



COVID-19 School Risk Assessment Record

Operations/Work Activities covered by this assessment:	COVID-19 SCHOOL RISK ASSESSMENT RECORD					
Site Address/Location:	Unit 15, Botany Commercial Park Botany Avenue Mansfield NG18 5NF	Department/Service/Team:			A Place to Call Our Own (APTCOO) Ltd	
Assessment Date:	03/01/2022	Lead Assessor:			Mike Holmes	
Authorised By:	James Wilson – Head Teacher					
Who Might Be Affected	Employee <input checked="" type="checkbox"/>	Contractor <input checked="" type="checkbox"/>	Visitor <input checked="" type="checkbox"/>	Pupil <input checked="" type="checkbox"/>	Client <input checked="" type="checkbox"/>	Member of Public/Third Party <input checked="" type="checkbox"/>
Note: A person specific assessment must be carried out for young persons, pregnant employees and nursing employees						

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk Rating			Action Required/ Action No.
			Likelihood	Severity	Risk Rating	
School failure to follow National Government Guidelines.	Individuals may be exposed to COVID-19.	<p>Mike Holmes will be responsible for checking government guidance daily. In their absence, James Wilson will fulfil this role.</p> <p>Up to date guidance is distributed and communicated through the school community via the following methods:</p> <ul style="list-style-type: none"> • Covid Action Group • Board reports • Nominated Board member to sit on Action Group (TG) • Emails to team • Day to Day updates on Microsoft Teams • Letters to parents 	L	L	L	

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		<p>Changes to school arrangements will be communicated to parents via calls home from the Head, as well as half-termly newsletters.</p> <p>Changes to individual learner arrangements / requirements to be communicated and reinforced via Head Teacher / Teachers.</p>				
Increased risk of transmission due to increased pupils / staff working in close proximity.	Individuals may be exposed to COVID-19.	<p>Government guidance no longer recommend that it is necessary to keep pupils in consistent groups or 'bubbles'.</p> <p>Learner groups are now able to mix during lunchtime. The following control measures will be implemented to ensure that lunchtimes are managed:</p> <ul style="list-style-type: none"> • Windows and doors opened periodically • CO2 monitors in place • Learners in groups of one or two in a room • Taking learning outdoors whenever possible <p>APTCCO may reintroduce 'bubbles', which may be considered as part of a response to an outbreak – if circumstances and/or government advice requires it. APTCCO also reserves the right to reintroduce other control measures if there is an outbreak at our setting in line with our outbreak management plan.</p> <ul style="list-style-type: none"> • Learners, parents / carers and any visitors, such as suppliers, are informed not to enter the school if they are displaying any symptoms of coronavirus: <ul style="list-style-type: none"> o a new, continuous cough o or a high temperature o or has a loss of, or change in, their normal sense of taste or smell (anosmia) • Updates are communicated via a variety of methods listed above (COVID Action Group, calls, etc). • Twice weekly LFT testing for learners. Since January 2022, staff have been daily testing to minimise the transmission of COVID-19 in all settings. • Staff vigilant to symptoms – immediate separation to designated separate area on each site - PPE applied 	L	L	L	

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		<ul style="list-style-type: none"> Parents informed for immediate collection in case of positive LFT results. Test and Trace posters 				
Management of confirmed cases of COVID-19 amongst the school community.	Individuals may be exposed to COVID-19.	<p>Close contacts will be identified via NHS Test and Trace and APTCOO is no longer expected to undertake contact tracing.</p> <p>NHS Test and Trace will work with the positive case to identify close contacts.</p> <p>From 16th August 2021, children under the age of 18 years and 6 months old have no longer been required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.</p> <p>Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take an LFT. PCR tests are, at date of publication, not required for an individual to self-isolate, unless they are in one of three categories</p> <ul style="list-style-type: none"> they wish to claim the Test and Trace Support Payment they have a health condition that means they may be suitable for new COVID-19 treatments they are taking LFD tests as part of research or surveillance programmes, and the programme asks them to do so. <p>18-year-olds are now treated the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact (unless there is a medical reason for being exempt from vaccination or they are taking part in a vaccine trial).</p> <p>From 16th August 2021:</p> <ul style="list-style-type: none"> adults who are fully vaccinated (defined as 2 doses of MHRA-approved vaccine with second dose at least 14 days prior to exposure to a confirmed COVID-19 case) unvaccinated adults who have a medical reason for being exempt from vaccination adults who are taking part or have taken part in an approved COVID-19 vaccine trial and those who are under 18 years old. 	M	L	L	

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		<p>have been exempt from self-isolation if contacted by NHS Test and Trace. Instead, they are advised to take daily LFTs.</p> <p>APTCCO will continue to work together with health protection teams in the case of a local outbreak. If there is an outbreak APTCCO may be advised to temporarily reintroduce some control measures.</p>				
Use of face coverings in education settings to minimise transmission of COVID-19.	Individuals may be exposed to COVID-19.	<p>Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas at APTCCO. This is partly due to the nature of our learners whose additional needs make the wearing of face coverings difficult.</p> <p>APTCCO permits the continuing use of face masks if the individual wishes to continue using one. No learner is denied education on the grounds of whether they are, or are not, wearing a face covering.</p> <p>On dedicated transport, staff will be asked to wear face masks and learners encouraged to wear one too and from sites.</p> <p>APTCCO reserves the right to make adjustments and introduce new control measures in line with government guidelines and public health advice. All changes will be communicated to learners, families and staff in advance.</p> <p>Face coverings (whether transparent or cloth) must fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles.</p> <p>Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. In this situation an individual risk assessment must be completed, and items must always be cleaned appropriately.</p>	L	L	L	
Outbreak management of confirmed cases of COVID-19 amongst the school community.	Individuals may be exposed to COVID-19.	<p>APTCCO's outbreak management plan is:</p> <p>To review and reinforce testing, hygiene and ventilation measures when the following outbreak thresholds are reached at any setting:</p> <p>"2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period".</p> <p>APTCCO will review the following measures:</p> <ul style="list-style-type: none"> Whether any activities can take place outdoors. 	M	M	M	

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		<ul style="list-style-type: none"> Ways to improve ventilation indoors where this would not significantly impact thermal comfort. One-off "enhanced" cleaning with emphasis on touch points and any shared equipment. Learners are and will continue to be encouraged to test at home and APTCOO will do its utmost to facilitate supplies as and where needed. Staff have undertaken daily testing since January 2022 to minimise transmission of COVID-19 across all settings. <p>APTCOO will contact the DFE helpline in the event that a child or member of staff develops serious illness (e.g. students or staff members admitted to hospital or a death as a result of a confirmed COVID-19 infection)</p>				
Increased risk of transmission due to inadequate hygiene and inadequate PPE.*	Individuals may be exposed to COVID-19.	<p>Hand and respiratory hygiene</p> <p>Frequent and thorough hand cleaning is regular practice at APTCOO. Daily cleaning charts are thoroughly enforced at each APTCOO setting. All staff continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.</p> <p>Staff reinforce messages (to learners and others) to;</p> <ul style="list-style-type: none"> Avoid touching eyes, nose and mouth with unwashed hands. Wash hands immediately after doing so. Catch it, Bin it, Kill it. Cover cough / sneeze with tissue, throwing tissue in the bin and washing hands. Lidded bins are used at each site. <p>All staff, pupils, contractors and visitors will be required to wash their hands for 20 seconds with soap and water and/or hand sanitiser, remembering the importance of proper drying:</p> <ul style="list-style-type: none"> Before leaving home On arrival at school After using the toilet After breaks / sporting activities When changing rooms Before food preparation Before and after eating any food (inc. snacks) Before leaving school 	L	L	L	

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		<p>Staff supervise young children and pupils with complex needs to ensure they wash their hands for 20 seconds with soap and running water.</p> <p>Use of hand sanitiser is supervised to minimise risk of ingestion. Consider alternatives such as skin friendly skin cleaning wipes.</p> <p>Use of hand gel and accessibility to children is risk assessed within a COSHH assessment.</p>				
Increased risk of transmission due to inadequate cleaning regimes.	Individuals may be exposed to COVID-19.	<p>An appropriate cleaning schedule has been implemented and maintained, including regular daily cleaning of areas and equipment, with a particular focus on frequently touched surfaces.</p> <p>The risks from any hazardous substances used for cleaning is COSHH assessed and subject to a cleaning checklist as part of daily opening and closing procedures. Actions on positive learner/staff LFT results have allowed us to put procedure into practice and minimise transmission in the workplace.</p> <p>Findings are formally communicated to relevant persons. Key considerations are given to use of products in classrooms e.g. safe storage.</p>	L	L	L	
Increased risk of transmission due to insufficient ventilation.	Individuals may be exposed to COVID-19.	<p>APTCCO strives to balance the competing demands of ensuring that its premises are well ventilated while maintaining a comfortable teaching environment.</p> <p>Poorly ventilated areas of school must be identified.</p> <p>No areas at school are poorly ventilated; a mix of open windows, doors (where secure and appropriate), CO² monitors and availability of open spaces, along with low footfall of staff and learners, make this a negligible concern.</p> <p>However, we will continue to assess and monitor if variables changes or new challenges arise.</p> <p>APTCCO prioritises natural ventilation to ensure the circulation of air and keeps internal doors open where security and safety considerations permit.</p>	L	L	L	
Failure to follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. *	Individuals may be exposed to COVID-19.	<p>When an individual develops COVID-19 symptoms or has a positive test, they must follow public health advice on when to self-isolate and what to do.</p> <p>They must not come into school if</p> <ul style="list-style-type: none"> • they have symptoms, • have had a positive test result, or 	M	L	L	

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		<ul style="list-style-type: none"> other reasons requiring them to stay home due to the risk of them passing on COVID-19 (for example if they are required to quarantine). <p>If anyone in school develops COVID-19 symptoms, however mild, they must be sent home and they must follow public health advice.</p> <p>A symptomatic learner or one who tests positive during LFTs will be moved to the designated isolation area until parent/carer arrives for collection. These are as follows:</p> <p>Botany Avenue – small front office North Farm House – meeting room near the front door. Cameleon Lodge – back room away from other learners and exit through the fire door when collected. Sandy Lane - reception area near the front door. The back door can be used for exit for non-affected learners and staff.</p> <p>If a pupil is awaiting collection, they must be left in a room on their own if possible and safe to do so. A window is opened for fresh air ventilation if possible. Appropriate PPE is used if close contact is necessary.</p> <p>Any rooms used are cleaned after they have left, following government guidance for cleaning non-healthcare setting.</p> <p>Everyone MUST wash their hands thoroughly for 20 seconds with soap and running water after any contact with someone who is unwell.</p> <p>APTCOO has ensured that storing waste, prior to disposal due to confirmed or suspected COVID-19 has not created any additional hazards in the following categories:</p> <ul style="list-style-type: none"> Fire risk Impede emergency exit routes Trip hazard Away from learners <p>The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection: Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk).</p> <p>Asymptomatic testing</p>				

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		<p>Testing remains important in reducing the risk of transmission of infection within schools. That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest data, we are be prepared to step measures up or down in future depending on local circumstances.</p> <p>APTCOO retains a small asymptomatic testing site (ATS) at each site until further notice so we can offer testing to learners who are unable to test themselves at home. Testing remains voluntary but learners are encouraged to participate.</p> <p>Confirmatory PCR tests Staff and pupils with a positive LFD test result should self-isolate in line with the stay-at-home guidance for households. At the time of writing, confirmatory PCR tests are not necessary for self-isolation to be enforced.</p>				
Learners identified as at increased risk and exposed to COVID-19.	Individuals may be exposed to COVID-19.	<p>APTCOO does not currently have any learners identified as clinically extremely vulnerable (CEV).</p> <p>In this were to change, the Head Teacher would communicate appropriately with APTCOO's most vulnerable children and ensure health care plans are updated where necessary.</p> <p>Additional tailored arrangements would be implemented to support medical needs of pupils who will be attending schools and documented within health care plans.</p> <p>Health care plans and arrangements for supporting medical needs of learners are communicated to relevant persons only.</p> <p>Updated health care plans to be signed by parent / carer.</p>	L	L	L	
Symptomatic individuals attending school.	Individuals may be exposed to COVID-19.	<p>In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others.</p> <p>APTCOO reserves the right if a parent or carer insists on a symptomatic learner attending our school, to refuse said learner if, in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.</p>	L	L	L	
Staff identified as at increased risk and exposed to COVID-19.	Individuals may be exposed to COVID-19.	<p>At present, no staff fall under the criteria of being clinically extremely vulnerable (CEV).</p> <p>Social distancing measures have now ended in the workplace and APTCOO's workforce is spread out enough to prevent the need for working from home.</p> <p>Line Managers to discuss medical needs disclosed by staff and support mechanisms implemented.</p>	L	L	L	

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		<p>If an employee is deemed vulnerable is and requires additional risk controls, then a specific individual risk assessment MUST be completed by a suitably trained person. The F45-1 risk assessment template is used to facilitate this process.</p> <p>No staff members are currently new or expecting mothers. If this changes at any point, APTCOO will undertake a risk assessment using the SR14 template.</p> <p>Any individual risk assessments for staff must and is completed in conjunction with the employee and manager.</p> <p>Regular communication for both parties to discuss concerns and additional / reduced control measures.</p> <p>The risk assessment must be reviewed by both the employee and manager regularly and updated to reflect any changes to arrangements.</p>				
Increased risk of exposure to COVID-19 during educational visits.	Individuals may be exposed to COVID-19.	<p>No educational visits are currently planned to take place involving APTCOO learners.</p> <p>As and when this changes, this risk assessment will be updated to reflect our planning.</p>	L	L	L	N/A
Failure to manage and implement COVID-19 controls during wraparound provision and extra-curricular activity.	Individuals may be exposed to COVID-19.	A specific risk assessment has been completed for wraparound provision and extra-curricular activities outlining control measures to manage the risks associated with COVID-19.	L	L	L	
Inadequate management of contractors and / or visitors increasing risk of COVID-19 exposure and transmission.	Individuals may be exposed to COVID-19.	<p>Key control measures and ways of working within the school environment are discussed with visitors / contractors on arrival.</p> <p>Contractor induction form (SR77) completed with contractors on arrival at site and a record maintained.</p> <p>Admin and Finance Lead, Sam Wright to conduct contractor induction and maintain a record. This happens very rarely as APTCOO does not have contractors in during school hours and arranges the vast majority of work for after-school hours and the half-term period.</p> <p>Signage will be displayed around school to indicate any local arrangements e.g. for parents and visitors on arrival to site.</p>	L	L	L	

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		<p>APTCOO discourages shaking hands with colleagues and visitors.</p> <p>Parents provided with information about changes to pupil drop off / collection and timetable for the school day via phone calls from the Head.</p>				
Lack of essential supplies, including PPE, cleaning materials and hygiene products may increase the risk of COVID-19 transmission.	Individuals may be exposed to COVID-19.	<p>APTCOO receives its PPE through the Department for Education and sources other cleaning products in bulk from local suppliers.</p> <p>Admin basepoint leads at each site, overseen by Operations Lead Jacob Graley, will be responsible for checking stocks of PPE, cleaning materials and hygiene products throughout the day.</p> <p>The Admin and Finance Lead, Sam Wright, is responsible for ordering and sourcing stocks of PPE, cleaning materials and hygiene products.</p>	L	L	L	
Risk of fire and delayed evacuation due to insufficient fire safety management.	Serious injury / ill-health / death in the event of a fire.	<p>Fire risk assessment to take into account any changes to the use of building and / or rooms within it.</p> <p>Consider any new fire hazards which may have been introduced, e.g. increased supplies of PPE (source of fuel / block exits), alcohol hand gel (flammable – kept away from heat sources) etc. This is checked daily with opening and closing procedures to prevent obstruction and poor storage.</p> <p>Doors propped open (to minimise contact and aid ventilation) MUST be closed on sounding of the fire alarm (during emergency evacuation) and at the end of the school day (overnight). This is checked daily with the opening and closing procedures for each base point.</p> <p>Safe exit from the building will be considered during any reconfiguration of room layout / usage.</p> <p>Changes to fire evacuation procedures or roles supporting fire evacuation (wardens / marshals absent) will be communicated to all staff via on-site practical walkthroughs with staff and young people.</p> <p>Fire drill is completed termly or following changes and a record maintained in the fire logbook.</p> <p>Personal Emergency Evacuation Plans (PEEPs) MUST be reviewed to ensure support can be provided to staff and pupils.</p> <p>Contingency plans in place for alternative support for PEEPs due to staff absence.</p> <p>Alcohol hand gel MUST not be kept in cars due to fire risk in hot temperatures.</p>	L	L	L	

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		<p>Basepoint leads will be responsible for daily checks of the school building to ensure fire evacuation routes are kept clear at all times.</p> <p>The Head Teacher will be responsible for reviewing PEEPs regularly and amending support plans as required.</p>				
Inadequate first aid provision in school.	Injury or ill-health suffered as a result of inadequate first aid provision or incorrect first aid treatment.	<p>16 staff members are first-aid trained. This training is issued and refreshed continually to first aiders and remains available at all times.</p> <p>A specific risk assessment to be produced to assess the first aid provision in school. To be reviewed regularly and updated following any changes to staffing, pupil numbers etc.</p> <p>Specific first aid risk assessment to include consideration for additional RPE/PPE required to facilitate care. Where a need is identified these items must be available and staff informed of requirements.</p> <p>APTCCO's first aid kits are suitably stocked, located and checked routinely.</p> <p>The school awareness of method for contacting emergency services.</p>	L	L	L	
Staff experience violence, verbal abuse and aggression from parents / pupils / visitors / contractors / members of the public.	Stress, anxiety and physical injuries (cuts, bruising, fractures) if abusive incidents occur.	<p>Adequate supervision and awareness of pupil behaviours at all times.</p> <p>Frontline delivery team receive updates on their Coping with Risky Behaviours (CRB) training as and when refresher training is required.</p> <p>All staff have awareness of safeguarding learners reporting procedures and the identities of the Designated Safeguarding Officers within the organisation.</p> <p>Parents / visitors / members of the public informed that abusive behaviour will not be tolerated.</p>	L	L	L	
Additional Notes						

Control Improvements/Developments				
Action No.	Recommended additional control measures	Responsibility	Target Date	Date Completed
			Click or tap to enter a date.	Click or tap to enter a date.
			Click or tap to enter a date.	Click or tap to enter a date.
			Click or tap to enter a date.	Click or tap to enter a date.
			Click or tap to enter a date.	Click or tap to enter a date.

Signature of Assessor: M. Holmes	Date: 03/01/2022
Signature of Person Authorising: James Wilson	Date: 03/01/2022

Potential Severity of Harm	Major	Tolerable	Substantial	Substantial
	Minor	Trivial	Tolerable	Substantial
	Negligible	Trivial	Trivial	Tolerable
		Rare	Possible	Almost Certain
Likelihood of Harm Occurring				

Definitions	
Substantial	Take appropriate action within agreed period
Tolerable	Monitor Situation
Trivial	No Action Required

Reviews – this assessment should be reviewed at intervals no greater than 12 months or if there are changes to the procedures, personnel, work environment or following an incident								
Review Date	Comments/Amendments	Reviewed By	Signature		Review Date	Comments/Amendments	Reviewed By	Signature
Click or tap to enter a date.					Click or tap to enter a date.			
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