



## Lord Lawson of Beamish Academy – COVID-19 Risk Assessment: Academic Year 2021 – 22

Created: 20 September 2021

Author: James Pedlingham (Academy Business Manager)

Updated:

This risk assessment has been prepared to identify, evaluate, and manage the risks associated with operating the school during the academic year 2021-22 during the COVID-19 pandemic.

The aim of this document is to provide a response to, and outline, the identified risks, and the control measures in place to reduce them to the lowest reasonably practicable level. The measures will be kept under regular review. Changes and updates will be made to ensure our controls remain effective, as the COVID-19 situation develops over time. Changes will also be made when government advice is updated and in light of the school's experience and ongoing review.

The latest documents and guidance provided by the Department for Education and other organisations can be found by using the following links:

[Schools COVID-19 operational guidance - August 2021](#)

[Types of tests for COVID-19](#)

[COVID-19 Symptoms](#)

[Stay at home guidance](#)

[A guide for pregnant employees](#)

[Guidance on protecting people defined on medical grounds as EMV](#)

[HSE Protect vulnerable worker during the COVID-19 pandemic](#)

[How to arrange a PCR test](#)

[Cleaning of non-health care settings](#)



Risk Description	Control measures and actions put in place to reduce the identified risk	Additional Comments
<p>Staff/Students displaying one or more of the COVID-19 symptoms, or have a confirmed positive COVID-19 test result received through Test and Trace</p>	<p>Staff/students:</p> <ul style="list-style-type: none"><li>must not come into school but stay at home and arrange for a PCR test to be taken;</li><li>should stay at home until the result of the PCR test has been confirmed;</li><li>should return to school if a negative test result is received, as long as they feel well enough;</li><li>should self-isolate at home for 10 days if a positive test result is received. Test and Trace will inform the staff/student of the time and day they will no longer be required to self-isolate from.</li></ul> <p>Students under the age of 18 years old will no longer be required to self-isolate if they are contacted by Test and Trace as a close contact of a positive COVID-19 case. They will be informed that they have been in close contact with a positive case and advised to take a PCR test.</p> <p>The school will encourage all individuals to take a PCR test if advised to do so.</p>	<p>When a student is unable to attend school because they are complying with clinical and/or public health advice, the school will provide access to remote teaching and learning.</p> <p>The school can take the decision to refuse to allow a student to attend school if, in the school's reasonable judgement, it is necessary to protect other students and staff from possible infection with COVID-19.</p> <p>18-year-olds will be treated in the same way as children until six 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; therefore, if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.</p>



<p>Staff/students who develop any COVID-19 symptoms whilst in school</p>	<p>Staff/students will be sent home immediately.</p> <p>They will be advised to follow the guidance for households with possible or confirmed COVID-19 infection – Stay at home guidance.</p> <p>Advised to arrange a PCR test as soon as possible.</p>	<p>If a student displays COVID-19 symptoms, or has a positive test, at school, they must avoid using public transport and, wherever possible, be collected by a member of their family or household.</p> <p>If parents cannot arrange to have their child collected, if age-appropriate and safe to do so, the child can walk or cycle home. Parental permission will be required. They must avoid any contact with other people on their way home.</p> <p>If this is not possible, alternative arrangements may be organised by the school.</p> <p>In an emergency, call 999 if someone is seriously ill or injured, or their life is at risk.</p>
<p>Student awaiting collection due to developing any COVID-19 symptoms whilst at school</p>	<p>Ideally, students will be moved to an outside area where they can remain in isolation until they are collected. This will be in a place where they will not come into contact with other members of the school. They will receive appropriate adult supervision. A minimum of two metres distancing should be maintained.</p>	<p>In an emergency, call 999 if someone is seriously ill or injured, or their life is at risk.</p> <p>Anyone with COVID-19 symptoms should not visit the GP, pharmacy, urgent care centre or a hospital, unless advised to by a suitably qualified medical professional.</p> <p>Supply of appropriate grade of PPE to meet this potential risk and mitigation will be available for staff at school reception.</p>



	<p>If it is not possible or practical to move a student outside, they need to be moved to a room where they can be isolated behind a closed door, depending on the age and needs of the student. They will receive appropriate adult supervision.</p> <p>A window should be opened for fresh air ventilation if it is safe to do so.</p> <p>If a student needs to use the toilet facilities while waiting to be collected, they should use a separate room if possible. The toilet will be cleaned and disinfected using appropriate cleaning products afterwards.</p> <p>Personal Protective Equipment (PPE) must be worn by staff caring for a student while they await collection, if two metres distance cannot be maintained.</p>	
Clinically Extremely Vulnerable (CEV) staff/students	All CEV staff/students should attend school, unless they are one of the very small group under paediatric or specialist care, who have been advised by their GP or clinician not to attend.	<p>The school will discuss any concerns with the parents of CEV students together with the relevant authority, any medical or professional advisers so that specific arrangements can be put in place to ensure that the student can regularly attend school</p> <p>The School will provide remote education to students who are unable to attend because they are complying with government guidance or legislation around COVID-19</p>



Students who live with someone who is CEV or someone who is clinically vulnerable (CV)	These students should attend school in line with government guidance	Where parents and/or students with possible risk factors have concerns, they are encouraged to discuss these with the school with a view to ensuring the right support is in place to address those concerns  Further medical advice may be sought by the school when necessary
Arrival at and departure from school	All students are encouraged to either wash or sanitise their hands	Appropriate signage will be displayed  Supervision and direction will be put in place by duty staff
Uniform	All students are required to wear their full school uniform	It is advised that school uniform including any used for physical activities is cleaned regularly
Parental visits to school – including Parents' evening and Open Day events	Parents are advised not to come into school without an appointment or to attend a calendared event such as parents' evening, open days or performances  Visits can resume in person although consideration will still be given to the most appropriate format and arrangements considering such factors as: <ul style="list-style-type: none"><li>• Number of people involved including those who may be clinically extremely vulnerable (CEV) and/or anxious</li><li>• Room layout</li><li>• Room occupancy numbers</li><li>• Venue including ventilation</li><li>• Length of meeting</li></ul>	Many routine issues can be address successfully via email, telephone or video call



	<ul style="list-style-type: none"> <li>• Staff time &amp; workload</li> <li>• Hybrid mixture of face to face and online</li> </ul>	
<p>Staff displaying one or more of the COVID-19 symptoms or have a confirmed positive COVID-19 test result received through Test and Trace</p>	<p>Must not come into school and stay at home and arrange for a PCR test to be taken</p> <p>Remain at home until the result of the PCR tests has been confirmed</p> <p>If a negative test result is received, then providing they are well enough, they can return to school</p> <p>If a positive test result is received then the member of staff is required to self-isolate at home for 10 days. Test and Trace will inform the member of staff of the time and day they will no longer be required to self-isolate from</p> <p>The school will encourage all individuals to take a PCR test if advised to do so</p> <p>Anyone told to self-isolate by NHS Test and Trace has a legal obligation to self-isolate</p>	<p>Staff who remain well enough to continue to work should do so remotely as far as is possible</p> <p>Staff should notify their absence to the school by following the sickness absence reporting procedure</p>
<p>If any member of staff develops any COVID-19 symptoms whilst in school</p>	<p>They will be sent home immediately</p> <p>They will be advised to follow the guidance for households with possible or confirmed COVID-19 infection – stay at home guidance</p>	<p>If a member of staff displays COVID-19 symptoms, or has a positive test, while at school, they should avoid using public transport</p>



	<p>Advised to arrange to have a PCR test as soon as possible</p>	
<p>Staff who are clinically extremely vulnerable (CEV) and/or pregnant</p>	<p>CEV staff are no longer required to work from home</p> <p>The school will consult individually with each member of staff who is vulnerable to establish practical and reasonable measures that can be adopted to reduce any identified risks</p> <p>The school will follow the specific guidance for pregnant employees. An individual risk assessment will be undertaken in consultation with the member of staff</p> <p>Particular caution will be exercised for staff entering the third trimester after 28 weeks of pregnancy where additional precautions and measures will be considered including reducing contact with students where relevant</p>	<p>Any staff who have concerns in relation to their health are encouraged to discuss these with the school with a view to ensuring the right support is in place to address those concerns</p> <p>All staff including those who are vulnerable are encouraged to take up COVID-19 vaccines</p> <p>All staff are encouraged to participate in twice weekly LFD home testing. Test kits will be provided by the school</p>
<p>Staff Meetings</p>	<p>Can resume in person although consideration will be given to the most appropriate format and arrangements considering such factors as:</p> <ul style="list-style-type: none"><li>• Number of staff involved including those who may be clinically extremely vulnerable (CEV) and/or anxious</li><li>• Venue including ventilation</li><li>• Length of meeting</li><li>• Staff time &amp; workload</li></ul>	



	<ul style="list-style-type: none"> <li>• Hybrid mixture of face to face and online</li> </ul>	
Staff wellbeing	<p>Staff are regularly encouraged to raise any questions or concerns in relation to COVID-19 and the school's operation</p> <p>Those staff with line management responsibility are to be mindful COVID-19 concerns</p>	
Home working	<p>It is no longer necessary from a COVID-19 perspective for staff to work from home</p> <p>Any home working arrangements must be agreed and approved by the Principal</p>	
Vaccination	<p>All members of the school are encouraged to receive a vaccine at the earliest opportunity and maintain up to date vaccination booster when they are made available</p>	
Managing symptoms and confirmed cases of COVID-19 within the school community	<p>The school will take swift action when it becomes aware that someone has symptoms, however mild</p> <p>They will be sent home and should follow public health advice</p> <p>Parents are asked to inform the school immediately of the results of a test and to provide any other relevant related information reasonably requested by the school where this is required to promote the health and wellbeing of other members of the school community</p>	<p>Education settings are no longer expected to undertake contact tracing.</p> <p>Contact tracing is managed through NHS Test and Trace</p> <p>Out of courtesy an email will be sent to staff who have taught the student within the 48 hours prior to receiving a positive test result</p>





<p>Asymptomatic testing</p>	<p>Testing remains important in reducing the risk of transmission of infection within schools</p> <p>Staff and student should undertake two on-site lateral flow device (LFD) tests, three to five days apart, on their return to school at the start of the autumn term 2021</p> <p>All staff and students should continue to test twice weekly at home until this arrangement is reviewed</p> <p>Those with a negative lateral flow device (LFD) test result can continue to attend school unless they have individually been advised otherwise by NHS Test and Trace or public health</p> <p>Individuals with a positive lateral flow device (LFD) test result will need to self-isolate in line with the stay-at-home guidance for households with possible or confirmed COVID-19 infection</p> <p>They will also need to arrange a free PCR test to check if they have COVID-19</p> <p>Whilst awaiting the PCR test result, the individual should continue to self-isolate</p> <p>Anyone with symptoms (even if they recently had a negative lateral flow device (LFD) test result) should self-isolate immediately and arrange a free PCR test</p>	<p>Testing remains voluntary but is strongly encouraged</p> <p>Anyone who has previously received a positive COVID-19 PCR test result should not be re-tested within 90 days of that test, unless they develop any new symptoms of COVID-19</p>
-----------------------------	--	---



<p>Cleaning</p>	<p>Enhanced cleaning including frequently touched surfaces using products such as detergents and anti-bacterial spray safely and effectively</p> <p>As a minimum, frequently touched surfaces should be wiped down twice a day, and one of these should be at the beginning or the end of the day.</p> <p>Cleaning will be more frequent depending on the number of people using the space, whether they are entering and exiting the setting and access to handwashing and hand-sanitising facilities</p> <p>Cleaning of frequently touched surfaces is particularly important</p> <p>More frequent cleaning of rooms and shared areas that are used by different groups e.g., dining areas, toilets and yard areas</p> <p>Toilets to be cleaned regularly</p> <p>All staff desks, including those in classrooms, to be kept clear of items to allow for effective cleaning to take place</p> <p>Where a student or staff member displays symptoms of COVID-19 in school, the areas they have been in will be cleaned as soon as is practically possible</p>	<p>PHE (Public Health England) has published guidance on the cleaning of non-healthcare settings</p> <p>Materials will be provided in classrooms and other relevant areas where it is necessary to wipe down equipment, etc between use</p> <p>A large supply of cleaning materials will be held within the school</p>
-----------------	---	--



Mixing and 'bubbles'	<p>It is no longer recommended that it is necessary to keep students in consistent groups ('bubbles')</p> <p>Assemblies and other activities involving multiple classes and possibly year groups will resume</p> <p>It is no longer necessary to make alternative arrangements to avoid mixing at lunch and breaktimes</p>	<p>It may become necessary to reintroduce 'bubbles' for a temporary period to reduce mixing between groups. This decision would involve advice and/or direction from local public health teams</p>
Hand washing	<p>All members of the school community should clean their hands thoroughly and frequently including:</p> <ul style="list-style-type: none"><li>• when they arrive at school</li><li>• after going to the toilet</li><li>• when they return from breaks</li><li>• when they change rooms</li><li>• before and after handling or eating food</li></ul>	<p>Soap and hand sanitiser supplies are checked at least daily by the Site Manager and cleaning staff and resupplied promptly as required</p> <p>Any immediate concerns or issues should be reported to the Site Manager</p> <p>Levels of supply to be monitored and reordered</p> <p>Sanitiser pumps and wipes should be made available in all rooms</p>
Face coverings	<p>Face coverings are no longer advised for students, staff and visitors either in classrooms or in communal areas. However, anybody who wishes to wear a face covering in school is welcome to do so</p>	<p>The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in closed and crowded spaces where you may come into contact with people you do not normally meet. This includes public and dedicated school transport</p>
Respiratory hygiene	<p>Continue to promote 'catch it, bin it, kill it'</p>	



	<p>Good supply of disposable tissues for students and staff</p> <p>Bin contents to be emptied regularly including throughout the school day</p>	
Ventilation	<p>Ensure all rooms and buildings are well ventilated balanced against a comfortable temperature and environment for learning and activities</p> <p>Particularly applicable where visitors such as parents are on site, for example, open days.</p> <p>Opening external windows can improve natural ventilation In cooler weather, windows should be open just enough to provide constant background ventilation</p> <p>Unoccupied rooms should be ventilated as fully as it is practical do so</p> <p>Opening internal doors can also assist with creating a throughput of air</p> <p>External opening doors may also be used if they are not fire doors and where safe to do so</p>	<p>The school is expecting to receive CO2 monitors. These will be distributed throughout the school on a risk based approach.</p>
Admitting children and staff back to school	<p>The student or staff member who tested positive for COVID-19 can return to their normal routine and stop</p>	



	<p>self-isolating after they have finished their isolation period</p> <p>The school can take the decision to refuse the student or staff member if, in its reasonable judgement, it is necessary to protect other students and staff from possible infection with COVID-19</p>	
Student wellbeing and support	<p>Identify students who are reluctant or anxious about attending or who are at risk of disengagement and develop plans for re-engaging them</p> <p>Identify and support students where there are existing or new concerns in relation to their wellbeing and/or mental health</p> <p>Support will be provided for students who are self-isolating, shielding or vulnerable.</p>	<p>Consider those students who may be considered more vulnerable including, those with lower levels of attendance and punctuality prior to the pandemic, those who have not engaged regularly with the school during the pandemic as well as those with SEND</p>
First aid and administration of medicines	<p>Normal first aid arrangements apply including checking and resupplying first aid kits</p> <p>PPE should be worn by staff administering first aid and/or medicines if social distancing cannot be observed</p>	
Curriculum	<p>Remain ambitious, broad and balanced. The school does not anticipate any current significant adjustment to its curriculum as a result of COVID-19</p> <p>Planned based on the educational needs of students</p>	<p>It is important that the curriculum is adapted to consider students' positions and needs following the period and effects of lockdown and remote teaching and learning</p>



	<p>Remote teaching and learning integrated into planning for those students who are not able to attend school</p> <p>Ensure any students educated at home for some of the time are given the support they need to make continued academic progress</p>	<p>There may be a need to meet a range of remote teaching and learning needs: for individuals alongside classroom delivery; for some year groups or for all students.</p>
Attendance	<p>School attendance has been mandatory for all students since 8th March 2021</p>	
Classrooms	<p>Doors to be left open for increased ventilation where it is safe and practical to do so</p> <p>All staff and students are encouraged to wipe down frequently touched surfaces and objects in classrooms and lessons particularly where equipment (e.g., keyboards, science, sports) is shared</p>	
Sharing equipment and resources	<p>For individual and frequently used equipment, such as pens and pencils, it is recommended that staff and students have their own items that are not shared</p> <p>Classroom and learning resources, such as books, can be used and shared</p> <p>Resources such as science, computer, art and sports equipment should be cleaned frequently</p>	
Behaviour management	<p>Student behaviour is expected to remain informed by the school's behaviour policy</p>	



Academic progress	Identify and support students where there are existing or new concerns in relation to academic progress	
SEND students	Ensure appropriate support is made available for students with SEND  Individual risk assessments for all students with education, health and care plans (EHCPs)	
Communication	Regular to staff, students, parents and governors particularly where changes are anticipated or to be implemented	Include social media content and messaging