

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



Academy: Kingsland C of E Academy		Prepared By: C Leach Completed By: Sara Goddard	Date: 04-04-2022
<p>Activity Workplace: Novel Coronavirus (COVID-19) Revision: 23 04-04-2022 Guidance: Living safely with respiratory infections, including COVID-19 Published 1st April 2022. People with symptoms of a respiratory infection including COVID-19 Published 1st April 2022. COVID-19: guidance on protecting people defined on medical grounds as extremely vulnerable Published 1st April 2022</p>	Manager: Sara Goddard		Next Annual Review Date: 07-03-2023 or change to guidance
<p>Transmission / Spread of Respiratory Infections Including Novel Coronavirus (COVID-19) Breathing in air when close to an infected person who is exhaling small droplets and particles that contain the viruses. Small droplets and particles that contain viruses land on the eyes, nose, or mouth, especially through splashes and sprays like a cough or sneeze. Touching eyes, nose, or mouth with hands that have the viruses on them.</p>	<p>Main Symptoms of Novel Coronavirus (COVID-19) Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Respiratory Infections and Milder Symptoms of Novel Coronavirus (COVID-19) Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p>		

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Hazard		Initial risk			What controls are already in place	Action plan			Residual risk		
Details of hazard	Who is affected and how?	Likelihood	Consequence	Risk L/M/H		Further action required	By whom	By when	Likelihood	Consequence	Risk L/M/H
<p>Awareness and understanding</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	3	4	HIGH	<p>1. R23 Staff with mild symptoms such as a runny nose, sore throat, or mild cough, who are otherwise well, can continue to attend work. Staff who have COVID-19 main symptoms, who are unwell and have a high temperature are advised through verbal and written communication including signs that they should avoid contact with other persons and remain at home when possible until they feel well enough to attend and their temperature has returned to normal.</p> <p>2. R23 Pupils with mild symptoms such as a runny nose, sore throat, or mild cough, who are otherwise well, can continue to attend school. Pupils who have COVID-19 main symptoms, who are unwell and have a high temperature are advised through verbal and written communication including signs that they should avoid contact with other persons and remain at home when possible until they feel well enough to</p>	All signage and reminders about up to guidance are to be in place and to continue.	SG KS DL SW	On going from start of pandemic.	1	4	LOW

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				<p>attend and their temperature has returned to normal.</p> <p>3. R23 Staff, parents, visitors and contractors are reminded through verbal and written communication including signs they should avoid contact with other persons and remain at home when possible for 5 days after the day of a positive LFD test result.</p> <p>3A. R23 Parents are reminded through verbal and written communication including signs that pupils should avoid contact with other persons and remain at home when possible for 3 days after the day of a positive LFD test result.</p> <p>4. Regular briefings of GOV.UK Coronavirus (COVID-19) latest information give to all staff.</p> <p>5. COVID-19 risk assessment and revisions communicated to staff.</p> <p>6. R23 Latest PHE Coronavirus (COVID-19) posters displayed in staff areas/visitor areas, entrances, classrooms and toilets for vaccinations, hand hygiene, cleaning, ventilation, avoiding contact with others.</p> <p>7. Pupils reminded regularly to tell a member of staff if they feel unwell.</p> <p>8. e-Bug resources to teach pupils</p>						
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				<p>and parents about hygiene used.</p> <p>9. R23 Talks given to children about coronavirus (COVID-19) virus's including hand and respiratory hygiene.</p> <p>10. Pupils with SEND provided with specific help in preparation for changes.</p> <p>11. Parents, contractors and visitors informed of the measures in place to reduce transmission of the virus.</p> <p>12. Behaviour policies with rules for hand and respiratory hygiene and consequences for poor behaviour communicated to staff, pupils and parents.</p> <p>13. Staff provided with guidance information to wear a face covering or face visor (when exempt from wearing face coverings) when away from the school and the space is enclosed or crowded and they are with people they do not normally meet.</p> <p>14. Staff provided with guidance information that when rates of transmission are high to wear a face covering or face visor (when exempt from wearing face coverings) in school when the space is enclosed or crowded and they are with people they do not normally meet.</p>						
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				<p>15. Parents, visitors and contractors informed they must wear masks/face coverings or face visors when exempt from wearing face coverings in particular settings.</p> <p>16. SLT monitor staff, pupil, visitor, contractor and parent adherence to government COVID-19 guidance and the schools COVID-19 Risk Assessment and implement additional controls, as necessary.</p> <p>17. Parents advised of the SEND guidance and additional support for SEND pupil close contact.</p>						
Attendance	<ul style="list-style-type: none"> Pupils <p>Effects Loss of learning Loss of social development Safeguarding concern Stress</p>	4	3	<p>HIGH</p> <p>1. R23 Parents informed pupil attendance is mandatory for all pupils, unless they have tested positive for COVID-19, have COVID-19 main symptoms, are unwell and have a high temperature.</p> <p>2. Where a pupil is unable to attend because they are following clinical and/or public health advice, they are offered access to remote education immediately.</p> <p>3. Any concerns from staff, parents and pupils about being at school are discussed with the SLT and individuals.</p> <p>4. Pupils who are reluctant or anxious to attend school are</p>	Raise the profile of attendance again in line with planned procedure so that our attendance is in line or above national.	KW	Ongoing since 01.09.21	1	1	LOW

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				identified and SLT develop plans to re-engage these pupils.							
<p>COVID-19 testing</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> Staff Pupils Parents Visitors Contractors <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	4	HIGH	<p>1. Staff informed twice weekly lateral flow device (LFD) tests are no longer a requirement.</p> <p>2. R23 Staff with any of the main COVID-19 symptoms are requested to carry out a LFD test where tests are available and if the result of the test is positive avoid contact with others and try to stay at home for 5 days from the day following the test</p> <p>3. R23 Whilst government supplied home LFD and PCR test kits are available, the school will in exceptional circumstances at the request of PHE or LA supply kits to staff and pupils. School arrange posting or remote drop off of test kits.</p>	Staff to be updated by regular information sharing as it is shared by DfE and SBMAT.	SG KS	Ongoing updated regularly	1	4	LOW
<p>Staff/pupils who have been previously identified clinically vulnerable or clinically extremely vulnerable.</p> <p>Staff/pupils who live with someone who is confirmed clinically vulnerable or clinically</p>	<ul style="list-style-type: none"> Staff Pupils <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	5	VERY HIGH	<p>1. COVID 19: Individual Risk Assessment completed for staff.</p> <p>2. COVID 19: Individual Risk Assessment reviewed, action plan updated and agreed as guidance changes.</p> <p>3. Previously confirmed clinically extremely vulnerable persons should attend school unless advised to shield by a medical professional.</p> <p>4. Additional support provided for good hand hygiene, cleaning and increased ventilation through</p>	Follow all guidance provided.	SG and all staff	Ongoing	1	5	MEDIUM

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<p>extremely vulnerable.</p> <p>Staff/pupils who are from Black, Asian and Minority Ethnic (BAME) backgrounds</p> <p>Long-term conditions like diabetes, cancer and chronic lung disease. Conditions such as obesity. Underlying health problems</p> <p>Expectant mothers</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>					<p>increased communication, facilities and materials.</p> <p>5. Pupils monitored by staff for good hand hygiene practises.</p> <p>6. Pupils Care Plans reviewed and amended to reduce the risk of COVID-19 infection.</p> <p>7. Concerns discussed with SLT when shown by staff, pupils, and parents especially for pupils and staff with significant risks.</p> <p>8. R23 Staff at a higher risk recommended not to:</p> <p>a. deliver first aid</p> <p>b. provide personal or intimate care to pupil's</p> <p>c. supervise pupil's showing COVID-19 symptoms or virus symptoms or high temperatures.</p> <p>9. Monitoring of pupil and staff compliance with disclosed medical advice.</p> <p>10. Unvaccinated or partially vaccinated staff advised to take a more precautionary approach.</p> <p>11. Pregnancy risk assessment carried out for new and expectant mothers and revised when guidance changes.</p> <p>12. Pregnancy risk assessment considers additional precautions to be taken.</p>						
<p>Unvaccinated members of staff</p>	<ul style="list-style-type: none"> • Staff • Pupils 	<p>4</p>	<p>5</p>	<p>VERY</p>	<p>1. All eligible staff are upon request provided with access information for NHS vaccine guidance.</p>	<p>Check to ensure which</p>	<p>SG KS</p>	<p>Ongoing</p>	<p>1</p>	<p>4</p>	<p>LOW</p>

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<p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>			<p>2. Staff eligible for vaccination are allowed to attend booked appointments. 3. The vaccination status of staff should be shared with the School Principal so consideration can be given where needed to protect staff and pupils. 4. Any communications produced by the school regarding vaccination are retained, in line with the Data Protection Policy. 5. R23 Staff who are not fully vaccinated should pay particular attention to the school's existing COVID -19 controls around ventilation, hand washing, cleaning of surfaces etc. 6. R23 School Principal to consider additional measures to protect staff who are not fully vaccinated case-by-case. 7. R23 In all cases, the school does not discriminate against any member of staff who has not being fully vaccinated for any reason, and adheres to its duties under the Equality Act 2010. 8. R23 The NHS website provides information about available vaccines and when to have them.</p>	<p>staff are unvaccinated. Follow all guidance.</p>					
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<p>Travel to and from school</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	<p>4</p>	<p>4</p>	<p>HIGH</p>	<p>1. R23 Persons with COVID-19, COVID-19 symptoms or are unwell and have a high temperature are advised to avoid contact with others and to remain at home where possible.</p> <p>2. Travel alone using own transport / cycle or walk when possible</p> <p>3. Cleaning and disinfecting of shared vehicle interiors should be carried out regularly using standard cleaning products.</p> <p>4. When shared use of a private vehicle or use of a taxi and public transport is required the following is recommended:</p> <p>a. persons aged 11 and over to use a face covering in crowded and enclosed spaces where they may come into contact with people they do not normally meet</p> <p>b. avoid peak travel where possible</p> <p>c. wash or sanitise hands before, during and after using transport</p> <p>d. avoid touching the face,</p> <p>e. cover mouth and nose with a tissue or the inside of a elbow when coughing or sneezing</p> <p>f. dispose of waste safely, including items such as used disposable face coverings</p> <p>g. open windows where it is possible</p>	<p>Follow all guidance</p>	<p>All staff</p>	<p>Ongoing</p>	<p>1</p>	<p>4</p>	<p>LOW</p>
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				and safe to do so							
Visitors, Parents Delivery drivers Contractors Transmission / Spread of Germs and Novel Coronavirus (COVID-19)	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	3	4	HIGH	1. Access to the school allowed by prior appointment only. 2. Guidance provided to visitors, parents and contractors before entry to the school building around persons with COVID-19 symptoms, COVID-19 positive persons, hand hygiene, respiratory hygiene, wearing of face coverings or face visors when exempt from wearing face coverings. 3. Additional COVID-19 control measure training given to school hosts.	All in place – check remains.	SLT Office Team	Ongoing	1	4	LOW

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<p>Staff, pupils showing Coronavirus infection (COVID-19) or virus symptoms and have a high temperature on arrival and whilst at school.</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Casualty • Pupils • Parents • Visitors • Contractors <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	<p>5</p>	<p>4</p>	<p>VERY HIGH</p>	<p>Staff</p> <p>1. R23 Staff who develop main symptoms of COVID-19, feel unwell and have a high temperature are to inform a member of the SLT and to avoid contact with others and to try to stay at home.</p> <p>2. R23 Staff who have COVID-19 symptoms or a virus and a high temperature or do not feel well enough to attend work should avoid contact with others until they no longer have a high temperature (if they had one) or until no longer feeling unwell.</p> <p>3. R23 Staff who have COVID-19 symptoms or a virus and a high temperature or do not feel well enough to attend work should avoid close contact with anyone who is at higher risk of becoming seriously unwell if they are infected.</p> <p>Pupils</p> <p>1. R23 Careful consideration given to refuse a pupil access to school. Pupils with mild symptoms such as a runny nose, sore throat, or mild cough, who are otherwise</p>	<p>Follow all procedures in place.</p>	<p>All Staff</p>	<p>Ongoing</p>	<p>2</p>	<p>4</p>	<p>MEDIUM</p>
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				<p>well, can continue to attend school. Pupils who have main COVID-19 symptoms, who are unwell and have a high temperature should avoid contact with other persons and remain at home to avoid potential risk to others. Decisions made using latest PHE guidance.</p> <p>2. Pupils reminded regularly to tell a member of staff if they feel unwell</p> <p>3. R23 Pupils who are unwell with more than a runny nose, sore throat, or slight cough and have a high temperature are to be placed in an isolation location whilst waiting parental collection.</p> <p>4. R23 Advice is given to parents that school attendance should be maintained by pupils who have mild symptoms such as a runny nose, sore throat, or mild cough, who are otherwise well, Pupils who have main COVID-19 symptoms, who are unwell and have a high temperature should stay at home until they no longer have a high temperature and they are well enough to attend.</p>						
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<p>Pupil COVID-19, virus symptoms and high temperature isolation at school</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Casualty • Pupils • Parents • Visitors • Contractors <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	<p>5</p>	<p>4</p>	<p>VERY HIGH</p>	<p>1. School isolation locations have a supply of disposable tissues, a foot operated bin with bin bag, anti-bacterial wipes, sink with liquid soap and disposable hand towels or hand sanitiser 60% alcohol, face masks with an FFP2 or FFP3 rating where available or fluid resistant surgical masks, latex free disposable gloves, disposable aprons, face visor or safety goggles</p> <p>2. Isolated pupils to use a separate bathroom if possible.</p> <p>3. R23 Isolated pupils reminded</p> <ul style="list-style-type: none"> a. not to touch people, surfaces and objects b. cover their mouth/nose with a tissue when they cough or sneeze c. put used tissues in a bin or in a bag or their pocket for disposing in a bin later d. if tissues are not available to cough and sneeze into the crook of their elbow e. wear a face covering when possible <p>4. Emergency assistance is called immediately if the pupil's symptoms worsen, and they require further</p>	<p>Isolation room is available for use. Continue to follow all procedures.</p>	<p>All staff</p>	<p>Ongoing from the start of the pandemic</p>	<p>2</p>	<p>4</p>	<p>MEDIUM</p>
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				<p>medical care.</p> <p>5. If direct personal care is needed and staff cannot maintain a distance of two metres staff to wear:</p> <p>a. FFP2, FFP3 tight-fitting face mask where available or fluid resistant surgical face mask.</p> <p>b. face visor or goggles to be worn if the isolated person is coughing, sneezing, vomiting or spitting.</p> <p>c. latex free gloves and disposable apron if physical contact is necessary.</p> <p>6. Staff to receive training on the correct method required to put on and remove PPE.</p> <p>7. Once vacated places of isolation, toilets and other locations such as classrooms or offices used by the symptomatic person will be cleaned and disinfected in accordance with PHE “Decontamination in non-healthcare settings guidance” using standard cleaning products.</p> <p>8. Staff should wear as a minimum disposable gloves and apron. Additional PPE (FFP2, FFP3 tight-fitting face mask if available or fluid resistant surgical face mask</p>						
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				<p>and face visor or goggles worn when a risk assessment indicates a higher level of virus may be present.</p> <p>9. All waste that has been in contact with the symptomatic person, including used tissues and PPE, all PPE worn by staff in close contact with the person and all cloths and mop heads used to disinfect areas are put in a plastic rubbish bag and tied when full. The plastic bag then placed in a second bin bag and tied. Waste put in a secure safe place and marked for storage for at least 72 hours before putting into usual external household waste bin.</p> <p>10. Staff to wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser following cleaning of or areas, removal of PPE and after any contact with someone who is unwell.</p> <p>11. Any staff/pupils who have been in close contact someone with symptoms even if they test positive are informed they do not follow national stay at home guidance and arrange a PCR</p>							
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<p>Managing confirmed cases of coronavirus</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Effects</p> <p>Mild flu symptoms</p> <p>Respiratory infection</p> <p>Breathing difficulties</p> <p>Asthma</p> <p>Fatality</p>	<p>5</p>	<p>4</p>	<p>VERY HIGH</p>	<p>test unless they develop symptoms themselves.</p> <p>1. R23 Staff who have COVID-19 symptoms and have access to a LFD test are requested to take a test and if positive inform a member of SLT.</p> <p>2. R23 Following a positive LFD test result staff should for 5 days and pupils should for 3 days from the day after they took a test avoid contact with other persons.</p> <p>3. R23 Staff and pupils after the stipulated contact avoidance period can resume contact if they feel well and do not have a high temperature (if they had one)</p> <p>4. R23 Staff who have tested positive for COVID-19 should avoid meeting people at higher risk of becoming seriously unwell from COVID-19, despite vaccination, for 10 days after the day the test was taken.</p> <p>5. Where required, relevant parents and staff are informed of the confirmed case; however, the name of the individual is not shared.</p> <p>6. Evidence of negative test results or other medical evidence is not required</p>	<p>Continue to follow all procedures.</p>	<p>All staff</p>	<p>Ongoing updated as government policy adapts as we emerge from the pandemic.</p>	<p>1</p>	<p>4</p>	<p>LOW</p>
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				<p>before admitting individuals back to school after isolation.</p> <p>7. R23 During the 5 days after a positive test result the following steps should be taken to reduce the chance of passing on COVID-19 to others:</p> <p>a. wear a well-fitting face covering made with multiple layers or a surgical face mask</p> <p>b. avoid crowded places such as public transport, large social gatherings, or anywhere that is enclosed or poorly ventilated</p> <p>c. take any exercise outdoors in places where you will not have close contact with other people</p> <p>d. cover your mouth and nose when you cough or sneeze</p> <p>e. wash your hands frequently with soap and water for 20 seconds or use hand sanitiser after coughing, sneezing and blowing your nose and before you eat or handle food; avoid touching your face</p>							
<p>Hand hygiene</p> <p>Transmission /</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors 	3	4	HIGH	<p>1. Adequate handwashing (soap and running water) and hand sanitising facilities provided.</p> <p>2. Skin-friendly sanitising</p>	All in place – continue to monitor	DL & SW All staff	Ongoing regular checks in place to ensure all operational.	1	4	LOW

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<p>Spread of Germs and Novel Coronavirus (COVID-19)</p>	<p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>			<p>wipes used for pupils who may ingest hand sanitiser. 3. Hand dryers or disposable paper towels provided for drying hands. 4. Waste bins with remote/foot operated lids and lined with a bin bag provided for paper towels disposal. 5. Visual aids displayed reminding pupils, staff, and visitors, parents to wash or sanitise their hands regularly. 6. e-Bug resources to teach pupils and parents about hand hygiene used. 7. Talks given to children about hand hygiene. 8. Pupils using hand sanitiser are appropriately supervised to avoid ingestion. 9. Younger pupils and those with complex needs are supported to practice good hand cleaning. 10. Hand sanitiser COSHH Assessment communicated to staff. 11. Behaviour policies for hand hygiene communicated to staff, pupils and parents. 12. Where possible actions taken for behaviour</p>						
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				management will not involve touching a pupil.							
Respiratory hygiene Transmission / Spread of Germs and Novel Coronavirus (COVID-19)	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	3	4	HIGH	1. Adequate amounts of tissues provided in occupied areas. 2. Waste bins with remote/foot operated lids and lined with a bin bag provided for used tissue and face coverings disposal. 3. Visual aids displayed reminding pupils staff, visitors, parents to follow the 'catch it, bin it, kill it' approach. 4. Talks given to children about good respiratory hygiene. 5. Younger pupils and those with complex needs supported to practice good respiratory hygiene. 6. Individual risk assessments conducted for pupils with complex needs who struggle to maintain good respiratory hygiene.	In place – ensure supplies are available.	KS SB	Ongoing	1	4	LOW
Cleaning Rooms Shared spaces	<ul style="list-style-type: none"> • Staff • Pupils • Parents 	3	4	HIGH	1. A cleaning schedule maintained for frequent cleaning of rooms, equipment	Procedures in place.	SG DL SW	Ongoing weekly fogging	1	4	LOW

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<p>Materials Equipment</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Visitors • Contractors <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p> <p>Effects of using hazardous cleaning substances Irritation of skin and respiratory system, damage to eyes and internal organs</p>			<p>and materials using standard cleaning products, detergents or anti-bacterial products.</p> <p>2. Deep clean using fogging equipment and disinfectant solution at School Principal or SBMAT CLT request.</p> <p>3. Anti-bacterial wipes/sprays available and securely stored to prevent pupil access.</p> <p>4. Bins emptied frequently to suit usage.</p> <p>5. Staff wear latex free gloves when cleaning and handling waste such as used tissues and PPE and wash hands after use.</p> <p>6. Staff to read and follow cleaning and disinfecting products COSHH Assessments.</p> <p>7. Cleaning contractors asked to provide copies of their risk assessment for managing exposure to COVID-19.</p> <p>8. School information sharing with contracted cleaning services to reduce exposure to COVID-19.</p> <p>9. R23 GermDefence is a useful website to identify</p>	<p>Fogging to continue weekly on a Friday to try to reduce the risk of infection.</p>					
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				ways to protect against COVID-19.						
<p>Face coverings</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>			<p>1. R23 Staff recommended to wear a face covering or face visor (when exempt from wearing face coverings) when:</p> <p>a. away from the school in enclosed or crowded spaces with people they do not normally meet.</p> <p>b. in school in enclosed or crowded spaces with people they do not normally meet.</p> <p>c. in contact with someone considered at a higher risk of becoming seriously unwell from viruses.</p> <p>d. rates of transmission are high and there are a lot of virus's</p> <p>e. tested positive to COVID-19 or showing symptoms of a virus.</p> <p>2. Contractors, visitors, parents required to wear face coverings or face visors (when exempt from wearing face coverings) whilst inside the school building in crowded or enclosed spaces during contact with staff and pupils.</p> <p>3. Supply of individually wrapped face coverings</p>	Ensure shared and understood by all.	SG All staff	Ongoing			
		3	4	HIGH				1	4	LOW

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			<p>available at reception for parents, visitors and staff to wear.</p> <p>4. R23 Users of face coverings recommended follow safe use guidance:</p> <p>a. wash hands with soap and water for 20 seconds or use hand sanitiser before putting on and after removing a face covering b. avoid touching part of the face covering in contact with the mouth and nose, c. change face covering when damp or if touched on the part in contact with the mouth and nose d. avoid taking off and putting on face coverings a lot in quick succession e. only handle the covering straps, ties or clips f. do not give used coverings to someone else to use g. single-use coverings to be disposed of carefully in a household waste bin and not recycled h. store reusable face coverings in a plastic bag until re-use or washing i. if reusable, wash in line with manufacturer's instructions at the highest temperature appropriate for the fabric j. use a multiple layer fabric face covering that</p>					
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				fits well around the nose and mouth.															
<p>Catering</p> <p>Missed meals</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> Staff Pupils <p>Effects</p> <p>Hunger</p> <p>Depression</p> <p>Poor nutrition</p> <p>Chronic illness</p> <p>Poor performance</p> <p>Delayed physical and mental development</p> <p>Effects</p> <p>Mild flu symptoms</p> <p>Respiratory infection</p> <p>Breathing difficulties</p> <p>Asthma</p> <p>Fatality</p>	4	4	<p>HIGH</p>	<p>1. School Principal liaises with catering providers to ensure the kitchen can remain fully open and food is prepared and delivered in line with any relevant sections of the government's 'Working safely during coronavirus (COVID-19)' guidance.</p> <p>2. FSM or food parcels are provided for eligible pupils who are not attending school during term time where they:</p> <ul style="list-style-type: none"> - Are self-isolating. - Have symptoms or a positive test result. - Are not attending as a result of local restrictions advised by the government. <p>3. Catering contractors asked to provide copies of their risk assessment for managing exposure to COVID-19.</p> <p>4. School information sharing with contracted catering services to reduce exposure to COVID-19.</p> <p>5. Plates and cutlery thoroughly washed at 70°C</p>	<p>Liaise with City Catering to ensure fulfilment of food for pupils.</p>	<p>SG</p> <p>KS</p>	<p>Ongoing</p>											

Deleted:

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



				<p>between each use.</p> <p>6. Tables regularly cleaned / disinfected by staff.</p> <p>7. Staff wash hands for at least 20 seconds with soap and water before serving food and before/after cleaning down.</p>						
Remote learning	<ul style="list-style-type: none"> Pupils <p>Effects Loss of learning Loss of social development</p>	4	3	<p>HIGH</p> <p>1. R23 Remote learning is provided for pupils who are following clinical or government guidance to avoid contact with others and where possible stay at home, e.g. where they are COVID-19 positive or are unwell and have a high temperature. All such pupils not physically unwell are given access to remote education as soon as reasonably practicable.</p> <p>2. School provision of remote education equipment and learning resources in accordance with Department of Education guidance.</p>	Procedures in place when required.	MW PC	In place when required	1	1	<p>LOW</p>

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<p>Ventilation</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	<p>3</p>	<p>4</p>	<p>HIGH</p>	<ol style="list-style-type: none"> 1. Use outside space wherever appropriate. 2. Particular consideration is given to ventilation and the size of the room when hosting events where visitors such as parents are on site, e.g. school productions. 3. Annual inspections are carried out of ventilation systems in accordance with manufacturer's recommendations to confirm fully operational. 4. All ventilation systems remain energised in normal operating mode. 5. Where mechanical ventilation is used, re-circulatory systems are adjusted to full fresh air where possible. 6. R23 Where possible, the windows and trickle vents in windows of occupied rooms are open. In cold weather, where this causes issues with thermal comfort, the following mitigations are put in place where possible: <ul style="list-style-type: none"> - Classrooms are rearranged to minimise the discomfort caused by draughts from open windows, e.g. by moving desks and chairs - High level windows are 	<p>All staff to note</p>	<p>All staff</p>	<p>Ongoing</p>	<p>1</p>	<p>4</p>	<p>LOW</p>
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



				<p>opened in preference to low level windows, to reduce draughts</p> <ul style="list-style-type: none"> - Ventilation is increased while the space is unoccupied, e.g. during break and lunchtimes - Additional indoor clothing worn by pupils and staff in cooler temperatures - Heating used as necessary to ensure comfort levels are maintained in occupied spaces <p>7. CO2 monitors provided by the DfE help to assess how well-ventilated spaces in the school are, and find a good balance of ventilation and thermal comfort.</p> <p>8. To avoid inaccurate readings, CO2 monitors are placed:</p> <ul style="list-style-type: none"> - At head height when seated. - Away from ventilation outlets, such as grilles or windows. - At least 0.5 metres away from occupants of the space being monitored. <p>9. The school maintains where possible a consistent CO2 monitor reading value of 800ppm or under.</p> <p>10. Where the CO2 monitor</p>							
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



				<p>reading exceeds 800ppm, ventilation is increased in the necessary spaces.</p> <p>11. School Principal considers the use of air cleaning units where consistently high CO2 readings of 1,500 particles per million (ppm) or higher for at least one week while the room is occupied and where increasing ventilation such as opening of windows and doors is not possible.</p>							
<p>Communication</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Effects</p> <p>Mild flu symptoms</p> <p>Respiratory infection</p> <p>Breathing difficulties</p> <p>Asthma</p> <p>Fatality</p>	3	4	<p>HIGH</p>	<p>1. School Principal puts into place any actions or precautions advised by the DfE's helpline or local HPT if necessary.</p> <p>2. School Principal liaises with the LA where necessary and any local guidance to staff and the Trust Central Team where required.</p> <p>3. The school's website is kept up-to-date with any important information regarding the running of the school during the coronavirus pandemic, e.g. local arrangements.</p> <p>4. Staff and parents are informed of the requirement for parents to make meeting appointments.</p>	<p>Procedures in place ready to be followed if required.</p>	<p>SG</p> <p>KS</p>	<p>Ongoing – as required</p>	1	4	<p>LOW</p>

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				<p>5. School Principal liaises with the Trust CLT about possible arrangements for running the school during the coronavirus pandemic, where necessary.</p> <p>6. The SLT is actively present around the school monitor COVID-19 safe practice and to provide additional support, advice and reassurance.</p> <p>7. School information sharing with contracted catering and cleaning services to reduce exposure to COVID-19.</p> <p>8. GOV.UK template letter provided on the advice of the health protection team is sent to parents and staff if needed.</p>							
<p>Providing personal or intimate care to pupils</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Pupils <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	4	HIGH	<p>1. Formally identified clinically extremely vulnerable or clinically vulnerable staff advised not to provide close contact personal or intimate care</p> <p>2. PPE provided for staff use includes disposable latex free gloves, disposable apron, fluid resistant surgical face mask, face visor or safety goggles.</p> <p>3. Staff providing personal or intimate care instructed on the safe “donning and doffing” of PPE.</p>	All procedures have been reviewed and are in place.	NW KS	Ongoing as required	2	4	MEDIUM

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				<p>4. Review of Care Plans for pupils who spit uncontrollably or use saliva as a sensory stimulant to assess PPE requirements based on individual circumstances.</p> <p>5. Hand washing or sanitising by staff and pupils receiving support before and after care is provided.</p> <p>6. When working with a child and close contact (less than 2-metres) cannot be avoided staff wear face visors.</p>						
<p>Providing first aid</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Casualty <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	4	<p>HIGH</p> <p>1. Formally identified clinically extremely vulnerable or clinically vulnerable staff advised not to provide first aid.</p> <p>2. First aiders wash/sanitise hands before and after treating a casualty.</p> <p>3. Disposable gloves, disposable apron, fluid resistant surgical mask worn when administering first aid to a symptomatic individual.</p> <p>4. Safety goggles or face visor worn where there is a risk of respiratory droplets splashing into eyes due to repeated coughing or vomiting.</p> <p>5. First aiders instructed on</p>	All First Aid trained staff to note and follow procedures.	SG KS All first Aid Trained staff	Ongoing	2	4	<p>MEDIUM</p>

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				<p>the safe “donning and doffing” of PPE.</p> <p>6. When performing CPR phone an ambulance and use compression only CPR until the ambulance arrives.</p> <p>7. If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available.</p> <p>8. In an emergency 999 to be called and the emergency services advised if the injured person is showing COVID-19 symptoms.</p> <p>9. Assessment of First Aid requirements reviewed.</p> <p>10. If the casualty is capable, tell them to do things for you.</p>							
<p>Staff administration of medicines or supervision of pupils who self-administer.</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Pupils <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	4	HIGH	<p>1. Staff to wash/sanitise hands before and after administering medication to each pupil.</p>	All staff to note	All Staff	Ongoing	2	4	MEDIUM

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



<p>Transport of pupils and staff using school minibus and coach travel.</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Pupils • Vehicle drivers <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	<p>3</p>	<p>4</p>	<p>HIGH</p>	<p>1. Transport arrangements discussed with providers, SBMAT and parents. 2. R23 Checks carried out as far as possible to ensure transport providers: a. inform drivers to avoid contact with others and try to remain at home when displaying main COVID-19 symptoms or have tested positive in the last 5 days not including the day of the test b. carry out cleaning of vehicle interiors before hire c. inform drivers of good hand hygiene rules to follow, d. inform drivers of good ventilation rules to follow by opening windows or using air conditioning. 3. Thorough clean of the school minibus interior before and after use and clean of frequently touch surfaces during use. 4. R23 Staff and pupils who are unwell, show COVID-19 main symptoms and have a high temperature before setting off must not travel. Follow staff, pupils showing Coronavirus infection (COVID-19) or virus symptoms and have a high temperature section of risk</p>	<p>All minibus drivers to note</p>	<p>All staff</p>	<p>Ongoing</p>	<p>1</p>	<p>4</p>	<p>LOW</p>
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



				<p>assessment.</p> <p>5. Staff and pupils reminded to follow good hand hygiene rules and wash or sanitise hands before entering vehicle and again after travel.</p> <p>6. Through ventilation of the school minibus using fresh air (from outside the vehicle) maximised by opening windows and ceiling vents.</p>					
<p>Availability of equipment and PPE</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Pupils <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	4	<p>HIGH</p>	<p>1. Alcohol-based hand sanitiser containing at least 60% alcohol available where hand wash sinks are not available such as isolation rooms, first aid rooms, shared spaces, entrance and exit points.</p> <p>2. Latex free gloves available in classrooms and isolation locations and first aid rooms.</p> <p>3. Face masks with an FFP2 or FFP3 rating if available or fluid resistant surgical mask in isolation rooms.</p> <p>4. Fluid resistant surgical mask available in first aid rooms and classrooms.</p> <p>5. Face visors or safety goggles available in isolation locations and first aid rooms.</p> <p>6. Disposable aprons available in isolation locations and first aid rooms.</p>	<p>Ensure stocks of equipment are maintained.</p>	<p>KS SB</p>	<p>Ongoing – regular checks at least monthly.</p>	<p>2</p> <p>4</p> <p>MEDIUM</p>

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



				7. Replenishment of stocks of hand sanitising gel, liquid soaps and PPE.						
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<p>Educational visits</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents <p>Effects</p> <p>Mild flu symptoms</p> <p>Respiratory infection</p> <p>Breathing difficulties</p> <p>Asthma</p> <p>Fatality</p>	3	4	HIGH	<p>1. Educational visits are conducted in line with government guidance. This includes the COVID-secure measures in place at the destination.</p> <p>2. A full and thorough risk assessment is made in relation to all educational visits to ensure they can be undertaken safely, and all trips are conducted in line with their risk assessment.</p> <p>3. Obtain and follow wider advice on visiting indoor and outdoor venues. Outdoor Education Advisory Panel (OEAP).</p> <p>4. Ensure that any new bookings have adequate financial insurance protection in place.</p>	All to note	All staff	Ongoing update in line with DfE	1	4	LOW
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



<p>Music, dance and drama</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors • Parents • Contractors <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	<p>3</p>	<p>4</p>	<p>HIGH</p>	<p>1. Ensuring good ventilation and adequately sized rooms are used 2. Latest advice in the DCMS performing arts guidance 3. R23 Peripatetic teaching staff across multiple groups or individuals advised to avoid contact with persons and to try to stay at home when they have COVID-19 symptoms, feel unwell with a high temperature and when tested positive within the last 5 days not including the day of the test.</p>	<p>All to note</p>	<p>All staff</p>	<p>Ongoing</p>	<p>1</p>	<p>4</p>	<p>LOW</p>
<p>Contingency planning</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma</p> <ul style="list-style-type: none"> • Fatality 	<p>4</p>	<p>4</p>	<p>HIGH</p>	<p>1. The school has a Coronavirus (COVID-19): Contingency Plan that can be implemented if restrictions need to be stepped up due to coronavirus, including the reintroduction of face coverings.</p>	<p>All to note</p>	<p>All staff</p>	<p>Ongoing</p>	<p>2</p>	<p>4</p>	<p>MEDIUM</p>

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<p>Physical activity</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors • Parents • Contractors <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	<p>3</p>	<p>4</p>	<p>HIGH</p>	<p>1. Sports equipment thoroughly cleaned regularly</p> <p>2. Hand washing/sanitising before and after activity.</p> <p>3. Additional through ventilation provided in indoor spaces by opening of windows and doors and using fresh air ventilation systems when available.</p> <p>4. R23 Cross-school competitions to be risk assessed prior to the event with consideration given to the prevalence of COVID-19/virus's in the schools participating.</p> <p>5. Guidance on coronavirus (COVID-19) measures for grassroots sport participants, providers and facility operators to be followed.</p>	<p>All to note</p>	<p>All staff</p>	<p>Ongoing</p>	<p>1</p>	<p>4</p>	<p>LOW</p>
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Stress	<ul style="list-style-type: none"> Staff Pupils 				All staff aware	All staff	Ongoing				
RISK ASSESSMENT FORM FOR MANAGING HEALTH AND SAFETY											
	Symptoms Anxiety Excessive drinking Overeating Sleeping poorly Shaking, chills or hot flushes A tingling sensation in your arms or legs Headaches Muscle tension Dizziness High blood pressure Indigestion Constipation or diarrhea Shallow breathing or hyperventilating Effects Poor emotional and physical wellbeing	4	4	HIGH	1. SBMAT Stress Policy communicated to all staff. 2. Awareness about all types raised through discussions, literature and training. 3. Changes to work-related practices to reduce the factors which may lead to stress in the workplace. 4. Opportunities for staff and employees to maintain and promote their health and well-being 5. A culture of open communication throughout the organisation 6. Good management and team building practices for those with management and supervisory responsibilities 7. Supportive environment in which issues and concerns can be raised and dealt with appropriately 8. Guidance for managers to assist in the sensitive management of staff likely to encounter stressful situations 9. Appropriate training interventions to help alleviate the stress 10. Assist and advise staff suffering from work-related stress				2	3	MEDIUM



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				<p>11. Internal and external sources of assistance for staff with clearly identified work-related stress issues</p> <p>12. Access to a free helpline for school staff and targeted support for mental health and wellbeing available at The Education Support Partnership and Wellbeing for Education Return programme.</p>						
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The level of risk is calculated by:

The likelihood

x

The Consequence

- | | |
|------------------|---|
| 1- Very unlikely | 1- Insignificant (no injury) |
| 2- Unlikely | 2- Minor (minor injury needing first aid) |
| 3- Fairly likely | 3- Moderate (up to 3 days absence) |
| 4- Likely | 4- Major (more than 3 days absence) |
| 5- Very likely | 5- Catastrophic (death) |

Risk rating:

- | | | |
|-------|-------------------------|----------------------------|
| 1 – 4 | Low (acceptable) | No further action required |
|-------|-------------------------|----------------------------|
- | | | |
|-------|--------------------------|--|
| 5 – 9 | Medium (adequate) | If risk cannot be lowered any further, consider risk against benefit. Monitor and look to improve at next review |
|-------|--------------------------|--|
- | | | |
|---------|-------------------------|--|
| 10 – 16 | High (tolerable) | Identify further control measures to reduce risk rating. Seek further advice e.g. line manager, H&S team, etc. |
|---------|-------------------------|--|
- | | | |
|---------|---------------------------------|---|
| 17 - 25 | Very High (unacceptable) | Do not undertake the activity. Implement immediate improvements |
|---------|---------------------------------|---|