

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



| Academy: Kingsland C of E | | | | Prepared By: C Leach Completed By: Sara Goddard | | | Date: 11-10-21 | | | | |
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| Activity Workplace: Novel Coronavirus (COVID-19) Revision: 18 11-10-2021. Schools COVID-19 operational guidance Updated 27 September 2021 | | | | Manager: Sara Goddard | | | Next Annual Review Date: 11-10-2022 or change to guidance | | | | |
| Hazard | | Initial risk | | Action plan | | | Residual risk | | | | |
| Details of hazard | Who is affected and how? | Likelihood | Consequence | Risk L/M/H | What controls are already in place | Further action required | By whom | By when | Likelihood | Consequence | Risk L/M/H |
| Awareness and understanding Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands. | <ul style="list-style-type: none"> Staff Pupils Parents Visitors Contractors Main symptoms Continuous cough High temperature (over 37.8 degrees) on chest or back Loss of, or change to the sense of smell (anosmia) Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; | 4 | 4 | HIGH | 1. Staff, pupils, parents, visitors and contractors are advised through verbal and written communication including signs that they MUST not attend the school, they must stay at home, self-isolate and follow PHE Stay at Home guidance and NHS Test and Trace process if: a. they currently have Coronavirus (COVID-19) symptoms or b. they have tested positive for COVID-19 and are in their self-isolation period 2. Staff advised they must | Reminder to parents in all communication / on website and regular reminders on social media. Text reminders sent regularly to parents. Kingsland CE, PHE and Gov UK signs around the school site as reminders. Shared with all staff and email to | SG, PC, MW. SB, KS SG, DL SG | 17.09.21 and ongoing. Weekly – ongoing. 17.09.21 – ongoing | 1 | 4 | LOW |

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| | <p>shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p> | | | <p>self-isolate if they live in the same household as someone with COVID-19 or are confirmed by NHS Test and Trace as a close contact of someone with COVID-19, unless any of the following applies:</p> <ul style="list-style-type: none"> a. fully vaccinated (2 jabs) b. below the age of 18 years and 6 months c. currently part of or have taken part in an approved COVID-19 vaccine trial d. unable to get vaccinated for medical reasons <p>3. Staff/pupils advised where any of the following applies:</p> <ul style="list-style-type: none"> a. fully vaccinated (2 jabs), b. below the age of 18 years and 6 months, c. have taken part in or are currently part of an approved COVID-19 vaccine trial or d. are not able to get vaccinated for medical reasons pupils, when contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test, must do so and inform the school that | <p>confirm that they have read – no later than 17.09.21.</p> | <p>17.09.21 – updates ongoing.</p> | | | |
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| | | | | <p>they have been identified as a close contact and the result of the PCR test. Pupils who are symptom free and staff who meet at least one of point's a. to d. and are symptom free can attend school whilst waiting test results.</p> <p>4. R18 Staff and pupils advised they must self-isolate using a quarantine hotel package if they have been in a country or territory on the red list in the 10 days before they arrived in England.</p> <p>4A. R18 Staff who travel from a non red list country or territory (the rest of the world) must self-isolate if they do not qualify under the fully vaccinated rules, are partially vaccinated or are not vaccinated. Persons under 18 and resident in the UK do not need to quarantine.</p> <p>5. Regular GOV.UK Coronavirus (COVID-19) and NHS Test and Trace latest information briefings to all staff.</p> <p>6. COVID-19 risk assessment</p> | <p>Share with staff as updates are available.</p> | <p>SG</p> <p>SG</p> | <p>Ongoing</p> <p>By 17.09.21</p> | | | |
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| | | | | <p>and revisions communicated to staff.</p> <p>7. Latest PHE Coronavirus (COVID-19) posters displayed in staff areas/visitor areas, entrances, classrooms and toilets for vaccinations, hygiene, cleaning, ventilation, testing, self-isolation and disclosure of confirmed cases</p> <p>8. Latest PHE Coronavirus (COVID-19) leaflets distributed to staff.</p> <p>9. Pupils reminded regularly to tell a member of staff if they feel unwell.</p> <p>10. e-Bug resources to teach pupils and parents about hygiene used.</p> <p>11. Talks given to children about coronavirus (COVID-19) including hygiene</p> <p>12. Pupils with SEND provided with specific help in preparation for changes.</p> <p>13. Parents, contractors and visitors informed of the measures in place to reduce transmission of the virus.</p> <p>14. Pupils informed of the requirements to remove face mask / face coverings safely on arrival at school.</p> | <p>Share initial risk assessment and subsequent updates.</p> <p>Teachers to remind children regularly that if they are unwell to tell an adult.</p> <p>Use resources to remind of handwashing weekly.</p> <p>SLT on doors each morning and remind any</p> | <p>All teachers</p> <p>Teachers</p> <p>SLT</p> | <p>Weekly – ongoing.</p> <p>Weekly – ongoing</p> <p>Daily – ongoing.</p> | | | |
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| | | | | <p>15. Arrangements discussed with staff and pupils traveling overseas. When returning from overseas travel the latest Government guidance on quarantine to be followed.</p> <p>16. Behaviour policies with rules for hygiene and consequences for poor behaviour communicated to staff, pupils and parents.</p> <p>17. Staff informed of the option of wearing face masks/face coverings or face visors when exempt from wearing face coverings in particular settings.</p> <p>18. Parents, visitors and contractors informed of the option of wearing masks/face coverings or face visors when exempt from wearing face coverings in particular settings.</p> <p>19. 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>children of this that arrive wearing a mask.</p> <p>Update behaviour policy – KW and share with the staff team, parents and pupils.</p> <p>Risk assessment shared.</p> <p>Shared on visitor signing in procedures.</p> <p>SLT to monitor daily.</p> | <p>KW</p> <p>SG</p> <p>SG KS</p> <p>SLT</p> | <p>By 17.09.21</p> <p>By 17.09.21</p> <p>10.09.21</p> <p>Ongoing.</p> | | | |
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| <p>Staff/pupils who are confirmed clinically vulnerable or clinically extremely vulnerable.</p> <p>Staff/pupils who live with someone who is confirmed clinically vulnerable or clinically 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> | <ul style="list-style-type: none"> • Staff • Pupils <p>Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p> | <p>4</p> | <p>5</p> | <p>VERY HIGH</p> | <ol style="list-style-type: none"> 1. COVID 19: Individual Risk Assessment completed for staff who fall into these groups: - clinically extremely vulnerable, from a Black, Asian or Minority Ethnic origin (BAME) or pregnant. 2. CEV staff have their existing COVID 19: Individual Risk Assessment reviewed, and action plan updated and agreed as guidance changes. 3. Where a child has been confirmed clinically extremely vulnerable (CEV), the school advice that the child should attend unless a medical professional confirms that shielding is required. 4. Pupils and staff are supported to follow increased good hand hygiene practises through increased communication and facilities/materials. 5. Pupils are monitored by staff for increased hand hygiene practises. 6. Monitoring of pupils and staff compliance with clinical advice regarding attending school 7. Pupils Care Plans reviewed and amended to ensure child is not put at risk of coronavirus (COVID-19) | <p>Principal to hold one-to-one conversation with relevant staff and adjustments to be made including separate room. Reminders given to all staff each week and SLT to monitor. All staff to monitor and remind each day regularly.</p> <p>As appropriate staff will be monitored for compliance.</p> <p>SENCO to complete individual risk assessments for all EHCP children in conjunction with LA/parents /Outside agencies. Staff informed that a child has symptoms via email immediately.</p> | <p>SG & AG</p> <p>All staff</p> <p>All staff</p> <p>KW & NW</p> <p>SG & AG</p> | <p>17.09.21</p> <p>Ongoing</p> <p>17.09.21</p> <p>Weekly</p> | <p>2</p> | <p>5</p> | <p>HIGH</p> |
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| <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p> | | | | | <p>infection. 8. Staff instructed not to supervise children in isolation at school for showing coronavirus infection (COVID-19) symptoms. 9. Concerns discussed with SLT when shown by staff, pupils, and parents especially for pupils and staff with significant risks. 10. Staff instructed not to carry out COVID-19 rapid testing of other persons. 11. Pregnancy risk assessment carried out for new and expectant mothers. 3rd trimester expectant mothers to follow government guidance.</p> | <p>SLT to discuss concerns when directly asked by any stakeholder.</p> | <p>SLT</p> | | | | |
| <p>Travel to and from school</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose</p> | <ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Milder symptoms</p> | <p>4</p> | <p>4</p> | <p>HIGH</p> | <p>1. Non-essential use of public transport avoided when possible. 2. Travel alone using own transport / cycle or walk when possible 3. When the use of shared transport is unavoidable persons are advised to: a. travel with as few people as possible, b. avoid travelling with persons outside of own household or support bubble, c. wash hands with soap and water or</p> | <p>Staff to have PPA time at home as directed by the Principal. Staff advised of use of Public Transport and ensure that they have the relevant PPE. Staff advised if they share a vehicle to adhere to the guidelines and ensure PPE is worn.</p> | <p>SG</p> | <p>17.09.21</p> | <p>1</p> | <p>4</p> | <p>LOW</p> |

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| <p>and mouth and eating with contaminated hands.</p> | <p>Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p> | | | | <p>hand sanitiser before using transport, d. persons over the age of 11 wear face coverings over the nose and mouth, e. sit as far away from other persons as possible, f. try to face away from other persons, g. open windows to give good ventilation, h. avoid touching anything, i. cough or sneeze into a tissue and put it in a bin, j. wash hands with soap and water or hand sanitiser after using transport, 4. Cleaning and disinfecting of shared vehicle interiors carried out on a regular basis using standard cleaning products. 5. When the use of public transport is required persons aged 11 and over to use a face covering and try to maintain 2- meter distance or maintain 1- meter distance with mitigation, where possible check in using NHS COVID-19 app and use precautions as follows: a. avoid peak travel where possible, b. wash or sanitise your hands during/after using transport, c. avoid touching</p> | | | | | |
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| | | | | | your face, d. cover your mouth and nose with a tissue or the inside of your elbow when coughing or sneezing, e. travel side by side or behind other people, rather than facing them, where seating arrangements allow, f. touch as few surfaces as possible, g. minimise the time spent close to other people, where possible, h. avoid loud talking, shouting or singing, i. dispose of waste safely, including items such as used disposable face coverings, j. not travel when symptomatic | | | | | | | |
| <p>Pupils and staff access and egress and moving around the school</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus.</p> | <ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Milder symptoms</p> | 4 | 4 | HIGH | <p>1. Infrared temperature checks of pupils and staff carried out where they feel unwell or show symptoms. Testers wear a fluid resistant surgical mask and disposable latex free gloves whilst testing. Pupils and staff with high temperature readings are isolated, sent home to self-isolate and required follow PHE Stay at Home guidance and NHS Test and Trace process.</p> <p>2. Optional for staff to wear face masks / face covering or</p> | <p>Checks taken by identified staff as required.</p> <p>Shared with staff.</p> | SG | 17.09.21 and ongoing | 1 | 4 | LOW | |

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| | Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting. Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality | | | | visors over the nose and mouth during movement around school and in communal areas and enclosed spaces. 3. Staff to participate in the schools COVID-19 rapid testing programs. | All staff to continue with this. | | | | | | | |
| Visitors, Parents Delivery drivers Contractors Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands. | <ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting. | 4 | 4 | HIGH | General 1. Parents, visitors and contractors are asked by school staff if they: a. currently have Coronavirus (COVID-19) symptoms b .have tested positive for COVID-19 in the last 10 days c. have been contacted by NHS Test and Trace and told to self-isolate unless they been double vaccinated and also have a PCR test negative result. Adults who not been double vaccinated must isolate even if they have a PCR test negative result. d. have been in a country or territory on the red list or government specified amber list countries in the 10 days before arriving in England. | Regular reminders to all regarding COVID-19 and contact with others. Use of PHE posters. Office staff to remind all visitors to site on arrival. Prominent signage and hand | SG & KS KS, SB & PL | 17.09.21 | 2 | 4 | MEDIUM | | |

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| | <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p> | | | <p>e. are waiting for COVID-19 PCR test result, unless symptom free and they been double vaccinated. If any questions are answered yes, access is denied and they are advised that they MUST not attend the school, they must stay at home, self-isolate and follow PHE Stay at Home guidance and NHS Test and Trace process. 2. School guidance on hygiene, optional wearing of face masks/face coverings/face visors when exempt from wearing face coverings over the nose and mouth provided on arrival. 3. Hand washing/sanitising requested on arrival, before and after using attendance recording devices and using toilets. 4. Infrared temperature checks carried out on arrival. 5. Additional COVID-19 control measure training given to school hosts. 6. Staff optional wearing face masks / face covering / face visors over the nose and mouth during any interaction with parents, contractors, visitors.</p> | <p>sanitizing station at main entrance. Office team to collect contact details of all visitors. Office team to carry out temperature checks of all visitors. Offer meetings as online in first instance. If this is not possible, arrange suitable room with good ventilation to allow all participants to socially distance. Consider carefully attendees at each meeting. Staff to wear face visors. Meetings by strict appointment only.</p> | <p>KS, SB & PL KS, SB & PL SLT SLT</p> | | | | |
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| | | | | <p>7. Supply of individually wrapped face masks available at reception for parents, visitors, and staff to wear.</p> <p>Contractors</p> <p>1. Contractors delivering services using school facilities, such as catering and cleaning asked to provide copies of their risk assessment for managing exposure to COVID-19.</p> <p>2. School information sharing with contracted catering and cleaning services to reduce exposure to COVID-19.</p> <p>3. Contractors encouraged to wear face masks/face coverings/face visors when exempt from wearing face coverings over the nose and mouth whilst inside the building including at the point of work, during movement around the building and during contact with staff.</p> <p>Visitors/Parents</p> <p>1. Meetings held when it is necessary and remote contact cannot be used. Meetings held either off-site, outdoors or in open spaces</p> | | | | | | |
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| | | | | <p>with good ventilation with open windows for short durations with the least amount of people.</p> <p>2. Access to the school allowed by prior appointment only.</p> <p>3. Numbers limited and access to building controlled.</p> <p>4. Visitors and parents encouraged to wear face masks/face coverings/face visors when exempt from wearing face coverings over the nose and mouth whilst inside the building including movement around the building.</p> <p>Delivery drivers</p> <p>1. Delivery drivers to remain in vehicles where it is safe for staff to load/unload vehicles.</p> <p>2. Staff encouraged to wear face masks/face coverings/face visors when exempt from wearing face coverings over the nose and mouth if unable to maintain social distancing from drivers during unloading.</p> <p>3. Reduced delivery frequencies by ordering larger quantities less often</p> | | | | | | |
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| | | | | | 4. Contactless drop off points for deliveries available 5. Delivery notes left unsigned | | | | | | |
| <p>Asymptomatic staff</p> <p>Staff, pupils showing Coronavirus infection (COVID-19) symptoms whilst at school.</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p> | <ul style="list-style-type: none"> Staff Casualty <p>Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p> | 5 | 4 | VERY HIGH | <p>1. Staff to carry out COVID-19 Lateral Flow Device rapid testing at home twice per week, 3 or 4 days apart and isolate at home following a positive result and arrange a confirmatory PCR test.</p> <p>2. Careful consideration given to refuse a child access to school who is showing COVID-19 symptoms to avoid potential risk to others. Decisions made using latest PHE guidance.</p> <p>3. Staff at school who develop symptoms of coronavirus infection (COVID-19), inform a member of the SLT, self-isolate at home in accordance with government guidance and arrange a COVID-19 PCR test. Government supplied home PCR test kits provided by the school in exceptional circumstances when a symptomatic staff member has barriers accessing testing by the usual routes. School arrange posting or</p> | <p>All staff to follow NHS Test and Trace process</p> <p>SLT on doors each morning.</p> <p>ALL staff follow the NHS Test and Trace guidelines.</p> | <p>SG, AG, AGI & KW</p> <p>SG</p> | <p>17.09.21 ongoing</p> | 2 | 4 | MEDIUM |

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| | | | | <p>remote drop off of test kits.</p> <p>4. R17 Pupils at school who develop symptoms of coronavirus infection (COVID-19) are placed in a safe isolation location and parents informed to collect the child. Households including siblings should follow PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. Household members who do not have symptoms or have not tested positive and who are fully vaccinated (2 jabs) or aged under 18 years and 6 months, will not be required to self-isolate if they live in the same household as someone with COVID-19. Government supplied home PCR test kits provided by the school to parents/guardian in exceptional circumstances when a symptomatic child has barriers accessing testing by the usual routes. School arrange posting or remote drop off of test kits.</p> <p>5. Staff with conditions that mean they are in a clinically vulnerable or clinically extremely vulnerable health</p> | <p>Pupil to be placed in a well ventilated room, supervised by designated member of staff in PPE, parents contacted and advised to follow NHS Test and Trace process.</p> <p>Only designated member of staff to supervise children who develop symptoms at school.</p> | <p>SG, KS</p> <p>RG</p> | | | | |
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| | | | | <p>group avoid supervising children who have been isolated at school for showing coronavirus infection (COVID-19) symptoms.</p> <p>6. Should staff or children develop coronavirus (COVID-19) symptoms whilst at school and experience breathing difficulties call an ambulance, dial 999 and inform the call handler or operator that the person has coronavirus (COVID-19) symptoms.</p> <p>7. School isolation locations are at least 2 metres away from other people and where possible in a room or area behind a shut door, such as a staff office or meeting room.</p> <p>8. School isolation locations to have a window that can be opened to provide ventilation.</p> <p>9. School isolation locations to 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 in preference when available from suppliers or fluid resistant surgical masks,</p> | <p>Isolation location to be well ventilated, stocked with all necessary equipment. Agreed location is the Community Room in The Lighthouse</p> <p>All staff to watch instructional video.</p> | <p>SG & KS</p> <p>SG & KS</p> | | | | | |
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| | | | | <p>apron).</p> <p>14. Users of FFP2, FFP3 tight fitting face mask should be face fit tested for compatibility and during use of the mask free from facial hair where the mask seals to the face. Fit testing video https://youtu.be/iVVITBcN5eA</p> <p>15. Isolated children advised not to touch people, surfaces and objects.</p> <p>16. Isolated children advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin or in a bag or their pocket for disposing in a bin later.</p> <p>17. .If tissues are not available, children advised to cough and sneeze into the crook of their elbow.</p> <p>18. Isolated children use a separate bathroom if available.</p> <p>19. Once vacated places of isolation, bathrooms and any other locations such as classrooms or offices used by the person showing COVID-19 symptoms will be cleaned and disinfected in</p> | <p>Ensure supervised children follow guidelines.</p> | <p>SG, KS & RG</p> | | | | |
| | | | | <p>Isolation room to be thoroughly cleaned and disinfected following use.</p> | <p>KS, DL & SW</p> | | | | | |

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| | | | | <p>accordance with PHE "Decontamination in non-healthcare settings guidance" using standard cleaning products by staff wearing as a minimum disposable gloves and apron. Additional PPE (FFP2, FFP3 tight-fitting face mask in preference or fluid resistant surgical face mask and face visor or goggles worn when a risk assessment indicates a higher level of virus may be present.</p> <p>20. 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 is 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>21. Staff are to wash their hands thoroughly for 20</p> | <p>All waste to be disposed of safely, double bagged, securely stored for 72 hours then externally disposed of.</p> <p>Staff to wash hands thoroughly for 20 seconds following contact with anyone who is unwell.</p> <p>All staff to follow NHS Test and Trace guidance following contact with anyone with symptoms.</p> | <p>KS, DL & SW</p> <p>KS & SG</p> <p>SG</p> | | | | |
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| | | | | <p>seconds with soap and running water or use hand sanitiser following removal of PPE and after any contact with someone who is unwell.</p> <p>22.R17 Staff who have been in close proximity to someone with symptoms should if</p> <ul style="list-style-type: none"> a. they develop symptoms b. if the symptomatic person subsequently tests positive, unless staff who have been in close proximity are fully vaccinated (2 jabs) c. they have been requested to do so by NHS Test and Trace, unless staff who have been in close proximity are fully vaccinated (2 jabs) d. they have tested positive to an LFD test or a confirmatory PCR test <p>MUST self-isolate at home and follow PHE Stay at Home guidance and NHS Test and Trace process.</p> <p>23. School ask parents and staff to inform them immediately PCR and LFD positive test results are known.</p> <p>24. Parents requested to report positive PCR and LFD</p> | | | | | | |
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



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| | | | <p>test results to NHS Online reporting tool.</p> <p>25. Contact made with the DfE Helpline on 0800 046 8687 selecting option 1 by the school when aware of someone who has tested positive for coronavirus (COVID-19) has attended the school. PHE health protection team Test and Trace and self-isolation requests followed by persons who have been in close contact.</p> <p>26. GOV.UK template letter provided on the advice of the health protection team is sent to parents and staff if needed.</p> <p>27. Record's kept of confirmed cases in children and staff attending the school and contact/close mixing with other cases to monitor for thresholds suggesting a possible outbreak or in-school transmission.</p> <p>28. The school will seek advice and support from the health protection team when either 5 pupils/staff or 10% of pupils/staff, who are likely to have mixed closely test</p> | <p>SLT to monitor the situation daily to ensure this is followed.</p> | <p>KS, SG & AG</p> <p>SG, & AG</p> | | | |
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



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| | | | | | <p>positive for COVID-19 within a 10-day period. (See last page for examples of close mixing)</p> <p>29. Schools seek public health advice if a staff member or pupil is admitted to hospital with Covid-19. This can be via the DfE Helpline on 0800 046 8687 and select option 1 or by contacting the local public health team.</p> <p>30. Plan in place for the possibility of an outbreak, reviewing and reinforcing testing, hygiene and ventilation measures and continuity of education.</p> <p>31. School provision of remote education equipment and learning resources in accordance with Department of Education guidance.</p> | Additional plan in place to support learning at home. | | | | | |
| <p>Hand and respiratory hygiene</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> | <ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Main symptoms</p> | 4 | 4 | HIGH | <p>Provision</p> <p>1. Hand wash facilities stocked with liquid soap.</p> <p>2. Hand dryers or disposable paper towels for drying hands</p> <p>3. Hand sanitiser gel dispensers where sinks are</p> | Hand washing facilities have available liquid soap for staff, soap bars for children. | SG, DL, SW | 17.09.21 ongoing | 1 | 4 | LOW |

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



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| <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p> | <p>Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> | | | | <p>not available e.g. shared spaces, signing in and out locations, entrance and exit points</p> <p>4. Skin friendly skin cleaning wipes for children with skin conditions and children with complex needs.</p> <p>5. Supply of disposable tissues available in classrooms, offices, shared spaces.</p> <p>6. Bins with lids or remote/foot operated lids where available lined with a bin bag in classrooms, offices, shared spaces.</p> <p>7. Covered bin at entrance for disposal of face coverings</p> <p>8. PHE "Wash your hands" signs posted in pupil, staff and visitor toilets.</p> <p>9. "Catch it, Bin it, Kill it" posters displayed in toilets, classrooms and staff areas.</p> <p>10. Support provided for pupils who spit uncontrollably or use saliva as a sensory stimulant. Risk assessment carried out and suitable controls implemented.</p> <p>11. COSHH Assessment for hand sanitiser communicated</p> | <p>Hand sanitizer in main school entrance.</p> <p>Hand sanitizer gel dispensers outside and within classrooms – children and staff to clean hands before entering classrooms</p> <p>Disposable tissues supplied in all classrooms, offices and shared spaces.</p> <p>Lidded bins lined with bags in all rooms.</p> <p>PHE notices displayed around school.</p> <p>Personalised risk assessment to be put in place</p> | <p>DL & SW</p> <p>DL & SW</p> <p>DL & SW</p> <p>DL & SW</p> <p>KS & SB</p> <p>KW</p> | | | | | |
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



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| | | | | <p>to staff.</p> <p>12. Supply of individual, sealable plastic bags for staff to store face coverings between use.</p> <p>13. Small contingency supply of face mask / coverings available for staff and visitor optional use.</p> <p>In Practice</p> <p>1. Staff dispense hand sanitiser gel to pupils.</p> <p>2. Skin friendly skin cleaning wipes used by children with skin conditions or children with complex needs.</p> <p>3. Staff encouraged to wash or sanitise hands, on arrival, before and after donning and removal of face coverings, using signing in and out systems, using the toilet, before breaks, before and after sporting activities, before food preparation, after using shared equipment, before eating any food including snacks, before leaving school.</p> <p>4. Supervision of children to ensure they wash or sanitise hands for 20 seconds with</p> | <p>should a child display this behaviour.</p> <p>All staff, children and visitors to follow requirements for hand washing.</p> <p>Staff to regularly share the Kingsland video about hand washing and the correct way to do this.</p> <p>All staff and children to follow requirements for respiratory hygiene.</p> <p>Face coverings (if used) to be removed on arrival to all entrances by children.</p> | <p>ALL</p> <p>ALL</p> <p>ALL</p> <p>SLT</p> | | | | |
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



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| | | | | <p>soap and water or hand sanitiser when they arrive at school, before and after removal of face coverings, before and after breaks, when using changing rooms, before eating, after using shared equipment, before and after using the toilet.</p> <p>5. Staff to cover their mouth and nose with a tissue or their sleeve (not their hands) when they cough or sneeze, put tissues in a bin and wash hands.</p> <p>6. Supervision to remind pupils to catch coughs and sneezes in tissues, put tissues in a bin and wash hands</p> <p>7. Supervision to remind children they should avoid touching eyes, nose, and mouth with unwashed hands.</p> <p>8. Face masks / face coverings worn by pupils disposed of in a covered bin on arrival.</p> <p>9. Pupils face coverings not allowed in school.</p> <p>10. Staff use individual, sealable plastic bags to store</p> | <p>Pupil face coverings not allowed in school.</p> | <p>SLT</p> | | | | |
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



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| | | | | | face coverings between each use. | | | | | | | |
| <p>Cleaning Classrooms Shared spaces Offices Staffrooms Meeting rooms</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p> | <ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p> <p>Effects of using hazardous cleaning substances</p> | 4 | 4 | HIGH | <p>General</p> <ol style="list-style-type: none"> 1. Cleaning schedules reviewed and increased cleaning implemented. 2. Anti-bacterial wipes/sprays securely stored in classrooms and staff occupied rooms. 3. Frequently touched surfaces e.g., handrails, door handles, light switches, work surfaces, remote controls and electronic devices cleaned and disinfected using standard cleaning products such as detergents or anti-bacterial products as a minimum twice a day, before or after school and during the day. 4. Bins emptied frequently to suit usage. 5. Staff wear latex free gloves when cleaning, disinfecting surfaces and handling waste such as used tissues, used PPE. 6. Staff using cleaning and disinfecting products read COSHH Assessments and follow measures including wearing PPE specified. | Ensure cleaning risk assessments are updated/obtained from cleaning contractor. | KS | 17.09.21 ongoing | 1 | 4 | LOW | |

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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



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| | <p>Irritation of skin and respiratory system, damage to eyes and internal organs</p> | | | | <p>7. Staff wash hands thoroughly after removing used PPE and using cleaning and disinfecting products. 8. Cleaning contractor provide COVID-19 Risk Assessment to School Principal. 9. Clutter, rarely used and difficult to clean items removed and stored to make cleaning easier. 10. Water fountains cleaned regularly and after heavy use at break and lunch times.</p> <p>Classrooms Shared spaces 1. Resources, such as books, and games cleaned regularly. 2. Toilets cleaned and disinfected following high usage at breaks and lunch times. 3. Thorough cleaning and disinfecting of rooms and shared spaces at end of the day. 4. Deep clean using preventative fogging equipment and disinfectant solution at the request of the</p> | <p>Shared equipment within a group to be cleaned regularly. Equipment must stay within each class as much as possible.</p> <p>Fogging to continue to take place on 29.08 and subsequent Fridays from 2pm weekly.</p> | <p>DL & SW</p> | | | | | | | | | | | | | | | | | |
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



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| | | | | | School Principal or SBMAT Management Team. | | | | | | | | |
| | | | | | <p>Offices, Staffrooms, Meeting Rooms</p> <p>1. Daily cleaning and disinfecting of surfaces such as keyboards, desks, equipment, tables.</p> <p>2. Equipment controls such as printers, ink cartridge compartment covers and paper trays cleaned before and after use.</p> <p>3. Shared areas cleared of waste and belongings after use.</p> | Antibacterial wipes are available to wipe down after use. | | | | | | | |
| <p>Use of occupied spaces</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating</p> | <ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Milder symptoms Headaches, fatigue & lethargy, sore throat,</p> | 4 | 4 | HIGH | <p>1. Pupils and staff provided with own stationery to prevent sharing.</p> <p>2. Pupils limited on items brought into school to essentials such as lunch boxes, hats, coats, books, stationery, water bottles and bags.</p> <p>3. Resources cleaned before being taken home and on return.</p> <p>4. Contactless drop off points used for issue of materials such as stationery supplies.</p> <p>5. Outside space used for</p> | <p>Teacher and adults to maintain own equipment and not share with others.</p> <p>Children to have own equipment and not share with others.</p> | ALL Staff | 17.09.21 ongoing | 1 | 4 | LOW | | |

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



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| <p>with contaminated hands.</p> | <p>muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p> | | | <p>education where possible following a full and thorough risk assessment.</p> <p>6. Use of increased space areas when possible.</p> <p>7. Ventilation in the building maximised while a comfortable environment is maintained.</p> <p>8. Poorly ventilated spaces identified through the use of state funded CO2 monitors and steps taken to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example school plays.</p> <p>9. Mechanical ventilation systems</p> <p>a. adjusted to increase the ventilation rate wherever possible</p> <p>b. adjusted to full fresh air ventilation unless used to ventilate a single room along with an additional fresh air supply.</p> <p>10. Natural ventilation</p> <p>a. windows and doors opened without compromising staff or pupil</p> | <p>Ensure all windows are opened first thing in the morning.</p> <p>Use of CO2 monitors when they arrive in school.</p> | <p>DL & SW</p> <p>Staff</p> <p>DL & SW</p> | | | | |
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



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| | | | | <p>safety.</p> <p>b. windows (high level where available) and external doors opened enough in cooler temperatures to provide constant background ventilation.</p> <p>c. windows and external doors opened more fully when room is unoccupied to purge the air in the space.</p> <p>d. internal doors (not fire resistant doors) opened to create a throughput of air.</p> <p>11. Clothing - additional indoor clothing worn by pupils and staff in cooler temperatures.</p> <p>12. Room layout - furniture where possible rearranged to avoid direct drafts.</p> <p>13. Heating - used as necessary to ensure comfort levels are maintained in occupied spaces</p> <p>14. Where possible actions taken for behaviour management will not involve touching a pupil.</p> | | | | | | | | | |
| | | | | | Behaviour policy reviewed. | KW | | | | | | | |

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



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| <p>Use of Offices Staffrooms Meeting rooms</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p> | <ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p> | <p>4</p> | <p>4</p> | <p>HIGH</p> | <p>General</p> <ol style="list-style-type: none"> 1. Ventilation maximised by using ventilation units and or opening windows, doors without compromising staff or pupil safety. 2. Small offices and storerooms and cupboards accessed by one person at a time. 3. Locker rooms, changing areas and toilets avoided when occupied by other persons. 4. Use of hot desks and workspaces avoided 5. Meetings / discussions with others held when it is necessary and remote contact cannot be used. Meetings/discussions held either outdoors or in open spaces with good ventilation with open windows and for short durations. 6. Screens used to protect reception staff 7. Shared equipment cleaned before and after use. 8. Restrict movement around the school between departments and rooms and use of electronic devices to | <p>Windows to be kept open to maintain ventilation.</p> <p>Staff to have designated work areas.</p> <p>Meetings to be arranged via Zoom or other platform. Any face to face meetings must be approved by SG or AG.</p> | <p>DL & SW</p> <p>SG</p> <p>SG & AG</p> | <p>17.09.21 ongoing</p> | <p>1</p> | <p>4</p> | <p>LOW</p> |
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



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| | | | | <p>communicate.</p> <p>9. Staff optional wearing of face masks / face coverings / face visors when exempt from wearing face coverings over the nose and mouth encouraged in communal areas, enclosed spaces and when meeting with parents, contractors, and visitors.</p> <p>10. Poorly ventilated spaces identified through the use of state funded CO2 monitors and steps taken to improve fresh air flow in these areas.</p> <p>Staffrooms</p> <p>1. Appliances such as kettles, microwave ovens and crockery, utensils handles and controls cleaned before and after use.</p> <p>2. Staff place own food waste and wrappers in waste bins provided.</p> <p>3. Wash plates cutlery, before and after use, use a disposable paper towel or allow to air dry and put away after use.</p> | <p>Antibacterial wipes provided to ensure cleanliness and hygiene procedures followed after use.</p> | <p>KS & DL</p> | | | | |
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



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| <p>Lunch service</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p> | <ul style="list-style-type: none"> • Staff • Pupils • Visitors • Parents • Contractors <p>Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p> | <p>4</p> | <p>4</p> | <p style="text-align: center; color: orange;">HIGH</p> | <ol style="list-style-type: none"> 1. Pupils wash hands before eating. 2. Plates and cutlery thoroughly washed at 70°C between each use. 3. Tables regularly cleaned / disinfected by staff 4. Staff wash hands for at least 20 seconds with soap and water before serving food and before/after cleaning down 5. Catering contractor provide COVID-19 Risk Assessment to School Principal. 6. Staff optional wearing of face masks/ face coverings / face visors over the nose and mouth encouraged in communal areas. 7. Water fountains cleaned regularly and after heavy use at break and lunch times. | <p>All Staff to follow.</p> | <p>SG & KW</p> <p>KS</p> <p>DL & SW</p> | <p>17.09.21 ongoing</p> | <p>1</p> | <p>4</p> | <p style="text-align: center; color: green;">LOW</p> |
| <p>Break time</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> | <ul style="list-style-type: none"> • Staff • Pupils • Visitors • Parents • Contractors <p>Main symptoms Continuous cough</p> | <p>4</p> | <p>4</p> | <p style="text-align: center; color: orange;">HIGH</p> | <ol style="list-style-type: none"> 1. Play equipment cleaned regularly 2. Water fountains cleaned regularly and after heavy use at break and lunch times. 3. Pupils wash hands before and after break time | <p>All staff to follow</p> | <p>DL & SW</p> | <p>17.09.21 ongoing</p> | <p>1</p> | <p>4</p> | <p style="text-align: center; color: green;">LOW</p> |

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



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| <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p> | <p>High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma</p> <ul style="list-style-type: none"> Fatality | | | | | | | | | | |
| <p>Providing personal or intimate care to pupils</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and</p> | <ul style="list-style-type: none"> Staff Pupils <p>Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath,</p> | 4 | 4 | HIGH | <p>1. Clinically extremely vulnerable or clinically vulnerable staff advised not to provide close contact personal or intimate care 2. PPE provided for staff use includes disposable latex free gloves, disposable apron, fluid resistant surgical face mask, face visor or safety goggles. 3. Staff providing personal or intimate care instructed on the safe "donning and doffing" of PPE. Putting on PPE video</p> | <p>Ensure all staff are shown videos of PPE usage.</p> <p>SENCO to review all care plans.</p> <p>Review and update nappy change and intimate care procedures.</p> | <p>SG</p> <p>KW & NW</p> <p>KW & NW</p> | <p>17.09.21 ongoing</p> | 2 | 4 | MEDIUM |

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| touching eyes, nose and mouth and eating with contaminated hands. | tummy upset / diarrhoea or vomiting. Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality | | | | https://youtu.be/-GncQ_ed-9w Taking off PPE video https://youtu.be/-GncQ_ed-9w 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. 5. Hand washing or sanitising by staff and pupils receiving support before and after care is provided. 6. Temperature check of staff and pupil before providing care. 7. When working with a child and close contact (less than 2-metres) cannot be avoided staff wear face visors. | Temperature check using contactless thermometer prior to all procedures | All staff | | | | |
| Providing first aid Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close | <ul style="list-style-type: none"> • Staff • Casualty Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) | 4 | 4 | HIGH | 1. Clinically extremely vulnerable or clinically vulnerable staff advised not to provide first aid. 2. First aiders wash/sanitise hands before and after treating a casualty. 3. Disposable gloves, disposable apron, fluid | Ensure staff all watch PPE videos as a reminder. | SG | 17.09.21 ongoing. | 2 | 4 | MEDIUM |

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| <p>contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p> | <p>Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p> | | | | <p>resistant surgical mask worn when administering first aid.</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 the safe “donning and doffing” of PPE. Putting on PPE video https://youtu.be/-GncQ_ed-9w</p> <p>Taking off PPE video https://youtu.be/-GncQ_ed-9w</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</p> | | | | | | |
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



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| | | | | | requirements reviewed. 10. If the casualty is capable, tell them to do things for you. | | | | | | |
| <p>Staff administration of medicines or supervision of pupils who self-administer.</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p> | <ul style="list-style-type: none"> Staff Pupils <p>Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p> | 4 | 4 | HIGH | <p>1. Review medication plans to assess if additional PPE requirements for staff administering medication are required.</p> <p>2. Staff in close contact with the child whilst administering medication have the option to wear face mask / visor.</p> <p>3. Staff to wash/sanitise hands before and after administering medication to each pupil.</p> <p>4. Medication packaging and equipment used to administer medication cleaned / disinfected after use.</p> | <p>Ensure contactless thermometer is available and PPE is worn.</p> <p>Check all asthma medication plans for all children.</p> | <p>SG, KS, SB</p> <p>KW & NW</p> | <p>17.09.21 ongoing</p> | 2 | 4 | MEDIUM |
| <p>Transport of pupils and staff using school minibus and coach travel.</p> | <ul style="list-style-type: none"> Staff Pupils Vehicle drivers | 4 | 4 | HIGH | <p>1. Transport arrangements discussed with providers, SBMAT and parents.</p> <p>2. Checks carried out with transport providers that</p> | <p>Ensure all minibus drivers follow procedures.</p> | <p>SG & AG</p> | <p>17.09.21 ongoing.</p> | 2 | 4 | MEDIUM |

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



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| <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p> | <p>Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p> | | | | <p>drivers do not work if they are displaying any symptoms of coronavirus or have tested positive in the last 10 days or have been requested to self-isolate by NHS Test and Trace.</p> <p>3. Checks carried out to ensure transport providers, as far as possible, follow hygiene/cleaning rules.</p> <p>4. Thorough clean of vehicle interiors before and after use and clean of frequently touch items during use.</p> <p>5. Infrared temperature checks of pupils and staff who feel unwell or show symptoms before travel. Staff wear a fluid resistant surgical mask and disposable latex free gloves whilst testing. Persons with high temperature readings are isolated, sent home to self-isolate, and required to follow PHE Stay at Home guidance and NHS Test and Trace process.</p> <p>6. Organised queuing and boarding</p> <p>7. Hand washing/use of hand sanitising gel before entering vehicle and again after travel.</p> <p>8. Staff optional wearing of a face mask or visor when</p> | <p>Share with parents when minibus used.</p> | | | | | |
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



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| | | | | | working close contact of less than 2 meters with an adult cannot be avoided. 9. Through ventilation of fresh air (from outside the vehicle) maximised by opening windows and ceiling vents. | | | | | | | |
| <p>Availability of Equipment and PPE</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p> | <ul style="list-style-type: none"> Staff Pupils <p>Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p> | 5 | 4 | VERY HIGH | <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 available 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>7. Replenishment of stocks of hand sanitising gel, liquid soaps and PPE.</p> | <p>All PPE stocks to be checked. Allocated staff member to check stocks and replenish daily.</p> <p>Create list to support stock identification and checks using this Risk Assessment.</p> | SG & KS & SB | 17.09.21 ongoing | 2 | 4 | MEDIUM | |

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



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| <p>Safely occupying buildings and using equipment that have not been in use for long periods.</p> | <ul style="list-style-type: none"> • Staff • Pupils • Visitors • Parents • Contractors <p>Risk to health and safety from poorly maintained building systems and equipment including heating, water, fire safety exits, emergency lighting, fire alarms, electrical wiring, gas, portable electrical equipment, passenger lifts, ventilation, access and security, catering equipment</p> | 5 | 4 | VERY HIGH | <ol style="list-style-type: none"> 1. Wider risk assessments reviewed and updated having considered the implications of coronavirus (COVID-19). 2. Valid test, inspection and maintenance of systems and equipment in place. 3. Water fountains mains fed water supplies managed through regular flushing and through cleaning to prevent bacterial growth. 4. Fire safety management plans reviewed and checked in line with operational changes. 5. Ongoing in-house safety checks of escape routes, fire alarm system, emergency lighting and fire extinguishers maintained. 6. Ongoing fire drills carried out. | Full risk assessment written and shared for all aspects and all H&S. | KS | 17.09.21 ongoing | 1 | 4 | LOW |
| <p>Educational visits</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus.</p> | <ul style="list-style-type: none"> • Staff • Pupils • Parents <p>Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to</p> | 5 | 4 | VERY HIGH | <ol style="list-style-type: none"> 1. COVID-secure measures in place at the destination. 2. Full and thorough risk assessments prior to the trip. 3. Obtain and follow wider advice on visiting indoor and outdoor venues. Outdoor Education Advisory Panel (OEAP). 4. Ensure that any new bookings have adequate | Full detailed Risk Assessment to be obtained and approval by SLT prior to any visit. | All staff | 17.09.21 ongoing | 2 | 4 | MEDIUM |

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



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| <p>Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p> | <p>the sense of smell (anosmia)</p> <p>Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p> | | | | <p>financial insurance protection in place.</p> | | | | | | |
| <p>Music, dance and drama</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating</p> | <ul style="list-style-type: none"> • Staff • Pupils • Visitors • Parents • Contractors <p>Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Milder symptoms Headaches, fatigue & lethargy, sore throat,</p> | 5 | 4 | VERY HIGH | <ol style="list-style-type: none"> 1. Use of outside space wherever possible 2. Ensuring good ventilation and adequately sized rooms are used 3. Clean and disinfect instruments between shared use 4. Close contact demonstrating partnering work avoided. 5. Increased handwashing before and after handling equipment 6. Limited handling of music scores and scripts | <p>Obtain risk assessment from external provider – RockSteady.</p> <p>Follow the music curriculum as planned, having awareness of requirements.</p> <p>Regular cleaning of any instruments used following all procedures.</p> | <p>RA Music Leader</p> | <p>17.09.21 ongoing</p> | 2 | 4 | MEDIUM |

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



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| <p>with contaminated hands.</p> | <p>muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p> | | | | <p>7. Hired equipment cleaned before and after use. 8. Latest advice in the DCMS performing arts guidance 9. Peripatetic teaching staff across multiple groups or individuals advised to follow self-isolation guidance when they have COVID-19 symptoms even if tested negative for COVID-19, still have a high temperature after the isolation period has ended</p> | | | | | | |
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



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| <p>Physical activity</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p> | <ul style="list-style-type: none"> • Staff • Pupils • Visitors • Parents • Contractors <p>Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma</p> | <p>5</p> | <p>4</p> | <p>VERY HIGH</p> | <ol style="list-style-type: none"> 1. Sports equipment thoroughly cleaned regularly 2. Outdoor sports prioritised where possible 3 .Large indoor spaces used where outdoor space is not available. 4. Cleaning/disinfecting of indoor space regularly. 5. Hand washing/sanitising before and after activity. 6. Work with external coaches when safe to do so. 7. Additional through ventilation provided in indoor spaces by opening of windows and doors and using fresh air ventilation systems when available. 8. R18 Cross-school competitions to be risk assessed prior to the event with consideration given to the prevalence of COVID-19 in the schools participating. 9. R18 Guidance on coronavirus (COVID-19) | <p>Risk assessment provided by ASM sports.</p> | <p>PE Leader</p> | <p>17.09.21 ongoing</p> | <p>2</p> | <p>4</p> | <p>MEDIUM</p> |
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



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| | Fatality | | | | measures for grassroots sport participants, providers and facility operators to be followed. | | | | | | | |
| Stress | <ul style="list-style-type: none"> • Staff • Pupils <p>Symptoms</p> <p>Anxiety</p> <p>Excessive drinking</p> <p>Overeating</p> <p>Sleeping poorly</p> <p>Shaking, chills or hot flushes</p> <p>A tingling sensation in your arms or legs</p> <p>Headaches</p> <p>Muscle tension</p> <p>Dizziness</p> <p>High blood pressure</p> <p>Indigestion</p> <p>Constipation or diarrhea</p> <p>Shallow breathing or hyperventilating</p> <p>Affects</p> <p>Poor emotional and physical wellbeing</p> | 4 | 4 | HIGH | <ol style="list-style-type: none"> 1. SBMAT Stress Policy communicated to all staff. 2. Awareness about all types of stress and its causes 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 | Principal to ensure staff aware of policy. Shared with all. | SG & AG & KS | 17.09.21 ongoing | 2 | 3 | MEDIUM | |

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| | | | | <p>9. Appropriate training interventions to help alleviate the stress</p> <p>10. Assist and advise staff suffering from work-related stress</p> <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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Close contact means:

A close contact is a person who has been close to someone who has tested positive for COVID-19. You can be a contact anytime from 2 days before the person who tested positive developed their symptoms, and up to 10 days after. This is when the virus can be passed to others.

A risk assessment may be undertaken to determine this, but a contact can be:

- anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)
- anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:
 - face-to-face contact including being coughed on or having a face-to face conversation within 1 metre
 - been within 1 metre for 1 minute or longer without face-to-face contact
 - sexual contacts
 - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
 - travelled in the same vehicle or a plane

Examples of close mixing:

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- A form group or subject class
- A friendship group mixing at break times
- Sports team
- A group in an after-school activity
- A private tutor or coach offering one-to-one tuition to a child, or to multiple children at the same time
- Staff and children taking part in the same class or activity session together
- Children who have slept in the same room or dormitory together

The level of risk is calculated by:

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| 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:

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| 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 |