

COVID-19 RISK ASSESSMENT

Name of School	MECE
Completed By	SLT – AH, EB, NB
Date	28 th Feb 2021

This risk assessment should be completed by all Maiden Erlegh Trust schools with specific reference to issues and risks that may materialise as a result of the COVID-19 pandemic.

Risk Score Criteria:

LIKELIHOOD	
Very High	The issue will occur (and reoccur) in most circumstances
High	The issue is expected to occur
Medium	The issue may occur at some time
Low	The issue could potentially occur
Very Low	The issue is unlikely to occur

IMPACT	
Very High	Critical impact to staff and students and/or critical threat
High	Significant impact to staff and students and/or significant threat
Medium	Moderate impact to staff and students and/or moderate threat
Low	Manageable impact – within acceptable boundaries
Very Low	Negligible

Risk Score	
15-25	Urgent remedial action required
5-14	Close monitoring of risk required; ensure mitigation plan in place
1-4	Risk noted and stakeholders aware; mitigation plan in place

		IMPACT				
		Very Low	Low	Medium	High	Very High
LIKELIHOOD	Very High	5	10	15	20	25
	High	4	8	12	16	20
	Medium	3	6	9	12	15
	Low	2	4	6	8	10
	Very Low	1	2	3	4	5

This risk assessment has been produced with the information and knowledge available at this time. The Controls and Ratings are appropriate at the present time, however this Risk Assessment will be reviewed at the end of week one of opening and periodically after that or in the event of new information and guidance.

<p>Guidance</p> <p>NB – this changes frequently and it is the responsibly of the Headteacher and Business Manager to keep up to date.</p>
<p>Managing school premises during the coronavirus outbreak 18 May https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak</p>
<p>Coronavirus (COVID-19): guidance for schools and other educational settings 15 May 2020 https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</p>
<p>COVID-19: cleaning in non-healthcare settings 15 May 2020 https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>
<p>Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) 14 May 2020 https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p>
<p>Coronavirus (COVID-19): implementing protective measures in education and childcare settings 12 My 2020 https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p>
<p>Guidance for parents and carers as schools and other education settings in England open to more children and young people: 11 May 2020 https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers</p>
<p>Guidance on shielding: 5 May 2020 COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance</p>
<p>Working safely during the coronavirus outbreak - The Department for Business, Energy and Industrial Strategy has published guidance on working safely during the coronavirus outbreak. This guidance is to help employers and employees understand how to work safely and covers offices, labs and research facilities, construction and factories which may be relevant to some education settings.: 11 May 2020 https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</p>
<p>Remote Learning: 27th October 2020 https://www.gov.uk/government/publications/remote-education-good-practice/remote-education-good-practice</p>
<p>Full opening of schools- December 2020 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>
<p>Face coverings in education https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education?priority-taxon=b350e61d-1db9-4cc2-bb44-fab02882ac25</p>



Ref	Issue	L	I	Score	Control Measures	L	I	Residual Score	Risk Owner
R1	Transmission of COVID-19 virus in school setting –	4	5	20	<ul style="list-style-type: none"> - - Ridgcrest cleaners on site every evening to clean and sanitise all areas occupied - Anti-bac spray and disposable cloths in each room / area being used for staff use - Multiple use text books and other shared equipment to be cleaned down by the students at the end of each lesson - Member of contract cleaning team onsite during every day from 11am-2pm to clean toilets, touch points and handles periodically throughout day - Bins for tissues in all classrooms and public areas - Hand washing to be promoted and encouraged following guidance e.g. 20 seconds using soap and water - Hand sanitiser available in each classroom in use - Hand sanitiser available in student services - Hand sanitiser available in admin and reception - Students to be given a “dose” of hand sanitiser on entering school - Students and staff to wear face coverings at all times indoors in school unless exempt <p>Toilets and bathroom access</p> <ul style="list-style-type: none"> - Students to use toilets identified - Students will be discouraged from using toilet during lesson time - Staff to access toilets considerately - Additional staff toilet facilities available if needed (training suite) - Signage to be maintained re hand washing and positive hygiene routines <p>Catering</p> <ul style="list-style-type: none"> - Access to canteen servery restricted to 1 metre safe distancing – markers on servery floor and signage in place - Reduced seating around dining tables - Lunchtime supervision of students by staff / lunchtime controller - Canteen cleaning to be carried out by site staff / onsite cleaning operative <p>Safety Briefings</p> <ul style="list-style-type: none"> - Regular safety briefings and communication home to the students, parents and staff to ensure they are aware of our expectations and Covid related behaviour amendments 	1	2	2	AH



R2	<p>The ability to ensure physical distancing between groups of children and staff as far as possible, and provide sufficient staff for operation</p>	5	5	25	<ul style="list-style-type: none"> - Access to main reception to remain on fob access for staff and intercom access by Receptionist for visitors - Students to be greeted on arrival and filtered into school under staff guidance hand sanitising as they arrive in school. - Students to access site through Training Suite - Staff will be on patrol to meet students from bus and supervise access to classrooms and movement around site - Face coverings worn in all internal communal areas by staff and students <p>Main Staff Room</p> <ul style="list-style-type: none"> - Staff room to not be used other than for food storage and drinks making - Wipes provided for staff to clean common touchpoints around high frequency use areas - Staffroom hygiene – clear surfaces to ease clearing. One mug per person. No making drinks for other people. - Remove Soft furnishings and replace with limited amount of hard classroom chairs. - Staff not to use communal and curriculum offices whenever possible 	1	2	2	AH
R3	<p>Potential transmission of COVID-19 in classroom environments</p> <p>Classroom spaces</p>	5	5	25	<ul style="list-style-type: none"> • Ensure that each space used for teaching allows for social distancing • Ensure each room has the desks set up for social distancing - • Ensure there is hand sanitiser, tissues and anti -bacterial wipes in each teaching space • Students enter teaching spaces from the outside of the building in a controlled manner, will be escorted by staff • Teachers move to the students and the students stay in the same space. • Teaching areas are cleaned at the end of each session by teacher moving spaces and by new teacher taking over. • All students to wear face coverings in the classrooms at all times • All students to use their own headphones or if borrowing a pair to ensure it is labelled and used only by that student • All classroom spaces are well ventilated with windows and / or external doors being opened 	1	2	2	AH
R4	<p>Potential transmission of COVID-19 in school environment through coughs and sneezes</p>	H	H	16	<ul style="list-style-type: none"> • All staff and pupils understand routines for good respiratory hygiene e.g.: the 'catch it, bin it, kill it': <ul style="list-style-type: none"> - All pupils to receive a consistent message through classroom staff. - Parents informed of PHE message via website. • Class teachers to <ul style="list-style-type: none"> - Remind pupils about 'catch it, bin it, kill it'. • Site staff to <ul style="list-style-type: none"> - Provide classrooms and staff rooms with boxes of tissues. - Ensure each classroom has a bin 	M	H	12	HT



					- Ensure the bins are emptied regularly				
R5	Cross contamination: Accessing school site at main school reception area.	5	5	25	<ul style="list-style-type: none"> - Reception to have Perspex screens - Staff arriving before reception is open will sign into Inentry system using hand sanitiser after touching screen. - Door between admin area and photocopier to be closed - Reception will have 2 metre markings from door to desk for staff and visitors to follow. - Restriction to maximum of 2 people (in addition to Receptionist) in Reception at one time. - Signage will be in place advising of this. - Soft seating has been removed 	2	2	4	AH
R6	Potential transmission of COVID-19 in school environment	5	5	25	<ul style="list-style-type: none"> - Screen wipes to be available next to all photocopiers for touch screen - Teacher workspace and projector remote to be wiped down at start of each lesson by teacher taking over - No sharing of student equipment - Where possible students use same desk / equipment during day - Students bring their own equipment and do not share. - Supply of spare equipment will be available to give to students to keep. - Controlled access of all external contractors & visitors and H&S briefings given on arrival. - All works limited to essential only. - Staff to work from home whenever possible 	2	2	4	AH
R7	Staff wellbeing including workload consideration	5	5	25	<ul style="list-style-type: none"> - Rota of admin staff to provide Receptionist x 1, admin x 1, head pa x 1, other services x 1 (finance, exams, data) student services x 1 maximum - SLT in school supporting staff and operation of school when needed - Lunchtime controller on site daily - Teaching staff on site only when teaching / preparing or in isolated areas - SEN / Behavioural Support staff on rota for student support on site - Staff who can work at home should continue to work from home when not on rota for site - Site staff on site every day - First Aider on site at all times - DSL available at all times - We will carry out personalised risk assessments for those staff who request this in order to provide reassurance and agree additional measures for them to be in school. These discussions will be managed by the SBM, in consultation with the Headteacher; - Staff will be encouraged to speak to their line managers with any concerns; - Directed time information and the annual calendar will be shared with staff in advance to support planning and workload management. 	1	2	2	AH



R8	Providing First Aid Non-COVID Possibly symptomatic person. Link: Training for First Aid – COVID-19	3	5	15	<ul style="list-style-type: none"> - Designated first aider on site at all times - PPE for first aiders as per guidance - Isolation room for students showing COVID symptoms. Students and staff will be advised of situation and self-isolation requirements following current Government Guidance. - Students reminded to ensure medication required e.g. inhaler, epi-pen is on site with them 	2	3	6	NB
R9	Cross contamination: Journey, arrival and departure from school.	5	5	25	<ul style="list-style-type: none"> - One-way corridor system in place if required and notices / arrows to define and advise - 1 metre distancing markers in critical areas around school. - Staff will be on patrol to meet students from bus and supervise access to classrooms and movement around site - School transport Risk Assessments advise wearing face protection is mandatory as per transport providers advice (RBC & OCC). Communication issued to parents. - All students to receive hand sanitiser before catching the bus in the evening and on exiting the bus in the morning. - Actively encourage parents to use other travel options rather than public transport as per Government guidance 	1	2	2	AH
R10	Fire Drills / Lock downs	3	4	12	<ul style="list-style-type: none"> - In the event of a fire evacuation, current procedures remain in place with amended advice for social distancing during evacuation and line up e.g. muster points, use of nearest fire exits. - Safe social distancing where possible to be adhered to when at muster point and en route – revised procedures to be displayed and staff to remind pupils regularly 	1	3	3	AH
R11	Safeguarding Attendance at school is altered. Pupils missing from school.	3	4	12	<ul style="list-style-type: none"> - Normal safeguarding procedure followed if no answer / parents expect students in school. - Liaise with HoY/DSL if parents have decided to keep student at home. - Careful scrutiny of student engagement to determine pastoral support levels for non-attendance and non-engagement in lessons 	1	2	2	NB
R12	Student wellbeing – COVID-19 impact.	3	3	9	<ul style="list-style-type: none"> - Computers available for students to access online counselling where necessary. - Signpost students to appropriate counselling and advice as required - Offer of participation in RFC FIFA mentoring scheme. - Explore ways for SOFEA mentors to work remotely. - Students not attending for medical reasons provided with school laptop and/or dongle where necessary. - Mental Health and positive mindset given prominence in the first few weeks back - DSL and ABWO in regular contact with outside agencies e.g BFFC. 	1	2	2	NB
R13	Staff PPE PPE is not available to protect staff from an increased risk of exposure to the virus	3	5	15	<ul style="list-style-type: none"> - Certain PPE (gloves, masks, aprons) focussed on certain roles in the school (first aid, site, catering, reception) in line with DfE guidance; 	2	5	10	SLT



	Link: Training for First Aid – COVID-19				<ul style="list-style-type: none"> - Any requests from staff for PPE will be subject to a personalised risk assessment and Headteacher approval and will include a consideration of the impact on students; - PPE requirements to be co-ordinated by the Estates Manager; - Sanitiser will be available across the school; - Site team to ensure that soap, tissues and sanitiser supplies are topped up every day; - Daily audit of PPE, sanitiser and anti bac spray to be conducted; - Guidance to be provided to staff re the safe usage of PPE; - Visors to be available for TAs and Teachers should they wish to use them - Staff must wear face coverings in indoor communal and social areas - Face coverings should: <ul style="list-style-type: none"> o Cover both nose and mouth o Not be allowed to dangle around the neck - Not be touched once put on, except when carefully removed before disposal. Hands must then be cleaned. 				
R14	Behaviour – Pupils not following expectations Lack of parental support.	4	4	16	<ul style="list-style-type: none"> - Behaviour Policy amendments reviewed with DOIS and updated on website - Staff, parents and students informed 	1	2	2	NB
R15	Cross contamination: – Other provisions occupying site e.g. Bishopswood and Kingfisher Nursery	5	5	25	<ul style="list-style-type: none"> - Bishopswood staff and students to access their classrooms via the entrances on the tennis courts side of the school - Bishopswood staff will be called to collect visitors and escort back around the front of the school / meet at the entrance gate. - Should Bishopswood require to use the access ramp for any students (near MECE boys' toilets) S Perry should receive notification of this as part of their risk assessment. - Bishopswood and Kingfisher Nursery to provide risk assessments for access and use of their areas - Access to canteen at lunch – identified tables for Bishopswood use only – Bishopswood will clean after use - Bottom tennis courts can be accessed by Bishopswood but not at lunchtime or breaktime - Discussion with Kingfisher Nursery regarding drop off and collection of children near main school reception entrance - Fixed Term Transfers (FTT) all thoroughly risk assessed before any student from other Trust sites attends MECE. 	2	3	6	AH
R16	Identification/Treatment of symptomatic member of school community Including measures, actions & communication	5	5	25	If a confirmed case is identified then BM / SLT will: <ul style="list-style-type: none"> • Contact DfE / PHE who will provide definitive advice on who must be sent home and provide template letters on latest guidance • Send all staff and parents of the 'group/bubble' communication of positive result and actions thereafter • Communicate to Chair of LAB, Trust Director of Operations, CFOO and CEO and Local Authority Link 	3	4	12	SLT/HT



					<ul style="list-style-type: none"> • Headteacher will following guidance from DfE / PHE send home those people in close contact with person who tested positive and they must self-isolate for 10 days. • If 2 or more confirmed cases within 10 days or the overall rise in sickness where coronavirus with suspected, the school will work with DfE / PHE and may require larger numbers of pupils to self-isolate as directed <p>If a child or member of staff is sent home with symptoms or the school is informed of by absence due to symptoms, then:</p> <ul style="list-style-type: none"> - The BM / SLT will ensure parents/staff member are advised to follow testing protocol - The BM / SLT will ensure all parents of class members and any other children who have met with them of a suspected case are informed by email. No further update will be provided unless test results confirmed as positive - The BM / SLT will ensure school staff are informed via all school email of a suspected case. No further update will be provided unless test results confirmed as positive <p>BM / SLT will ensure parents / staff are informed that the other members of the class should continue as normal</p> <p>Engagement with NHS Test and Trace</p> <ul style="list-style-type: none"> - Business Manager / SLT to ensure school community to understand the Test and Trace process through Training and comms - BM / SLT to understand how to contact the DfE / PHE team and ensure that systems are in place to enable this in their absence - BM / SLT to ensure that staff and parents understand they will need to be willing to: <ul style="list-style-type: none"> o Book a test o Provide details of close contacts o Self-isolate as required - BM / SLT to ensure that parents and staff inform school of test results <ul style="list-style-type: none"> o Negative result = once feeling well can stop self-isolating and return to work/school <p>Positive result = follow stay at home guidance and remain in isolation for 10 days since onset of symptoms. Can return only if they do not have symptoms apart from cough / loss of smell and/or taste. Other members of the household (including siblings) self-isolate for 14 days</p> <p>Reference is made to the MECE COVID LFT (In School Testing) RA dated 6th Jan 2021</p>				
R17	Use of Catch-up Funding Recovery Curriculum and Gap Analysis	4	5	20	<ul style="list-style-type: none"> • COVID catch up plan in place 	3	4	12	SLT/HT



					<ul style="list-style-type: none"> • MECE COVID Catch up Strat 				
R18	Risk Assessment is not fit for purpose.	3	4	12	<ul style="list-style-type: none"> - RA Informed by DfE advice and guidance; - RA to be reviewed by Trust leadership; - RA to be reviewed by Trustees (audit/risk committee); - RA to be circulated to Staff for consultation; - RA is dynamically reviewed, adjustments made and circulated as appropriate; - Business Manager and Headteacher to ensure that they are up to date with the latest DfE and PHE guidance and that the risk assessment is updated in the light of this as required. 	2	3	6	Trust/LAB/ SLT HT/SBM
R19	Consultation of RA	3	4	12	<p>RA will be shared with the following for consultation purposes and feedback:</p> <ul style="list-style-type: none"> o Any named trade union Representatives o All members of staff particularly those not part of a TU - HT will provide an outline letter to parents explaining our RA strategy. A copy of the RA will be made available on request and will be published on the website to provide transparency of approach to parents, carers and pupils 	2	3	6	HT

FORMAL REVIEW

THE RISK ASSESSMENT WILL BE REVIEWED FORMALLY BY BM & HT, AND ANY AMENDMENTS NOTIFIED TO THE TRUST:

FULL REVIEWMarch 31st 2021

Signed by: 

Headteacher

Date 28.2.2021