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	P	I	Risk Rating P x I			P	I	Risk Rating P x I
Covid 19 from moving around the school building				<p>Staggered lunch and playtimes</p> <p>Different entrances and exits</p>	<p>Use of CO2 monitors (Autumn) to monitor air-flow and identify places with potential poor air quality.</p> <p>Ventilation and good respiratory hygiene – all windows opened by SB - doors open to increase air flow. (Sue and Eve to close their doors when needing to have a private conversation with children) The back door (KS2 door) and Front Door (KS1 door) to remain slightly open for ventilation especially with the warmer weather</p> <p>PE – timetabled – See TC rota for hall – all windows to remain open – pupils to come dressed in PE clothes to eliminate the need for changing</p>			
Infection Risk of contracting Covid 19 from direct contact with others.	3	5	15	<p><u>System of controls - Point 1 and 2</u></p> <p>Access to hand cleaning facilities and ensure frequent hand cleaning across the school day for pupils and staff.</p>	<p>Catch it, Bin it, Kill it posters and signage to remain and remind children</p> <p>All class teachers to remind pupils of– catch it, bin it, kill it – sanitise – hands over mouths to cough – clean practises etc.</p> <p>All teaching rooms have:</p> <p>Hand sanitiser Wipes Disinfectant spray Sink (not Hub/ Year 3-4 Intervention or Common Room) Paper towels Bins</p> <p><u>Face coverings</u></p> <p>Face Coverings are personal choice</p>	2	5	10

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Infection Risk of contracting Covid 19 from surfaces.	3	5	15	<p>Increased level of cleaning</p> <p>All surfaces to be thoroughly cleaned at the end and beginning of each day, including door handles etc.</p>	<p>Site cleaned prior to the start of each day</p> <p>Main clean takes place at 6am prior to school opening</p> <p>Birthday buns can be brought in but must be sealed and shop bought and consumed on premises following handwashing</p>	2	5	10
Risk of contracting Covid 19 from a pupil or adult displaying symptoms	4	5	20	<p><u>System of controls - Point I measure</u></p> <p>Allocation of a room/space within the building for isolation of individual displaying symptoms.</p>	<p>1x isolation room (Support room or under the canopy if weather permits) Equipment replenished and checked weekly - KP to lead</p> <p>AH/MB informed immediately if any suspected symptomatic people Re-Circulate procedures to parents via the school newsletter</p> <p>Staff vigilance and awareness of circumstance and symptoms - staff responsibility to inform AH/MB to take action</p> <p>Staff vigilance as children arrive in the morning - and throughout the day</p> <p>KP informed so she can adjust register and track isolation days.</p> <p>Pupils and staff members to not enter the building if they display signs of Covid-19.</p>	2	5	10

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Risk of staff, children and any visitors not adhering to procedures	3	5	15	Ensure all staff have seen and understood Covid risk assessment	Staff to sign that they have read new RA via Every system Staff and visitors to continue to agree on entry to the school to adhere to RA and that they are NOT displaying any symptoms (InVentry)	2	5	10
Risk of vulnerable staff pupils or those living with vulnerable peopled contracting COVID	3	5	15	Individual RA in place for vulnerable staff including pregnant staff – where necessary		1	5	10

Identification of risks

The Risk Management Standard states that risk identification should be approached in a methodical way to ensure that all significant activities have been identified and all the risks flowing from these activities have been defined.

Evaluation of risks

The Risk Management Standard states that risks should be evaluated against agreed criteria to make decisions about the significance of risks

The Trust uses a 5 x 5 Matrix to assess impact and probability as high to low, as illustrated in the diagram below: With 5 x 5 having High Impact and High Probability (see appendix section 2 and 3)

Score	Probability	Impact
1	Remote	Insignificant
2	Unlikely	Minor
3	Possible	Moderate
4	Likely	Serious
5	Certainty	Catastrophic

For example - A hazard such as an insecure school entrance would be judged as Likely (4) this would result in undesirable visitors entering the site with potentially Catastrophic consequence (5) thus resulting in a score before measures have been introduced of $4 \times 5 = 20$. Following measures being implemented this is reduced to Remote (1) probability. The impact however still remains Catastrophic (5) and so the overall score reduces to $1 \times 5 = 5$.

Risk appetite

The term risk appetite describes the Trust’s readiness to accept risks and those risks it would seek to reduce. The Trust’s risk threshold is the boundary delineated by the red shaded area (represented by scores of 5 and above with scores 15 and above requiring immediate attention) in the risk matrix in paragraph 3.3. Above this threshold, the Trust will actively seek to manage risks and will prioritise time and resources to reducing, avoiding or mitigating these risks.

Addressing risks

When responding to risks, the Trust will seek to ensure that it is managed and does not develop into an issue where the potential threat materialises.

The Trust will adopt one of the 3 risk responses outlined below:

- Assume Treated (or Mitigate) Counter measures are put in place that will either stop a problem or threat occurring or prevent it from having an impact on the business Or the response actions either reduce the likelihood of a risk developing, or limit the impact on the Trust to acceptable levels.
- Treat (Transfer) The risk is transferred to a third party, for example through an insurance policy.
- Tolerate We accept the possibility that the event might occur, for example because the cost of the counter measures will outweigh the possible downside, or we believe there is only a remote probability of the event occurring.



