



LETTA Trust Covid-19 Risk Assessment for Schools September 2021 v8

Original document completed by	Jo Franklin (CEO) and Razna Begum (CFO) written following national and local guidance	Date	Week beg 23 August
Approved by	LETTA Trust Board	Date	31 August
Consultation	Staff, unions and parents	Date	1-10 September
Monitoring by	Head teachers	Date	From 1 st September
Reviewed by	Head teachers Fiona Durnian and Jeremy Iver	Date	27 August

The LETTA Trust has a legal obligation to protect its employees and others, including our pupils, from harm. The key principle underpinning this risk assessment is to balance delivering a broad rich curriculum with any protective measures needed to manage the current Covid-19 risk. We aim to promote the revised control measures as the primary tool to reduce transmission of Covid-19. These protective measures, when implemented, create a safer environment where the risk of transmission of infection is reduced. Following the measures in this risk assessment will mitigate the risks of Covid-19 to pupils and staff.

The risk assessment has been put together for Bygrove and Stebon Primary Schools. Where measures are different on either school site this is clearly marked. This is a live document. During the Autumn term 2021 we will review the risk assessment as the situation changes in our schools and if there are changes to public health advice, national and local guidance. Further measures will be added following consultation and implementation. The Head teachers monitor the implementation of the controls regularly.

The current Government guidance for detailed review to assist in your risk assessment links:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

If you have health and safety questions or concerns contact Razna Begum rabegum@letta.org.uk . Alternatively contact Tower Hamlets Public Health - Katie Cole or Afia Khatun - phcov19@towerhamlets.gov.uk or Tower Hamlets Health and Safety Officer Raziul Haque Raziul.Haque@towerhamlets.gov.uk



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Key

Level of risk	Suggested action
LOW	Control measures are adequate but continue to monitor and review to ensure that they remain satisfactory and appropriate
MEDIUM	Control measures need to be introduced within a specified time period. Continue to monitor and review
HIGH	Unless control measures can be immediately introduced to reduce the risk so far as is reasonably practicable, the task or activity should be suspended

Control measures

1. Ensure good hygiene for everyone
2. Maintain appropriate cleaning regimes
3. Keep occupied spaces well ventilated
4. Follow public health advice on testing, self-isolation and managing confirmed cases of Covid-19



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Risks and Controls Measures

Hazard 1

Infection with Covid-19 due to close contact in the building between staff, pupils, parents, visitors and contractors

Risk rating: LOW

Who & how might someone be harmed

Staff, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others

Measures in place to control risks

1. People who have had a positive result in a Covid-19 test must not come on to the school site until they have finished their period of self-isolation
2. People displaying Covid-19 symptoms must not come on to the school site until they have had a negative PCR result
3. Staff are strongly encouraged to participate in twice weekly asymptomatic testing
4. Staff and parents are encouraged to participate in the national vaccination programme (see promotional material from TH Public Health)
5. Parent Pay contactless payment and the availability of information for parents online reduce need for parents to come in to school office
6. Visitors and contractors are briefed on the school's Covid-19 control measures before they visit or on arrival
7. Hygiene control non-negotiable, e.g. hand washing and respiratory hygiene

Hand hygiene

8. Staff and pupils participate in frequent and thorough hand cleaning. This is done with soap and water or hand sanitiser
9. Ensure that help is available for children who have trouble cleaning their hands independently
10. Encourage young children to practise these habits through games, songs, and repetition
11. Hand washing facilities are available in every classroom
12. Hand sanitiser available throughout the school building including at the school gate
13. Hand wash and single use hand towels or hand dryers are available in all bathrooms
14. Signage on display throughout the building to remind people to wash their hands regularly for at least 20 seconds

Respiratory hygiene

15. The 'catch it, bin it, kill it' approach is used by staff and pupils
16. Tissues available in all rooms and a suitable bin for disposal. Bins are emptied every day
17. The https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=information%20about%20the%20Coronavirus (e-Bug COVID-19 website) free resources are used to encourage good hand and respiratory hygiene
18. Staff may wear a mask or visor in communal areas if they would like to
19. All areas of the building are well ventilated and people are encouraged to use outside spaces where possible (see below for further information)
20. Cleaning regime includes additional cleaning of touch point in shared areas (see below for further information)



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Monitoring	Name	Date
Hazard 2 Transmission of Covid-19 infection as a result of poor ventilation inside the building	Risk rating: LOW	
Who & how might someone be harmed Staff, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others		
Measures in place to control risks <ol style="list-style-type: none">1. Ventilation systems are monitored, maintained and serviced regularly. Systems are adjusted where necessary2. Windows and doors are opened before the arrival of staff each day and left open where possible to encourage ventilation3. Systems are operating continuously, i.e. not shutting down at weekends4. Air handling units with recirculation have been switched to 100% outdoor air5. The outdoor space is used as much as possible by staff and pupils6. To balance the need for increased ventilation while maintaining a comfortable temperature the follow measures are employed:<ol style="list-style-type: none">a. Opening high level windows rather than low level windowsb. Increase ventilation while spaces are unoccupiedc. Rearranging furniture to avoid draftsd. Allowing additional clothing to be worn by pupilse. Using heating as necessary 21. When available use DfE Carbon dioxide monitors to assess levels of ventilation throughout the building and adjust where necessary		
Monitoring	Name	Date
Hazard 3 Covid-19 infection passed between people as a result of insufficient cleaning	Risk rating: LOW	
Who & how might someone be harmed Staff, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others		



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Measures in place to control risks

1. Enhanced formal cleaning regime in place including contracted cleaners, premises team and all staff members on site
2. Shared areas and touch points identified and part of cleaning schedule (keyboards, work surfaces, door handles, doors, entrance areas, toilets, taps etc.)
3. Classrooms supplied with soap and tissues
4. Contingency cleaning regime ready to use following Covid-19 case on site
5. Correct cleaning products in use for infection control Covid-19
6. Cleaning stock and cleaning stock budget increased for enhanced cleaning
7. Regular monitoring of cleaning stock to ensure orders are placed well before stocks run out

When cleaning a contaminated area

Cleaning staff (trained cleaning staff) to:

- Wear disposable gloves and disposable apron and fluid resistant surgical mask if splashing likely
- Wash hands with soap and water once they remove their gloves and apron
- Dispose of cloths and mop heads used
- Wash hands with soap and water for 20 seconds and dry thoroughly after all PPE has been removed
- Double bag PPE then store securely for 72 hours before throwing away in the regular rubbish

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Monitoring	Name	Date

Hazard 4

Covid-19 infection infecting people with underlying medical conditions

Risk rating: LOW

Who & how might someone be harmed

Clinically Extremely Vulnerable (CEV) staff could contract Covid-19 and become severely ill

Measures in place to control risks

NB: The CEV category no longer exists for children

1. Staff who have underlying medical conditions have been identified
2. Individual risk assessments carried out for all members of staff (reviewed September 2021)



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3. Extremely clinically vulnerable members of staff are advised to be diligent in regards to the control measures
4. CEV are encouraged to consider additional precautions they can take. Further information can be found in the [guidance on protecting people who are CEV from COVID-19](#). Suggestions include:
 - a. meet people outside if possible
 - b. if you meet inside make sure the space you meet in has lots of fresh air. Open windows and doors
 - c. think about whether you and the people you are meeting have been vaccinated
 - d. wash your hands often and try not to touch your face
 - e. think about still staying 2 metres away from others
 - f. wear a face covering in communal areas
5. Staff who work alongside those who are CEV are strongly encouraged to participate in twice weekly asymptomatic testing
6. Staff who work alongside those who are CEV are strongly encouraged to participate in the national vaccination programme

Monitoring	Name	Date

Hazard 5

Lack of appropriate levels of staffing due to illness or the requirement to self-isolate

Risk rating: LOW

Who & how might someone be harmed

Staff, pupils, parents, visitors and contractors are the victim of accidents or infection due to lack of capacity for supervision

Measures in place to control risks

1. Staff who are self-isolating and who are well carry out their roles from home 'live' where possible
2. Non-class based leaders to provide cover and ensure appropriate ratio with pupils and key roles such as first aiders and DSLs is maintained
3. Where children are self-isolating and well, they learn remotely live with their classmates in school, from home

Monitoring	Name	Date

Hazard 6

A member of staff or a pupil becomes ill with Covid-19 symptoms whilst on site at school

Risk rating: MEDIUM



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Who & how might someone be harmed

Staff, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others

Measures in place to control risks

1. Awareness raising with staff, pupils and parents of symptoms of Covid-19 **SYMPTOMS LIST MAY CHANGE LOCALLY**
2. When an individual develops Covid-19 symptoms or has a positive test, they should follow public health advice on when to self-isolate and what to do.
Staff and pupils should not come into school if they have Covid-19 symptoms or have had a positive test result
3. **If anyone develops Covid-19 symptoms**, however mild, you must send them home to self-isolate and get a PCR test
4. Anyone with symptoms should avoid using public transport and, wherever possible, be collected by a member of their family or household
5. If appropriate, older pupils who cannot be **collected** by a parent or carer may return home by themselves walking, scooting or biking
6. If a pupil is **awaiting collection**, they should be in a room on their own with a supervising adult. Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the use of **PPE** in education, childcare and children's social care settings guidance.
<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>
7. Any rooms used by a person with Covid-19 symptoms should be cleaned after they have left following the updated Covid-19 **cleaning** of non-healthcare settings guidance [Decontamination in non-healthcare settings](#)
8. Staff or pupils must get a test if they **display symptoms** of Covid-19. They must let the school know if the outcome of the test is positive or negative
9. If the pupil or staff member with symptoms tests negative, they can return to the school
10. If the pupil or staff member **tests positive** following a PCR test (even if they are asymptomatic) they will need to self-isolate for 10 days. Day 1 is the day your symptoms started or, if you have no symptoms, the day you took your test
11. Staff and pupils are not required to self-isolate if they live in the same household as someone with Covid-19
12. Pupils are not required to self-isolate if they are a **close contact** of someone who has Covid-19 and should continue to attend school as normal
13. Staff are not required to self-isolate if they are a close contact of someone with Covid-19 and any of the following apply:
 - they are fully vaccinated
 - 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
14. Staff who are **unvaccinated** and are identified as close contacts by NHS Test and Trace will need to self-isolate and get a PCR test. If the test is negative staff can return to work
15. If staff are **contacted by NHS Test and Trace** and informed they have been in close contact with a positive case and advised to take a PCR test, we encourage them to do so
16. Children **under the age of 5** years' old who are identified as close contacts by NHS Test and Trace will only be advised to take a PCR test if the positive case is in their own household
17. Staff or pupils **without symptoms** who have been asked to take a PCR test do NOT need to self-isolate while waiting for the result
18. Staff with a **positive LFD test** result should self-isolate and get a free PCR test to check if they have Covid-19. If the PCR test is negative they can return to work on site
19. Head teachers will **contact TH Public Health** to inform them as cases arise phcov19@towerhamlets.gov.uk



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20. Head teachers will contact TH Public Health for advice when one of the following **outbreak thresholds** is reached and work with TH Public Health on managing the outbreak:
- 5 children, pupils or staff, who are likely to have mixed closely, test positive for Covid-19 within a 10-day period
 - 10% of children, pupils or staff who are likely to have mixed closely test positive for Covid-19 within a 10-day period
21. The above information exists as a clear flow diagram to support staff as and when the above situations occur

Monitoring	Name	Date

Hazard 7
Covid-19 related stress and anxiety affects pupil and staff mental health

Risk rating: MEDIUM

Who & how might someone be harmed

Pupils or staff may experience mental illness as a result of trauma experienced during the pandemic and/or ongoing fear of the virus

Measures in place to control risks

1. Leaders and line managers to provide regular opportunities for staff to discuss their concerns, experiences and fear in 1-1s
2. Line managers to identify staff with stress or anxiety and complete a stress risk assessment using the CHSS guidance and template
3. Refer staff for an Occupational Health appointment if there is concern about their physical or mental health
4. Give staff language to talk about their fear/anxiety – normalise it
5. Provide access to resources e.g. Employee Assistance Programme (EAP), government resources relating to wellbeing
6. Staff are strongly encouraged to participate in twice weekly asymptomatic testing
7. Staff access links and sources of support for pupils experiencing stress or anxiety on [promoting and supporting mental health and wellbeing in schools](#)
8. Learning mentors and play therapist available to work with pupils who have experienced trauma including bereavement

Monitoring	Name	Date

Hazard 8
Loss of education, lack of social interaction, stress, anxiety and safeguarding risks during periods of self-isolation or restricted attendance

Risk rating: MEDIUM



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Who & how might someone be harmed

Pupils who have to self-isolate or pupils who are at home in the event of a restricted attendance scenario

Measures in place to control risks

Outbreak management and remote education plan is in place. The information below is a summary (please refer to full document)

Restricted attendance of pupils, groups of pupils or whole classes will be a last resort and schools will remain open to vulnerable children and the children of critical workers at all times. We will provide remote education to any pupil who is self-isolating or who has Covid-19 and is well

Restricted attendance:

1. On being advised of the need for restricted attendance, Head teachers will contact all staff and parents by email to clarify next steps
2. Pupils taught on site will remain in their class groups to avoid mixing to reduce the risk of transmission
3. Pupils on site and pupils at home will be taught by their class teaching team
4. Pupils in receipt of FSM will continue to receive meals at school or at home
5. All teachers will have access to a school phone for contacting parents
6. The safeguarding team will ensure their priority lists are kept up to date with names and contact details
7. The SENCOs will update the risk assessments for pupils with EHCPs and re-establish the virtual school for pupils with SEND if they are not learning on site
8. School devices and connection solutions will be made available for pupils who do not have suitable online access.

Remote education:

1. Remote education will be available immediately
2. Curriculum plans allow access to high-quality live teaching and offline resources and teaching videos
3. Online tools that are consistently used across schools so that pupils, staff and parents are trained in their use
4. Safe use of online tools is promoted
5. Teachers will continue to work with families to deliver a broad and ambitious curriculum whilst taking into account online safety risks
6. Learning activities are meaningful and ambitious and include a number of different subjects every day
7. Teachers provide frequent, clear explanations of new content in live teaching or through high quality curriculum resources and/or videos
8. Teachers check how well pupils are progressing through the curriculum, using questions and other suitable tasks
9. Teachers adjust the pace or difficulty of what is being taught in response to assessment
10. Learning activities total an equivalent length of time to the core teaching pupils receive in school
11. We monitor pupils' engagement in remote learning

Vulnerable pupils:

1. If a child has a social worker, the social worker is notified if the pupil is self-isolating
2. The school makes regular contact with the family
3. The school makes sure the child has access to technology needed for remote learning



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Monitoring	Name	Date
Hazard 9 Risk of transmission of infection, anxiety or loss of education due to poor communication with staff and parents	Risk rating: MEDIUM	
Who & how might someone be harmed Staff, pupils or parents could become infected with Covid-19, experience anxiety or lose out on education due to poor communication		
Measures in place to control risks <ol style="list-style-type: none">1. Head teachers to inform a parents of changes to control measure at the start of the school year and then when changes occur (see model letter) and signpost the risk assessment on the website2. Head teachers to inform staff when changes to Covid-19 operating procedures or control measures occur (see email template, staff briefing)3. Head teachers to communicate with TH Public Health when a Covid-19 case arises at the school and in the event that outbreak thresholds are reached phcov19@towerhamlets.gov.uk4. Head teachers to communicate with parents if their child is a close contact of someone in school who has had a positive PCR result – ‘warn and inform’ (see template letters)5. Teachers to communicate with parents when remote learning is required by their child (see outbreak management and remote learning document)6. School to promote TH Public Health webinars to parents on the vaccination programme		
Monitoring	Name	Date

Overall risk of being open (low, medium or high)

LOW