

# The Spire Trust – Coronavirus Risk Assessment

September 2021

| Legend |             |
|--------|-------------|
| S      | Severity    |
| L      | Likelihood  |
| I x L  | Risk Rating |

To establish your risk rating, it is necessary to multiply the perceived consequence (or impact) of the risk (score 1 - 5) with the perceived likelihood (or probability) of that risk occurring (score 1-5). Please see tables below for guidance on risk rating scores.

| Impact (consequence)  |   |
|-----------------------|---|
| Description           | Indicators  |
| 5<br>(Major)          | The risk has a <b>major impact</b> if realised        |
| 4<br>(Significant)    | The risk has a <b>significant impact</b> if realised  |
| 3<br>(Moderate)       | The risk has a <b>moderate impact</b> if realised     |
| 2<br>(Minor)          | The risk has a <b>minor impact</b> if realised        |
| 1<br>(No consequence) | The risk has <b>no consequence</b> impact if realised |

| Likelihood (Probability) |                                       |
|--------------------------|---------------------------------------|
| Description              | Indicators                            |
| 5<br>(Very likely)       | The risk <b>will</b> emerge           |
| 4<br>(Likely)            | The risk <b>should</b> emerge         |
| 3<br>(Unlikely)          | The risk <b>could</b> emerge          |
| 2<br>(Very unlikely)     | The risk is <b>unlikely</b> to emerge |
| 1<br>(Impossible)        | The risk <b>will not</b> emerge       |

| Score       | Risk description | Action required  |
|-------------|------------------|--|
| 25          | Extreme Risk     | Immediate escalation to Headteacher for risk control activities                            |
| 20-15       | High Risk        | Risk to be actively managed with appropriate risk control activities                       |
| 12-6        | Medium Risk      | Take appropriate action to manage risk   |
| 5 and below | Low Risk         | Risk to be removed from register with monitoring activity to assess changes in risk rating |

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| Risk description  | Risk Control(s)  | I | P | Risk Rating | Lead for Risk Control Activities |
|---|--|---|---|-------------|----------------------------------|
| National guidelines are updated daily but school lapses in following advice | <ul style="list-style-type: none"> <li>• Head Teacher to ensure daily checks are made with Government updates</li> <li>• Website information is updated</li> <li>• Parents are informed by Parentmail</li> <li>• Any change in information to be shared with Chair of Governors and passed on to parents via parentmail/website and staff email/website</li> <li>• Staff during a local lock down lockdown being deemed as Clinically Extremely Vulnerable to follow any advice from their GP and the Government to work from home</li> </ul> <p>As a result: The school has the most recent information from the Government, and this is distributed throughout the school community</p>  | 3 | 2 | 9           | Head Teacher                     |
| Guidelines in place but are not being followed in school                    | <ul style="list-style-type: none"> <li>• Posters around school including Reception, dining hall, in classrooms and in corridors</li> <li>• Hand sanitizers installed in key locations to ensure ease of access for staff, pupils and essential visitors</li> <li>• Face coverings are no longer requires in school, however it is recommended they are worn in enclosed and crowded spaces where staff come into contact with people they don't normally meet.</li> <li>• Staff to ensure rooms are well ventilated</li> <li>• Teachers to reiterate message to pupils class time (when directed):               <ul style="list-style-type: none"> <li>• cover your nose and mouth with a tissue when you cough or sneeze then throwing the tissue in a bin. (catch it, bin it, kill it approach)</li> <li>• wash or sanitise your hands</li> <li>• avoid touching your eyes, nose and mouth with unwashed hands</li> </ul> </li> </ul> | 3 | 3 | 9           | Head Teacher                     |

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|  | <ul style="list-style-type: none"> <li>• Coronavirus information is on the school website <ul style="list-style-type: none"> <li>• Website documents in place and updated accordingly</li> </ul> </li> <li>• Site Manager to get advice on the cleaning products we should be using in school to ensure that these meet necessary standards</li> <li>• Cleaning staff: <ul style="list-style-type: none"> <li>• ensure that all toilet/bathroom facilities are well stocked</li> <li>• ensure that cleaners’ resources are adequate and are effective against Coronavirus. Door handles, doors and toilets are cleaned during the day and paper hand towels are regularly re-filled.</li> <li>• to provide hand sanitiser stations for reception area, outside dining room and at key locations throughout the school</li> <li>• To ensure SEND outdoor play equipment is cleaned frequently</li> </ul> </li> <li>• All staff <ul style="list-style-type: none"> <li>• Staff to continue to complete 2 home tests a week on Sundays and Wednesdays and inform school and test and trace of result (if part time, these can be adjusted accordingly to align when staff are in school).</li> <li>• School to ensure staff understand the NHS Test and Trace process</li> </ul> </li> </ul> <p>As a result: All pupils and all staff working with pupils are adhering to current advice.</p> |   |   |   |  | Site manager /Caretaker |
| Poor communication                                       | <ul style="list-style-type: none"> <li>• All staff/pupils are aware of current actions and requirements and reminded frequently using school communication systems</li> <li>• Head Teacher to share Risk Assessment with all staff</li> <li>• Risk assessment &amp; safety plan shared with parents via website</li> </ul> <p>As a result: All pupils and all staff working with pupils are adhering to current advice</p>   | 3 | 3 | 9 |  | Head Teacher            |
| If staff are a close contact of a positive case they are | <ul style="list-style-type: none"> <li>• Staff are not required to self-isolate if the following apply;-</li> </ul>  | 3 | 3 | 9 |  | Headteacher             |

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| <p>advised to have a PCR test and will need to isolate if it comes back positive</p>                                    | <ul style="list-style-type: none"> <li>• They are fully vaccinated</li> <li>• They are not able to get vaccinated for medical reasons</li> <li>• People who are symptomatic (New and continuous cough, Fever, loss of sense of smell and taste) should have a PCR test</li> <li>• A positive test should self-isolate for 10 days from the onset of their symptoms and should not attend work or any education or pupil care setting and should ring NHS 111 or access NHS 111 online for advice</li> <li>• If after 10 days any of the following symptoms are felt they should stay home until at least 48 hours after the symptoms have ceased             <ul style="list-style-type: none"> <li>• high temperature</li> <li>• feeling hot and shivery</li> <li>• runny nose or sneezing</li> <li>• feeling or being sick</li> <li>• diarrhoea</li> </ul> </li> <li>• communicate to staff the importance of following national guidelines in regular emails</li> <li>• staff who become symptomatic <b>must</b> isolate straight away and attend testing within 2 days of having symptoms through NHS Test and Trace</li> <li>• remind staff to follow the sickness policy during lock down period/staff self-isolation</li> <li>• Site Manager to remind contractors to follow guidelines in accordance with PHE</li> </ul> <p>AS a result: risk of staff passing virus reduced</p> |          |          |          | <p>Site Manager</p> |
| <p>Staff are not displaying symptoms but have virus</p> <p>Staff do not report sickness</p> <p>Staff are unwell but</p> | <p>National Guidelines: People who feel unwell should stay at home or who are contacted by NHS Test and Trace, should not attend work until they have had a PCR test</p> <ul style="list-style-type: none"> <li>• communicate to staff the importance of following national guidelines in staff briefings, email and share copies of risk assessment with staff.</li> <li>• remind staff of the sickness policy during any lock down period or staff self-isolation</li> </ul>   | <p>3</p> | <p>3</p> | <p>9</p> | <p>Head Teacher</p> |

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| <p>attend school</p> <p>Staff absence Increases</p> <p>Catering staff absent – lunch no longer available</p> | <ul style="list-style-type: none"> <li>• staff to inform Head Teacher immediately of contact with anyone who has symptoms of virus or self-isolating or positive diagnoses and follow medical advice</li> <li>• school will bring in Supply Teachers/use Cover Supervisors to cover absence</li> <li>• If appropriate, classes will be joined together. The Head Teacher will review this in the event of changing guidelines from DfE.</li> <li>• if the Head Teacher is sick, the DHTs will lead the school</li> <li>• in the event of significant staff absence, the HT will review the viability of school remaining open. The Head Teacher will consult with the Chair of Governors and/or the Executive Headteacher/CEO</li> <li>• if school is to be closed, then this will be communicated to staff via email and parents via parentmail, and the school website.</li> <li>• only essential tasks will be carried out during a staff shortage period (Attendance, First aid, Salaries/Payroll, etc)</li> <li>• In the event of a school closure with staff and pupils at home who are well and still able to access education, work will be set electronically via google classroom and using online learning platforms. Pupils will be expected to complete tasks at home.</li> <br/> <li>• Catering Manager: ensure precautions are in place for all staff on site <ul style="list-style-type: none"> <li>• Washing hands</li> <li>• Use of sanitiser</li> <li>• Wearing gloves and hair nets and uniform</li> <li>• Thorough cleaning of kitchen at the end of every service</li> <li>• ensure the kitchen space is being cleaned as appropriate</li> </ul> </li> <br/> <li>If no kitchen staff available: <ul style="list-style-type: none"> <li>• kitchen to close and emergency sandwiches bought from local supermarkets on day 1.</li> <li>• Parents informed via parentmail that pupils will need packed lunches from day 2.</li> <li>• Externally sourced lunch(sandwiches) provided for pupils entitled to FSM</li> </ul> </li> </ul> |  |  |  | <p>Catering Manager</p> |
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|  | As a result: pupils will continue to access education   |   |   |   |   |
| Cleaning staff absent – cleaning no longer available       | <ul style="list-style-type: none"> <li>inform Head Teacher of any staff off sick with associated symptoms.</li> <li>cleaner has been employed by the school to ensure robust cleaning schedule which is in addition to the existing process</li> </ul> <p>Cleaning staff absent</p> <ul style="list-style-type: none"> <li>If site cannot be cleaned, contact WCC LORT (Local Outbreak Response Team) and Chair of Governors and or the Executive Headteacher/CEO to recommend school closures on health and safety grounds</li> </ul>  | 3 | 3 | 9 | Site Manager /Caretaker                     |
| Specific guidelines regarding school trips aren't followed | <p>National guidelines state that in after school activities</p> <ul style="list-style-type: none"> <li>Pupils must wash hands and or hand sanitise after any travel on public transport or school bus or visits to public places– this is adhered to by all staff leading trips</li> <li>Usual risk assessments apply to Staff following updated national guidelines on travelling to busy places</li> <li>Staff and pupils use the provided hand sanitiser on return</li> <li>School bus to be deep cleaned after being used</li> <li>Students using school transport must wear face masks</li> </ul> <p>In exit phase, school trips will be assessed on a case by case basis and may be cancelled if risk is high</p> <p>As a result: pupils and staff are protected from risk</p> | 3 | 3 | 9 | Head Teacher<br><br>Site Manager/ Caretaker |

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|---|--|---|---|----|--|
| <p>Pupils are not displaying symptoms but have virus</p> <p>Pupils do not report sickness</p> <p>Pupils families have been contacted by NHS Test and Trace</p> <p>Pupils are unwell but attend school</p> <p>Pupils absence Increases</p> | <p>All staff follow procedures regarding reporting and supporting a child who is unwell and displaying symptoms – see below</p> <ul style="list-style-type: none"> <li>Pupils returning from abroad must follow current guidance regarding testing/isolation</li> <li>Pupils are not required to self isolate if they have been in close contact but they are required to have a PCR test</li> </ul>   | 3 | 4 | 12 | Head Teacher                                   |
| <p>Pupil or adult shows symptoms whilst at School</p>   | <ul style="list-style-type: none"> <li>All staff understand the symptoms of COVID-19 and follow School agreed process</li> <li>Staff report to Headteacher</li> <li>Admin. team to notify parents for collection.</li> <li>PPE MUST be worn by staff caring for the child while they await collection. Face masks worn by staff supporting students who are deemed high risk must meet FFPT2 standards</li> <li>Pupil moved to pastoral/conference room, and monitored until collected by parent/guardian. 2 metre distance maintained from all other staff and pupils</li> <li>Staff to ensure usual hygiene precautions are taken (washing hands, hand sanitiser) once the student has been collected</li> <li>Deep clean of safety rooms once evacuated</li> </ul> <p>Site Manager: Advice on rubbish which may have been contaminated:</p> <ul style="list-style-type: none"> <li>all waste that has been in contact with the individual – including tissues should be put in a plastic bag and tied, then placed in another plastic bag and tied. The bag should be marked and stored in a safe place until results are available. If the test results are negative – to be put with normal waste. If positive, to follow the advice</li> </ul> | 3 | 4 | 12 | Head Teacher<br><br>Site Manager/<br>Caretaker |

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|  | <p>of PHE.</p> <ul style="list-style-type: none"> <li>• If, after 10 days any of the following symptoms are felt staff/students must stay at home for 48 hours after symptoms have stopped <ul style="list-style-type: none"> <li>• high temperature</li> <li>• feeling hot and shivery</li> <li>• runny nose or sneezing</li> <li>• feeling or being sick</li> <li>• diarrhoea</li> </ul> </li> <li>• If any adult or pupil tests positive, Headteacher informs WCC Local Outbreak Response team (LORT) and PHE (Public Health Executive) and follows advice</li> </ul> <p>As a result: risk of passing virus reduced</p> |   |   |    |              |
| Siblings at another school report unwell and family confused as to appropriate action                            | <ul style="list-style-type: none"> <li>• the school has the most recent information from the Government, and this is distributed throughout the school community</li> <li>• obtain updated advice from LORT – to inform family immediately</li> <li>• communicate with families and reiterate the message of gaining advice from NHS 111</li> </ul> <p>AS a result: families are clear about what action to take</p>   | 3 | 3 | 9  | Head Teacher |
| Virus confirmed as positive in a Spire Trust adult or child<br><br>New variant of concern or severity of illness | <ul style="list-style-type: none"> <li>• All staff understand the symptoms of COVID-19 and follow agreed process in line with DfE &amp; PHE guidance</li> <li>• School to call LORT and PHE immediately if the thresholds as indicated by the DfE Contingency Framework are reached</li> <li>• School to contact DfE helpline if a member of staff or pupil is admitted to hospital with Covid 19</li> </ul>   | 3 | 4 | 12 | Head Teacher |



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| Vulnerable pupils & adults in the School are exposed to illness                             | <ul style="list-style-type: none"> <li>School communicate appropriately with their most vulnerable pupils.</li> <li>Health care plans are updated and instruction from GPs followed</li> <li>Pastoral Team identify the most vulnerable pupils and staff from current medical information</li> </ul>  | 5 | 3 | 15 | Head Teacher |
| Vulnerable pupils & adults in the School community at risk of food shortages or feel unsafe | <ul style="list-style-type: none"> <li>Pastoral team refer vulnerable families to local food banks</li> <li>Worcestershire Children First informed in the case of school closure in respect of vulnerable families at risk</li> </ul>   | 5 | 3 | 15 | Head Teacher |
| Pupils effected emotionally by response to Covid-19   | <ul style="list-style-type: none"> <li>school staff understand the impact that closure and lock down may have had on pupils</li> <li>school has developed a recovery curriculum</li> <li>concerns about a pupil showing signs of anxiety, stress or low mood are referred to Pastoral Team</li> </ul> | 5 | 3 | 15 | Head Teacher |
| SAT exam period disrupted   | <ul style="list-style-type: none"> <li>Follow advice and guidance from DfE and The Office of Qualifications and Examinations</li> </ul>   | 4 | 3 | 12 | Head Teacher |

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|--|---|---|---|----|--------------|
| No SLT members in school due to self-isolating | <ul style="list-style-type: none"> <li>• Viability to maintain school open will be decided in consultation with Chair of Governors/CEO of Trust.</li> </ul> | 4 | 3 | 12 | Head Teacher |
|--|---|---|---|----|--------------|