

RISK ASSESSMENT: HOLYSPIRIT MAC

Risk Assessment for (Activity/Process/Operation):	<i>Re- Opening schools to ALL pupils in September 2020 during the COVID-19: This risk assessment incorporates Government guidance available as at 12th October 2021.</i>
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Name & Post of Assessor:	Clive Billington, H&S Consultant, BSS Sinead Smith, Senior Executive Principal	Initial Assessment Date:	7 th September 2021	Reference:	VERSION 1.7
Name & Post of Authoriser:	Julie Sewell, Chief Finance Officer	Review Date:	12 th October 2021		

Risk matrix

Risk rating	Likelihood of occurrence		
High (H), Medium (M), Low (L)	High (very likely)	Medium (possible)	Low (remote)

Activity	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional controls	Residual risk rating (H/M/L)
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1. Ensuring a gradual and safe approach for pupils and staff to return to school:

1.1 Establishing if the building is safe

Health and safety risk assessments have not been reviewed. Some health and safety checks may be overdue.	M	<ul style="list-style-type: none"> ▪ The MAC employ a Health & Safety Consultant to work with all schools to review plans and ensure all essential maintenance is taking place. ▪ Site Supervisors should ensure all quarterly/monthly and daily safety checks are completed using the monthly checklist ▪ Health and safety audit/inspection to be conducted by Senior Executive Principal and appropriate staff ▪ Classroom audits undertaken using the HSE Health and safety risk checklist for classrooms 	Y	Schools have their specific plans that were highly successful for the September opening supported by this RA. We will continue to adopt the same rigor and measures to protect both staff and pupils.	L
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		<ul style="list-style-type: none"> ▪ This overarching risk assessment will support all Holy Spirit MAC schools. ▪ Schools procedures are to return to normal and schools will retain: hand hygiene, respiratory hygiene, enhanced cleaning and improved ventilation for classes or areas occupied by multiple staff or pupils. <p>https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm</p> <p>https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown#1</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>			
1.2 Offices					
Shared offices and equipment to retain enhanced cleaning	M	<ul style="list-style-type: none"> ▪ We recommend any shared telephones (incl. mobiles), keyboards and mouse are cleaned with antibacterial products prior to use. 	Y	The workplace has been organised to support these measures.	L
1.3 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads may place pupil's safety at risk	L	<ul style="list-style-type: none"> ▪ All staff responsible for First Aid must have up to date certificates. ▪ First Aid staff will be offered a refresher on donning and doffing PPE on a regular basis. ▪ The processes and procedures for PPE MUST be followed and the advice for treating suspected cases. ▪ Staff availability for first aid will be constantly reviewed to ensure all schools have sufficient designated first aid staff on site. ▪ The MAC have invested in the Educare On line training for all schools to ensure high quality mandatory training is available to all staff in the MAC. 	Y	Sufficient staff are trained to cover First Aid should they be required to do so.	L
2.0 NHS testing and Track and Trace					
2.1 Schools will support on site mass testing to reduce the transmission of COVID -19					
Mass Testing on Site	M	<ul style="list-style-type: none"> ▪ All MAC schools will work with the government and DfE to support mass testing of staff and all primary staff that 	Y	A separate RA is in place for mass testing.	L

		<p>consent have been provided with home test Lateral Flow Device (LFD) to identify any asymptomatic cases.</p> <ul style="list-style-type: none"> ▪ The secondary school has established a mass testing function for staff and pupils to undertake three LFD tests on site between 3 – 5 days apart. Once three tests are completed staff and pupils will be provided with the home test LFDs. ▪ Any staff or pupils testing positive will be required to undertake the Polymerase Chain Reaction (PCR) test and advise the school when they receive the results. ▪ The following link provides the initial guidance for schools and the planning is underway: https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges ▪ All mass testing will require consent from staff and pupils. 			
<p>Engaging with the NHS Test and Trace process</p>	<p>H</p>	<p>Schools will ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> ▪ Book a test if they are displaying symptoms. ▪ Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. ▪ Anyone who displays symptoms of COVID-19 should get a PCR test that can be booked online through the NHS testing and tracing for coronavirus website. ▪ If someone tests negative with a PCR and they no longer have symptoms they should return to school. ▪ If someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed COVID-19 infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms or test date if no symptoms. Staff or pupils should only return once well enough and their temperature is normal <p>Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</p>	<p>Y</p>	<p>Monitored by MAC Principals.</p>	<p>L</p>

		<p>As with positive cases in any other setting, 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. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p> <p>Individuals are not 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, and any of the following apply:</p> <ul style="list-style-type: none"> • they are fully vaccinated (14 days prior to being exposed) • 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 vaccine trial • they are not able to get vaccinated for medical reasons 			
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2.2 Communicating results with Public Health England (PHE) and Warwickshire Local Authority

<p>Schools are to keep the local authority and PHE informed of any cases so they can identify any local outbreaks.</p>	H	<p>Schools will follow local procedures for reporting cases to the relevant authorities:</p> <p>Warwickshire Local Authority</p> <p>education-corona@warwickshire.gov.uk (Mon – Fri)</p> <p>dphadmin@warwickshire.gov.uk (Sat – Sun)</p> <p>Public Health England (PHE) Health Protection Teams (NB PHE will become part of UK Health Security Agency (UKHSA) in October 2021).</p> <p>wm.2019cov@phe.gov.uk Tel: 0344 225 3560 Option 0 Option 2</p>	Y	<p>All schools have been informed of the thresholds and with the support of the CFO will escalate as required.</p>	L
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2.3 Outbreak management plans					
<p>MAC schools will review the local infection rates in the area and assess the number of cases at the MAC schools to undertake any mitigation action / step up procedures to reduce / prevent any local outbreaks.</p>	H	<p>Outbreaks can differ significantly with regard to scale and significance from two linked cases in a class, to multiple cases across multiple year groups, to outbreaks linked with new variants of concern. Whilst the measures used to manage outbreaks will be the same, the number of measures and extent of measures taken, alongside the degree to which they become necessary requirements will vary.</p> <p><u>Triggers for outbreak management plan</u></p> <ol style="list-style-type: none"> 1. School raises concern about 2+ linked cases 2. 5 children, pupils or staff within a year group/group test positive for COVID-19 within a 10-day period 3. 10 children, pupils or staff over a number of year groups test positive for COVID-19 within a 10-day period 4. 5+ staffing cases, or fewer if impacting on the capacity of the school to operate <p><u>Step Up Actions</u></p> <p>MAC Principals can agree a step up plan to reduce the spread of infections.</p> <p>The following actions will be considered in the first instance along with any advice from PHE:</p> <p>Increased Communication with parents to remind them of protective measures, current procedures and the need for testing should they experience symptoms.</p> <p>Identifying ways to limit the spread within the schools by:</p> <ul style="list-style-type: none"> • Reducing whole school gatherings such as assemblies. 	Y	<p>MAC Principals will review the risk regularly. CFO will retain an up to date Outbreak Management Plan</p>	L

		<ul style="list-style-type: none"> Restricting any gatherings that mix Year Groups e.g. masses Reducing the need for pupils to be in one place with others for a prolonged period. Postponing events, which involve large gathering with parents and guardians e.g. open evenings, prize giving's. Smaller events where a risk assessment and social distancing allow may take place and schools should encourage participants to voluntarily take extra precautions: wearing masks, using hygiene stations. <p>The MAC will retain a Management Outbreak Log of any step up actions.</p>				
2.4 Prioritising provision: determining which pupils will be in school, revisiting the needs of the vulnerable pupils and key workers						
The continued prioritisation of vulnerable pupils and staff.	M	<ul style="list-style-type: none"> Pastoral and SEND support is deployed wherever possible to support prioritised pupils. Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds. Ongoing risk assessments are in place to identify pupils whose circumstances may have changed during the lockdown to fully support them. Vulnerable pupils including those with an EHC Plan have been subject to a risk assessment under the LAs guidance for SEND (based on Government guidance) 	Y	Robust pastoral care is in place at all MAC schools.	L	
3 Parent and staff communication and awareness						
3.1 Staff induction and CPD						
New staff are not aware of policies and procedures prior to starting at the school	M	<ul style="list-style-type: none"> The MAC has an Induction programmes for all new staff – either online or in school prior to them starting. The MAC staff policies are issued to all new staff prior to them starting. 	Y	Induction programme in place for all staff.	L	
3.2 Communication planning						

Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19.	H	<ul style="list-style-type: none"> ▪ Communications plans are in place for the following groups: <ul style="list-style-type: none"> ▪ Staff ▪ Pupils ▪ Parents ▪ Governors/Trustees ▪ Professional associations including Trade Unions ▪ Other partners including peripatetic staff and health professionals 	Y	School communication plans are in place	L
Parents and carers are not fully informed of the health and safety requirements	H	<ul style="list-style-type: none"> ▪ The communications plan includes how the MAC are going to inform parents of any changes to procedures and how the MAC will keep parents up to date with information, guidance and the school's expectations on a weekly basis. ▪ Each school has a COVID-19 section on its website and this is regularly updated. 	Y	School communication plans are in place	L
Parents and carers visiting the school	H	<ul style="list-style-type: none"> ▪ Any visitors are provided with clear guidelines on behaviours whilst on premises – ideally sent electronically in advance of the visit 	Y	MAC Visitor Protocol is in place and regularly updated.	L

3.3 Safety arrangements for the use of medical rooms

The configuration of medical rooms may compromise social distancing measures	M	<ul style="list-style-type: none"> ▪ Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. ▪ Covid-19 first aid packs are available to ensure appropriate PPE for supervising staff. 	Y		L
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4. Securing and sustaining robust hygiene systems and procedures

4.1 Cleaning

Enhanced cleaning standards are to be maintained.	M	<ul style="list-style-type: none"> ▪ All schools to follow the cleaning guidelines: COVID-19: cleaning in non-healthcare settings ▪ Sufficient supplies of soap/hand wash, paper towels, tissues and cleaning products are procured to ensure constant supplies are available in every teaching and washing space ▪ Common contact surfaces are regularly cleaned in reception, office, workshop, kitchen, access control and delivery areas, particularly during peak flow times 	Y	All schools to follow the cleaning guidelines: COVID-19: cleaning in non-healthcare settings	L
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		<ul style="list-style-type: none"> ▪ Caretakers are spraying high contact areas with 5-hour disinfectant spray that destroys coronavirus to reduce surface contact transmission. 			
Pupils forget to wash their hands regularly and frequently	H	<ul style="list-style-type: none"> ▪ Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. ▪ Posters E-bug posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. ▪ School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. ▪ Pupils and staff are taught how to effectively wash their hands especially before and after eating, going to the toilet, or following direct contact with another person 	Y	Signage is in place to remind pupils of the need for good hand hygiene.	L

4.2 Personal Protective Equipment (PPE)

Provision of PPE for staff where required is not in line with government guidelines	H	<ul style="list-style-type: none"> ▪ Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. ▪ The Holy Spirit MAC have centrally procured all PPE for schools from a reputable medical supplier. ▪ Staff who need to use PPE (e.g. SEND intimate care; First Aid, receiving/handling deliveries; cleaning staff) had guidance for use of PPE and refresher training will be given on the training day prior to opening the schools. Such instruction will include: <ul style="list-style-type: none"> ○ How to put on and how to remove PPE carefully to reduce contamination and how to dispose of them safely). ○ PPE supplies are to be double bagged and stored securely for 72 hours, after that time they can be put in the general waste. ▪ Re-usable PPE will be thoroughly cleaned after use and not shared between workers. ▪ Single use PPE will be disposed of so that it cannot be reused. ▪ Staff are reminded that wearing of gloves is not a substitute for good handwashing. 	Y	Good procurement links are in place for PPE.	L
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5. Curriculum organisation

<p>Online or home learning should continue for any students that need to isolate.</p>	<p>M</p>	<ul style="list-style-type: none"> ▪ Where a class, group or small number of pupils need to self-isolate schools will provide online learning. ▪ All MAC Schools are expected to consider how to continue to improve the quality of their existing curriculum, for example through technology, and have a strong offer in place for remote education provision. 	<p>Y</p>	<p>Monitored by MAC Principals.</p>	<p>L</p>
<p>6. Enhancing mental health support for pupils and staff</p>					
<p>6.1 Mental health concerns – pupils</p>					
<p>Pupils’ mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</p>	<p>H</p>	<ul style="list-style-type: none"> ▪ There are sufficient numbers of trained staff available to support pupils with mental health issues. ▪ There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. ▪ Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). ▪ Resources/websites to support the mental health of pupils are provided. 	<p>Y</p>	<p>Schools have robust pastoral care in place.</p>	<p>L</p>
<p>6.2 Mental health concerns – staff</p>					
<p>The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</p>	<p>H</p>	<ul style="list-style-type: none"> ▪ Staff are encouraged to focus on their wellbeing. ▪ All Holy Spirit MAC staff have access to Care First, an anonymous service that provides free advice, guidance and counselling to all employees 24/7 ▪ 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. ▪ Staff have been signposted to useful websites and resources. ▪ Shielding has been paused but any Clinically Extremely Vulnerable (CEV) staff can request an individual risk assessment and CEV staff will be dealt with on a case-by-case basis, which includes BAME and Pregnant women. 	<p>Y</p>	<p>Schools have robust pastoral care in place.</p>	<p>L</p>

6.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	M	<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support. This includes the Council's critical incident team Support is requested from other organisations when necessary. 	Y	School has a bereavement policy	L
7 Governance and policy					
7.1 The role of Governors/Education Standards Committee					
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	M	<ul style="list-style-type: none"> The governing body continues to meet regularly via online Zoom meetings and this will continue until February 2022 (Half Term) when a decision will be made on face-to-face meetings. All Board and ESC meetings are minuted 	Y	ESC members audit schools to check all the procedures are in place and report back to the SEP.	L
8. Other operational issues					
8.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	L	<ul style="list-style-type: none"> Staff and pupils have been briefed on any new evacuation procedures. Incident controller and fire marshals have been trained and briefed appropriately. 	Y	The school Health & Safety programme has continued throughout the pandemic and SLT member is responsible at each school to oversee the fire evacuation procedures.	L
Fire evacuation drills - unable to apply social distancing effectively	L	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place, which are in line with social distancing measures. 	Y		L
8.2 Free school meals					
Pupils eligible for free school meals do receive them.	M	<ul style="list-style-type: none"> The Holy Spirit MAC has throughout the pandemic operated its own internal foodbank to ensure that all families in the MAC in need are provided with food or vouchers for food. As per the guidance should a pupil who is eligible for FSM not be able to attend school they are still entitled to a school meal and the school should make the necessary 	Y	Schools will support vulnerable families and have developed strong relationships with families so they can identify which families will need help.	L

		arrangements to provide vouchers/school meals when not in school.			
8.3 Ensuring staff work safely and comply with GDPR regulations whilst working at home					
Working from home – access, data breaches	M	<ul style="list-style-type: none"> Staff are able to contact the IT team for support – Mobile telephone numbers provided plus system for reporting IT issues is still available. Staff are able to contact the CFO for GDPR guidance (Mobile 07488 358949). GDPR Training is provided by the Educare the on line training package the MAC have purchased. 	Y	All staff have access to EDUCATE which includes GDPR and data protection training.	L
8.4 Contractors working on the school site					
Contractors on the school site need to adhere to latest government regulations, to be communicated to visitors when signing in to the site.	M	<ul style="list-style-type: none"> In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 	Y	MAC has a visitor protocol that is regularly updated.	L
8.5 School staff and delivery employees					
Post and packaging / deliveries	M	<ul style="list-style-type: none"> A box of disposable gloves is provided to staff handling deliveries should they wish to use them. Staff have been instructed to replace their gloves with a fresh pair prior to handling and distribution of the contents of parcels and to wash hands thoroughly after finishing task. 	Y		L
8.6 School trips and travelling for work					
Travelling for work purposes and school trips	L	<ul style="list-style-type: none"> The MAC schools are following government advice and school trips can be organised within the current guidance, subject to a trip Risk Assessment. There are no plans to commence any overseas trips in the near future. 	Y	Each trip is planned using the evolve system which ensures each trip has a detailed risk assessment.	L

Resources and references:

All Guidance – Updated 12^h October 2021

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#risk-assessment>
<https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings>
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
<https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>
<https://www.gov.uk/government/publications/covid-19-epidemiological-definitions-of-outbreaks-and-clusters>
<https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#travel>
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#tracing>
<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm>

[Health and safety risk checklist for classrooms](#)
[E-bug posters](#)

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>
<https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf>

Risk Assessment Review Log

Only use this log to confirm that there have been no changes to the current assessment; otherwise an updated risk assessment must be done

Initial Review Date	07.09.21		
Assessor's Signature	J Sewell / S Smith	Date:	07.09.21
Signature of Responsible Manager	J Sewell	Date:	07.09.21

Next Review Date	14.09.21		
Assessor's Signature	Principals Committee	Date:	14.09.21
Signature of Responsible Manager	J Sewell	Date:	14.09.21

Review Date	12.10.21		
Assessor's Signature	Principals Committee	Date:	12.10.21
Signature of Responsible Manager	J Sewell	Date:	12.10.21

Review Date	1 months from previous review		
Assessor's Signature	Principals Committee	Date:	
Signature of Responsible Manager	J Sewell	Date:	

Review Date	3 months from previous review		
Assessor's Signature	Principals Committee	Date:	
Signature of Responsible Manager	J Sewell	Date:	

