

## RISK ASSESSMENT FORM

<b>Assessors' name(s):</b> SLT / Estates / COO	<b>Date of Assessment:</b> November 2021	<b>Activity/Task:</b> School Operation During Pandemic – From November 2021, updated Jan '22
<b>All staff distribution / awareness:</b> Jan '22	<b>Service:</b> Schools and Central Services <b>Group:</b>	<b>Headteacher:</b> Simon London

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	<p>SLT to check latest Government guidance on a regular basis.</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>National vaccine programme being rolled out.</p> <p>Mask wearing compulsory for all pupils, staff and visitors in classrooms and communal spaces.</p>	3 x 4 = 12	<p>Latest updates to be communicated with staff and parents where appropriate.</p> <p>Hand washing and sanitization stations throughout site at entry/exit points.</p> <p>Ventilation protocols to remain in place. (see airborne transfer risk below)</p> <p>Teachers and pupils to wear masks.</p> <p>Whole staff room suspended and replaced by team bases. Encourage 'Hands – Face – Space' approach for all.</p>	2 x 4 = 8	SLT / All Staff	

Virus entering premises	Staff, Students & Contractors and their families.	<p>Parents &amp; Staff issued with guidance on daily checks to undertake before bringing their child to school and home to school agreement.</p> <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 <b>Secondary Schools</b> students to undertake voluntary testing programme.</p>	$3 \times 4 = 12$	<p>Strict adherence to entry / exit routes. Encourage staff to continue with LFT testing.</p> <p>Site set up for pupil testing (secondary) and appropriate staff engaged</p> <p>Parents to be issued gov. guidance on travel to school-walk, cycle or drive before using public transport/use of mask whilst on public transport.</p>	$3 \times 3 = 9$		
Arrival & Departure	Staff/Students/Parents/Carers	<p>Compliance with health check questions to be included in home to school agreement.</p> <p>Hands to be washed or hand sanitiser to be used on arrival at school.</p>	$2 \times 4 = 8$	<p>Display signs in reception area reminding all of COVID-19 hygiene recommendations.</p> <p>Sanitiser stations to remain in place around school</p>	$2 \times 4 = 8$		
Staff & Student Competence	Anyone in building	Staff to receive refresher briefing. 20 seconds washing. Students to receive briefing and watch handwashing e-learning.	$3 \times 4 = 12$	<p><a href="https://www.nhs.uk">How to wash your hands - NHS (www.nhs.uk)</a></p> <p>Reinforce through termly reminders</p>	$2 \times 4 = 8$		
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 view and remind themselves of correct donning / doffing sequence	$3 \times 4 = 12$	<p><a href="https://publishing.service.gov.uk">Guide to donning and doffing PPE: Droplet Precautions (publishing.service.gov.uk)</a></p> <p>Posters to be placed in medical rooms / Covid rooms. Briefing reminder for</p>	$2 \times 4 = 8$		

				all staff at beginning of term			
First Aid & administration of medicines	Staff/Students	<p>Students 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 transfer sections of r/a).</p> <p>Temperature checks with disposable forehead/infra-red thermometers.</p>	3 x 4 = 12	<p>Designated suspected Covid-19 isolation room.</p> <p>Follow guidance on deep clean and ventilation following suspected case use.</p>	3 x 4 = 12		
Hand to mucous membrane transfer (eyes, nose, mouth)	Staff, Students & Contractors	<p>Regular hand washing and sanitizing routines - in particular:  On arrival/before leaving;  Before eating;  Before donning PPE/after removing PPE;  Upon entry and exit to classrooms;  After using the toilets.</p> <p>Cold/warm running water available for hand washing, with liquid detergent and paper towels at easily accessed areas.</p> <p>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.</p>	3 x 4 = 12	<p><a href="#">Information about the Coronavirus (COVID-19) (e-bug.eu)</a></p> <p>External hand washing facilities to be maintained in line with spec</p> <p>Increased volume and prominence of reminder notices / signage</p>	3 x 3 = 9		

		Use the e-Bug COVID-19 website for resources.					
Surface transfer	Staff, Students & Contractors	<p>Cleaning schedule in place which details all items/areas to be cleaned/sanitized/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>	3 x 4 = 12	<p>Autumn term cleaning schedule to remain as Summer schedule. Review at October Half Term</p> <p>Continued use of disinfectants with ratio 1000 ppm available chlorine</p> <p>Allocation of workstations to specific staff where possible.</p>	3X3 = 9		
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.</p> <p>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>	3 x 4 = 12	<p>See section above on PPE.</p> <p>Single use gloves available and in place</p>	2 x 4 = 8		

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>). Public Health to be contacted if an outbreak is suspected.</p>	3 x 5 = 15	<p>Designated suspected Covid-19 isolation room, separate from medical room.</p> <p>Make masks available and if the person is an adult a mask should be put on. 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.</p> <p>Isolation of the area where the person has been in contact. Immediately notify site team so deep cleaning of the area is undertaken. (specialised).</p> <p>Outbreak management plan has been revised and has been communicated to staff.</p>	2 x 5 = 10		
Communal Areas Eg. Halls, staff areas, reprographics areas	Staff/Students/Visitors	<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>	3 x 3 = 9	<p>Display signs in reception area reminding all of COVID-19 hygiene recommendations.</p> <p>Staff should not use reprographics area during the day unless it is their</p>	3 x 3 = 9		

				designated workspace.  Encourage mask use by Staff in communal areas where social distancing is not possible.			
Educational Visits	Staff/Students/Members of the Public	Schools must carry out a separate risk assessment - See standard procedures to cover educational visits.	3 x 4 = 12	Trust policy is to restrict educational visits in the Autumn term and to not allow international visits for 21/22. Full risk assessment and management plan must be submitted to H/T prior to organization or communication to students / parents.	2 x 4 = 8		
Airborne Transfer Risk	Staff/Students/Visitors/Contractors	<p>School to decide on level of adequate ventilation for their premises following further assessment in Autumn/Spring/Summer.</p> <p>Individual ventilation risk assessments to be completed for each workspace.</p> <p>Before assessments are undertaken the following controls will be maintained:</p> <p>Identify any areas with no/poor ventilation (for example, rooms with no windows, vents, mechanical extraction etc.)</p> <p>Decide if occupancy levels allow for good ventilation (for example, an office with no window maybe acceptable for use with one person,</p>	3 x 3 = 9	<p>Promote use of face coverings by Staff in communal areas or areas of high traffic</p> <p>Where possible, fully ventilate rooms before school/break time/lunch times and at the end of the day.</p> <p>Where necessary in areas of potentially low ventilation consider staggering activities to keep numbers lower or shortening time spent in the room.</p> <p>Use of Co2 monitors in low ventilation areas</p>	3 x 3 = 9		

but not 4 people).

***Schools should attach details of the areas addressed to this RA.***

Windows must be opened to ensure ventilation at all times. Where practical all windows should be opened to their maximum.

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.

Fire exit doors can only be left open where it does not excessively compromise security.

High aerosol generating activities (including singing, dance and sport) must be undertaken outside wherever practicable (e.g. adverse weather conditions forces the activity inside).

*Also see Communal Areas  
Eg. Halls, staff areas, reprographics areas*

Review date: 26/08/2021

Date communicated to staff: 1<sup>st</sup> September 2021

**Is a safe system of work required**

**Yes**

A safe system of work is needed when hazards cannot be physically eliminated, as in the case of Covid-19 virus. Specific changes to cleaning operations, changes to work layouts and work methods in addition to employees working away from school or alone have been implemented. The Risk Assessment acts as a safe system of work in this case. Task and Risk have been assessed, hazards identified, methods of mitigation discussed, implementation through clear accountabilities is in place and monitoring will be undertaken at least bi-weekly.

**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.

