

## RISK ASSESSMENT FORM

<b>Assessors name:</b> Tara Barrett	<b>Date of Assessment:</b> August 2021, revised October 2021, revised November 2021, revised January 2022.	<b>Activity/Task:</b> School Operation During Pandemic – From September 2021
<b>Directorate:</b> Education	<b>Service:</b> Schools <b>Group:</b>	<b>Executive Headteacher:</b> Carolyn Fox

Hazards	Who may be harmed & How	Existing Controls	Risk Rating	Further Controls	Residual Risk	Actions by whom & when	Implemented Y/N
Exposure to COVID-19	Anyone exposed to the virus or an infected person may contract Covid-19 – with associated range of health outcomes	SLT to check latest Government guidance on a regular basis.  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</a>  National vaccine programme being rolled out.	Likelihood: 3  Consequence: 5  Risk Level: 15	Staff to follow measures imposed by government  Staff and pupils to observe good hygiene and handwashing techniques    Staff to be allowed to attend vaccination centre if appointment is during working hours	Likelihood: 3  Consequence: 5  Risk Level: 15    Asymptomatic staff and students	All staff      All staff/pupils	Yes      Yes
Virus entering premises	Staff, Pupils & Contractors and their families.	Parents & Staff issued with guidance on daily checks to undertake before bringing their child to school and home to school.	Likelihood: 3  Consequence: 5  Risk Level: 15	No visitors to school site unless in an emergency or by prior arrangement.	Likelihood: 2  Consequence: 5  Risk Level: 10	Reception staff have been briefed on the procedure.	

		<p>Contractors asked health check (including vaccination status) questions on arrival.</p> <p>National vaccine programme being rolled out.</p> <p>Voluntary twice weekly LFTs by staff</p>		<p>Letter to be sent home to parents highlighting the guidance on daily checks and whether to send child to school.</p> <p>All visitors (including parents and contractors) will be asked the health check questions on arrival.</p> <p>All visitors must wear masks.</p> <p>LFD testing is voluntary</p> <p>Staff will test twice weekly at home. Students will receive 2 tests at school and then will be tested twice weekly at home.</p>		<p>Letter to be sent to all parents.</p> <p>Reception staff have been briefed on the procedure.</p>	
Arrival & Departure	Staff/Pupils/ Parents/Carers	<p>Compliance with health check questions to be included</p> <p>Hands to be washed or hand sanitiser to be used on arrival at school.</p>	<p>Likelihood: 2</p> <p>Consequence: 5</p> <p>Risk Level: 10</p>	<p>Health check questions will be included in letter sent home to parents and guidance on what to do should child or someone within the household develop/have symptoms.</p> <p>Hand sanitiser has been provided at entry/exit points.</p>	<p>Likelihood: 2</p> <p>Consequence: 5</p> <p>Risk Level: 10</p>	<p>Letter sent home to parents</p> <p>Site team to monitor to ensure sanitiser is topped up regularly.</p>	<p>Yes</p> <p>Yes &amp; ongoing</p>

Staff & Pupil Competence	Anyone in building	Staff to receive refresher briefing and recomplete hand washing e-learning.  Students to receive briefing and watch handwashing e-learning.	Likelihood: 1  Consequence: 5  Risk Level: 5	Staff have completed refresher training March 2021  Students to receive briefing on effective handwashing. This is to be reinforced by signage around the school.	Likelihood: 1  Consequence: 5  Risk Level: 5	Staff have been issued with PPE/hand washing and infection control video/courses – TB	Yes
Competence of any staff wearing PPE	Staff using PPE & anyone exposed following onward transmission	In addition to general items listed in section above. Staff to recomplete: <ul style="list-style-type: none"> <li>• Infection Prevention &amp; Control e-learning;</li> <li>• Putting on and taking off PPE e-learning;</li> <li>• Competence Quiz.</li> </ul> Staff to achieve 80% pass rate in the quiz to undertake work using PPE. 1 resit is allowed before all the training must be repeated.	Likelihood: 2  Consequence: 5  Risk Level: 10	If staff member is to wear PPE, the online courses/video that have been provided must be completed.	Likelihood: 1  Consequence: 5  Risk Level: 5	PPE video has been issued to staff. Mandatory for First Aiders and any staff wishing to wear PPE.  Posters have been put up in medical room.	Yes  Yes
First Aid & administration of medicines	Staff/Pupils	Pupils to be directed to undertake own first aid where applicable (e.g. washing grazes, application of self-adhesive dressings). If first aider needs to get closer to injured party/suspected infection with Corona virus to assess or treat they are to wear disposable aprons, gloves, face shield and RPE (FFP2). (See also PPE competence, hand to mucous membrane transfer, and PPE	Likelihood: 3  Consequence: 5  Risk Level: 15	Staff members must use gloves, aprons, mask and visor when attending to a student or staff member with a first aid/medical issue.  First Aider to be on site at all times whilst pupils and staff are present.	Likelihood: 2  Consequence: 5  Risk Level: 10	Letters sent home to parents  All First Aiders have watched the PPE video and	Yes  Yes

		transfer sections of RA). Temperature checks with disposable forehead/infra-red thermometers.		Temperature checks on pupils/staff will only be taken if unwell.		are aware that the wearing of full PPE is mandatory when dealing with first aid on a pupil or staff member.	
Hand to mucous membrane transfer (eyes, nose, mouth)	Staff, Pupils & Contractors	Regular hand washing - in particular:  On arrival/before leaving; Before eating; Before donning PPE/after removing PPE; After using the toilets.  Cold/warm running water available for hand washing, with liquid detergent and paper towels at easily accessed areas.  Appropriate number of covered bins have been provided to dispose of used tissues and reiterate <i>catch it, bin it, kill it</i> message to staff and pupils.  Use the e-Bug COVID-19 website for resources.	Likelihood: 3  Consequence: 5  Risk Level: 15	Hand sanitiser available at entrance and exit doors and in every classroom or office area.  Tissues have been provided in each classroom. Pupils should be advised to “catch it, bin it, kill it”  Sufficient bins are provided in the classrooms.	Likelihood: 3  Consequence: 5  Risk Level: 15	Hand sanitiser is available and staff, students, visitors should be directed to use on entry/exit  Site Manager to monitor supplies.  Pupil/ staff toilets are available with soap and paper towels available. – Site Manager to monitor	Yes  Yes  Yes

						supplies	
Surface transfer	Staff, Pupils & Contractors	<p>Cleaning schedule in place which details all items/areas to be cleaned/sanitised/disinfected and the frequency.</p> <p>Method statements to be used for each item of equipment. This includes</p> <ul style="list-style-type: none"> <li>• Product to be used;</li> <li>• Method of application; including dwell time;</li> <li>• Cleaning order;</li> <li>• Disposal of product;</li> <li>• PPE.</li> </ul> <p>Regular cleaning of high traffic areas e.g. handles, hand rails, toilet areas (Cleaning regime to be detailed in further controls by each school).</p>		<p>School is cleaned AM and PM by cleaning team.</p> <p>There will be a daily cleaner on site during the day to specifically focus on high contact points/shared areas such as halls, corridors, toilets and reception.</p>		<p>Site manager to direct cleaner/s to highly used areas – site manager to monitor</p>	Yes
Transfer of virus onto/off PPE/face coverings	Staff and potential onwards transfer	<p>Wash hands before handling PPE. Don &amp; remove PPE in specified order. After use double bag disposable PPE, storing securely (dry) for 72 hours and then add to normal rubbish arrangements.</p> <p>Re-usable PPE (e.g. rubber gloves used for general disinfection tasks) should be immersed in disinfectant, rinsed in clean running water and left to dry.</p> <p>Wash hands at end of processes.</p>	<p>Likelihood: 2</p> <p>Consequence: 5</p> <p>Risk Level: 10</p>	<p>If staff member is dealing with a medical situation it is mandatory to wear full PPE.</p> <p>PPE (to include gloves, aprons, mask, visor) will be provided by the school on a daily basis for those staff who request it</p> <p>Staff and pupils will follow government guidance on the wearing of face masks.</p> <p>Pupils and staff will have the option of wearing a face covering should they</p>	<p>Likelihood: 2</p> <p>Consequence: 5</p> <p>Risk Level: 10</p>	<p>Staff have been emailed with hand washing/ PPE/ Infection control courses. PPE video is mandatory for First Aiders – TB</p>	<p>Yes</p> <p>Yes</p>

				wish to.		PPE is available from the Site Manager. Site Manager to monitor supplies	
Suspected case of COVID-19 in School	School Staff/Teachers/ Parents/Visitors to School	<p>Identify a room where the staff/pupil/visitor etc. can be isolated whilst waiting for collection. Ideally with a window that can be opened to provide ventilation.</p> <p>If masks are available and the person is an adult a mask should be put on the person who is suspected of Covid-19. If it's a pupil/child, the mask should be worn by the supervising adult in the isolated area. 2m distancing should be in place if masks are not available.</p> <p>Isolation of the area where the person has been in contact and deep cleaning of the area (specialised).</p> <p>Outbreak management plan has been revised and has been communicated to staff. Follow the DfE Guidance <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</a></p> <p>Public Health to be contacted if an outbreak is suspected.</p>	<p>Likelihood: 3</p> <p>Consequence: 5</p> <p>Risk Level: 15</p>	Notify Trust Business Manager (TB) so that appropriate H & S procedures can be followed.	<p>Likelihood: 3</p> <p>Consequence: 5</p> <p>Risk Level: 15</p>	<p>An area has been identified as a room for isolation. If more than one person, then an empty classroom to be used.</p> <p>PPE has been issued to staff who requested it. There are spare PPE (visors, gloves, masks and aprons in the medical room –</p>	<p>Yes</p> <p>Yes</p>

						<p>to be monitored by Site Team)</p> <p>Site Team to instruct cleaners to deep clean area before it can be used again.</p> <p>TB to notify H &amp; S and await advice</p>	<p>Yes</p> <p>Yes</p>
<p>Communal Areas E.g. Halls, staff areas, reprographics areas</p>	<p>Staff/Pupils/Visitors</p>	<p>Risk Assessment to be carried out for any of these areas, including halls/communal areas, covering how the transmission risk will be managed and ventilation will be maximised</p> <p><i>See also airborne transfer section.</i></p>	<p>Likelihood: 3 Consequence: 5 Risk Level: 15</p>	<p>Please see risk assessments on use of:-</p> <p>Halls Staffroom/kitchen Reprographics Conference/Meeting Rooms Offices</p> <p>All staff and pupils must wear a face mask, unless exempt, in communal areas e.g. canteen, corridors as per revised government guidance issued on 28<sup>th</sup> November</p>	<p>Likelihood: 3 Consequence: 5 Risk Level: 15</p>	<p>TB to develop &amp; distribute risk assessments to schools.</p>	<p>Yes</p>

				2021.			
Educational Visits	Staff/Pupils/ Members of the Public	Schools must carry out a separate risk assessment - See standard procedures to cover educational visits.	Likelihood: 2 Consequence: 5 Risk Level: 10	Staff should refer to the standard procedures for educational visits.  PE staff should refer to Sport England, Association for Physical Education and the Youth Sport Trust for further guidance.	Likelihood: 2 Consequence: 5 Risk Level: 10	Group leaders  PE staff	Yes  Yes
Airborne Transfer Risk	Staff/Pupils/ Visitors/ Contractors	School to decide on level of adequate ventilation for their premises following further assessment in Spring/Summer.  Individual ventilation risk assessments to be completed for each workspace.  Before assessments are undertaken the following controls will be maintained:  Identify any areas with no/poor ventilation (for example, rooms with no windows, vents, mechanical extraction etc.) Decide if occupancy levels allow for good ventilation (for example, an office with no window maybe acceptable for use with one person, but not 4 people).  Windows must be opened to ensure ventilation at all times. Where practical all windows should be opened to their maximum.	Likelihood: 3 Consequence: 5 Risk Level: 15	Ventilation survey completed for individual schools. Areas that have been identified as having poor/no ventilation will have occupancy reduced/CO2 monitor provided/risk assessment completed.  Windows and doors will be opened at all times whilst school is in session.	Likelihood: 2 Consequence: 5 Risk Level: 10	All staff  Site team to monitor	Ongoing  Ongoing



		<p>Fire doors will only be held open by automatic release devices. Ceiling fans will not be used. Air conditioning systems set to fresh air input not recirculating.</p> <p>Fire exit doors can only be left open where it does not excessively compromise security.</p> <p>High aerosol generating activities (including singing, dance and sport) must be undertaken outside wherever practicable (e.g. adverse weather conditions forces the activity inside).</p> <p>Face coverings to be worn in line with Government guidance</p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</a></p> <p><i>Also see communal areas e.g. halls, staff areas, corridors, reprographics areas.</i></p>		<p>Fire doors will be held open on automatic release devices where available.</p> <p>Air conditioning units must not be used unless there is fresh air input and HEPA filters installed.</p> <p>Teaching staff do not have to wear a face covering but are encouraged to if they wish to wear one</p>		Site team to monitor	Ongoing
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Review date: When appropriate and as per Government and LA guidance

Date communicated to staff: January 2022

Is a safe system of work required **No**

If a new activity/equipment/any changes have been identified then Risk Assessment must be reviewed otherwise it should be reviewed annually.

### Risk Matrix

The matrix below is designed to help you in identifying a risk level for a given task or activity. Using your experience, the available evidence and existing precautions/ control measures in place you will have already determined the consequence of harm, and the likelihood of the harm being realised. The level of risk for the respective task or activity can now be determined using the following matrix.

<b>CONSEQUENCE</b>	Catastrophic	5	5	10	15	20	25	17-25 Unacceptable Stop activity and make immediate improvements
	Major	4	4	8	12	16	20	10-16 Tolerable Look to improve within specified timescale
	Moderate	3	3	6	9	12	15	5-9 Adequate Look to improve at next review
	Minor	2	2	4	6	8	10	
	Insignificant	1	1	2	3	4	5	1-4 Acceptable No further action, but ensure controls are maintained
			1	2	3	4	5	
			Very unlikely	Unlikely	Fairly likely	Likely	Very likely	
			<b>LIKELIHOOD</b>					