

## RISK ASSESSMENT -COVID 19 SCHOOL OPERATIONS

Name of assessor	Louise Rushforth (SBM)	Assessment date	18/12/2020	Nature of activity/risk assessed	School operations – COVID19
Name of checker	SLT	Review date	28/01/2021	Location(s) covered	10-12 Abbey Square

Hazard or Activity	Persons at risk	What might happen?	What risk controls are already in place?	Level of Risk			Are more controls or further action required? Details.	Residual Risk		
				L	S	DR		L	S	DR
Awareness of policies and procedures	All staff, contractors and visitors	Risk of infection spread due to lack of knowledge	<ul style="list-style-type: none"> <li>• Policies and procedures sent to all staff. Staff sign to acknowledge their understanding.</li> <li>• All staff have access to policies and procedures via The School Bus</li> <li>• Staff supported to follow the policies and procedures via training and reinforcement</li> <li>• School keeps up-to date with advice issued by DfE, NHS, PHE, Department of Health &amp; Social Care</li> <li>• All visitors sign acknowledgement of school procedures on EntrySign system before they can enter school</li> </ul>	1	3	3	•			
Heating and ventilation	All staff, pupils, contractors and visitors	Air-borne spread of infection	<ul style="list-style-type: none"> <li>• All workspaces used by school staff in 12 Abbey Square to be ventilated by opening window from the top as much as possible</li> </ul>	2	4	8	•			

			<ul style="list-style-type: none"> <li>• All shared staff areas to be limited to avoid over-crowding. Maximum limits set in rooms as follows: <ul style="list-style-type: none"> <li><b>Staff Kitchen (10-11) = 3</b></li> <li><b>Kitchen (12) = 1</b></li> <li><b>Staff Room = 6</b></li> <li><b>Dining Room 2 = 6 seated</b></li> </ul> </li> <li>• Doors in 12 AS to be propped open as much as possible to encourage airflow</li> <li>• Majority of rooms in 10-11 served by MHVR system providing fresh air units that do not mix room/recirculation air</li> <li>• Areas of 10-11AS not served by MHVR to have windows open to provide increased ventilation</li> <li>• Facilities adjust any thermostats to heat internal spaces ensuring a suitable, stable temperature maintained</li> </ul>							
Fire safety and evacuation routes	All staff, pupils, contractors and visitors	Risk to health and safety	<ul style="list-style-type: none"> <li>• Number of fire-wardens on site regularly evaluated to ensure safety of staff</li> <li>• Suitably trained individual ensures that all fire detection, alarm system, fire extinguisher checks are up-to-date</li> <li>• Fire safety officer and Principal ensures the fire management plan is still applicable to any changes in people access, e.g., if parts of the school are temporarily closed</li> </ul>	1	3	3	•			

			<ul style="list-style-type: none"> <li>Principal identifies how social distancing measures are to be observed at evacuation points and communicates where necessary</li> </ul>						
Water storage, drainage systems and sanitary appliances	All staff, contractors and pupils	Risk to health and safety of individuals	<ul style="list-style-type: none"> <li>A suitably trained individual ensures that checks on all hot and cold-water systems are up-to-date</li> <li>All water systems, e.g., toilets and taps, are thoroughly flushed at the start of each term and water systems are chlorinated by a specialist as required by the Premises Manager</li> <li>Premises Manager performs site inspection to ensure no drainage problems before site open</li> </ul>	1	3	3	•		
Lift	All staff, pupils, contractors and visitors	Risk to health and safety of individuals	<ul style="list-style-type: none"> <li>Lifts only used by 1 staff member at any one time, with 1 pupil where essential, to ensure social distancing maintained</li> <li>Premises Manager checks that lift in working order and any mandatory inspections are up-to-date</li> </ul>	2	2	4	•		
Cleaning	All staff, pupils, contractors and visitors	Increased risk of spread of COVID-19	<ul style="list-style-type: none"> <li>Premises Manager manages the cleaning contract and implements a cleaning schedule to ensure cleaning is enhanced and includes:               <ul style="list-style-type: none"> <li>More frequent cleaning of rooms and shared areas</li> </ul> </li> </ul>	2	4	8	•		

			<ul style="list-style-type: none"> <li>○ Provision of adequate cleaning wipes in all rooms, including staff toilets</li> <li>○ Frequently touched surfaces cleaned more than normal</li> <li>● Staff dining areas cleaned after use by individuals</li> <li>● Staff room touched surfaces to be wiped down by individuals after use</li> <li>● All staff responsible for wiping down their own work area</li> <li>● All staff to wipe down touched surfaces in toilet after use</li> <li>● In the event of a positive case, the area on which the individual has spent time in is isolated for 72 hours (where possible), clearly identified, deep-cleaned by Facilities using fogging machine</li> <li>● Unnecessary items removed from classrooms and learning environments</li> <li>● Shared areas (such as Food-Tech and Hygiene rooms) to be thoroughly cleaned down after use by a member of the Classroom team</li> <li>● Number of rooms used by staff is limited to avoid the spread of infection</li> <li>● Tissues and bins available in each classroom, workspace and shared space to encourage good hygiene practice.</li> </ul>						
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			<ul style="list-style-type: none"> <li>• PPE available to members of staff who require it to carry out cleaning safely</li> </ul>						
<p>Minimising contact with potential or confirmed positive COVID cases</p>	<p>All staff, pupils, contractors and visitors</p>	<p>Risk of spread of infection</p>	<ul style="list-style-type: none"> <li>• Whilst the school is in lockdown or local restriction tier 2,3 or 4, face coverings should be worn by adults when moving around the school. Face coverings should be cloth, preferably with a filter, plain with no slogans or football badges etc. Face visors or shields should not be routinely worn as an alternative. Emergency spare cloth masks are available from the school office</li> <li>• Any visitor who has or has had symptoms, travelled outside the UK, has been in contact in symptoms is not allowed access to the school</li> <li>• Only essential visitors allowed on site</li> <li>• Anyone who displays symptoms of coronavirus, or tested positive in last 10 days, does not attend the school setting</li> <li>• Instances of staff, pupils, contractors and visitors displaying symptoms are managed in line with national/local guidance and sent home as soon as possible</li> <li>• Symptomatic pupils moved to isolation room near the pupil exit and directed to use the toilet, if necessary, in reception which is</li> </ul>	2	4	8	•		

			<p>then isolated for the pupil's use only and cleaned and disinfected by Facilities before being used by anyone else</p> <ul style="list-style-type: none"> <li>• PPE grab bag available in the pupil isolation room for staff to wear when accompanying pupil, all staff have access to their own visor which must also be worn</li> <li>• Anyone who comes into contact with symptomatic individual must wash their hands thoroughly for 20 seconds in line with <a href="#">guidance</a></li> <li>• When able to, each pupil assigned their own toilet</li> <li>• Drop &amp; go operation for pupils coming into and exiting school to limit contact between staff and pupils</li> </ul>							
Test and trace	All staff, pupils, contractors and visitors	<p>Reduce spread of infection.</p> <p>Ensure continuity of business to allow school to stay open</p>	<ul style="list-style-type: none"> <li>• Staff, visitors and parents informed that they may need to engage with the NHS Test and Trace programme, and may need to be ready and willing to: <ul style="list-style-type: none"> <li>○ Be referred for, or book a test, if they or their child displays symptoms</li> <li>○ Provide details of anyone they have been in close contact with if they test positive</li> <li>○ Self-isolate if they have been in close contact with a positive case or they test positive</li> </ul> </li> </ul>	3	3	9	•			

			<ul style="list-style-type: none"> <li>• Staff must keep detailed notes in their outlook calendar of who they have had close contact with each day</li> <li>• Anyone in school who displays symptoms is expected to get a test</li> <li>• Parents and staff are asked to inform the school immediately of test results &amp;/or if they experience COVID symptoms</li> <li>• If a member of staff receives a positive test result or begins symptoms, SLT will immediately hold an emergency meeting to begin contact tracing, engaging PHE where necessary</li> </ul>							
Confirmed cases of coronavirus	All staff, pupils, contractors and visitors		<ul style="list-style-type: none"> <li>• If an individual tests positive via a LFD test they should be sent home immediately to start their self-isolation. The official 10-day self-isolation period begins from the date of the LFD test result but would begin again if symptoms develop from the date the symptoms start.</li> <li>• Where an individual in the school community tests positive for COVID19 from an LFD or PCR test result, the Principal contacts the DfE dedicated advice service immediately</li> <li>• The School works with the DfE's coronavirus advice service (&amp;/or local HPT if escalated) to carry</li> </ul>	3	3	9	•			

			<p>out a rapid risk assessment and identify next steps</p> <ul style="list-style-type: none"> <li>• Individuals at school who have been in close contact with someone who has tested positive are sent home as soon as possible to self-isolate for 10 days. Close contact being defined as:             <ul style="list-style-type: none"> <li>○ Face-to-face contact with infected individual within 1m for any length of time or unprotected physical contact (skin-to-skin)</li> <li>○ Proximity contact within 1-2m for more than 15 minutes</li> <li>○ Travelling in a small vehicle with an infected person</li> </ul> </li> <li>• A record is kept of pupils and staff in the bubbles and close contacts between individuals by staff keeping detailed Outlook calendar entries and class timetables kept up to date</li> <li>• Where required, parents and staff are informed of the confirmed case, however, the name of the individual will not be disclosed unless deemed to be essential</li> <li>• The school does not require evidence of negative test results before admitting individuals back after a period of self-isolation</li> </ul>							
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Hand cleaning and respiratory hygiene	All staff, pupils, contractors and visitors		<ul style="list-style-type: none"> <li>• Hand-washing facilities and hand sanitisers are provided in every classroom and sanitising stations are placed around the school</li> <li>• Adequate amounts of soap, tissues and bins are available in the relevant areas</li> <li>• Staff are encouraged to wash their hands thoroughly &amp; more often than usual and to support pupils to clean their hands regularly and when they change rooms, before and after eating and returning from breaks</li> </ul>	2	3	6	•			
Social distancing	Staff and pupils		<ul style="list-style-type: none"> <li>• Although teaching and learning staff are in 1 bubble, staff are encouraged to maintain a distance from each other as much as possible whilst prioritising the pupils' needs</li> <li>• Contact between groups to be avoided where possible</li> <li>• A toilet is assigned to each class for regular use</li> <li>• Meetings to be held on Teams where possible and face-to-face meetings avoided</li> <li>• Where face-to-face meetings need to take place, staff should hold these in large, well-ventilated classrooms rather than smaller group rooms</li> <li>• Staff maintain a 2m distance from each other at all times where possible. Where 2m is not possible (E.g. during personal</li> </ul>	2	3	6	•			

			<p>hygiene or supporting pupil) then face-to-face contact should be avoided, masks should be worn and time minimised</p> <ul style="list-style-type: none"> <li>• Shared spaces are strictly limited to maximum numbers of staff: <ul style="list-style-type: none"> <li>○ Staff kitchen(10-11) = 3</li> <li>○ Kitchen (12) = 1</li> <li>○ Dining room 2 = 6 seated</li> <li>○ Staff room = 6 seated</li> </ul> </li> <li>• Staff visiting the office should keep 2m distance at all times</li> <li>• Classrooms should seat pupils/staff side by side and facing forwards</li> <li>• Staff must wear masks in areas where social distancing is difficult, including around staff lockers</li> <li>• Where personal care and first aid needs to be administered, full PPE must be worn including IIR mask, gloves, visor and disposable apron</li> <li>• Entry and exit to/from school for pupils operates as drop and go to ensure staff time in reception is minimised</li> </ul>							
Resources			<ul style="list-style-type: none"> <li>• See PE procedure for use of equipment</li> <li>• Staff and pupils have their own individual and frequently used items, e.g. pens/pencils</li> <li>• Classroom resources can be shared within the bubble and</li> </ul>	2	3	6	•			

			<p>cleaned regularly by classroom staff</p> <ul style="list-style-type: none"> <li>• Items which are mouthed must be kept apart from other pupils and cleaned regularly</li> <li>• Pupils only bring essential items to school each day, e.g. lunch and snack box, hat, coat, bag etc</li> <li>• Resources should be designated to a classroom and kept there for the term rather than sharing between classes. They should be unused for 48 hours before cleaning and put back in store cupboards for general use</li> <li>• The Food Tech room must be thoroughly cleaned down by a member of the class team after each use</li> </ul>						
PPE and face coverings	Pupils and staff		<ul style="list-style-type: none"> <li>• Pupils are exempt from wearing face coverings in line with current government guidance</li> <li>• The numbers of pupils and staff in school is regularly assessed by SLT and procedures introduced if social distancing cannot be easily maintained when moving around the premises</li> <li>• PPE is made available in each classroom, the Hygiene room and a grab-bag available from the office in the event of a pupil requiring isolation</li> <li>• All PPE waste is disposed of properly in the designated bin</li> </ul>	2	3	6	•		

			<ul style="list-style-type: none"> <li>• Cloth face masks to be worn by all adults when moving around the school building. Face masks should be cloth, plain with no slogans/football badges etc, preferably with a filter and regularly cleaned. Emergency spares are available from the school office. Visors and shields should not be routinely worn as an alternative to cloth masks</li> <li>• Face masks to be worn by IT support/facilities when providing support and 2m distance cannot be maintained</li> <li>• Visitors must wear face masks when on school premises</li> </ul>							
Mental health and wellbeing	Staff		<ul style="list-style-type: none"> <li>• Abbey School priorities staff wellbeing</li> <li>• Support is available to staff via access to WeCare</li> <li>• Line managers regularly contact (at least weekly) employees who are required to work from home or self-isolate</li> </ul>	2	2	4	•			
Attendance	Staff and pupils		<ul style="list-style-type: none"> <li>• Parents are informed that the usual school rules on school attendance apply</li> <li>• Government advice on shielding is followed and pupils/staff members who are <a href="#">clinically extremely vulnerable</a> are advised NOT to attend school when Tier 4 local restrictions are in place</li> </ul>	2	3	6	•			

			<ul style="list-style-type: none"> <li>• Where a pupil cannot attend site because they are complying with public health advice, they are offered remote education immediately</li> <li>• Staff who have returned to the UK from foreign countries must ensure that they are able to attend work during term-time in light of the necessary quarantine period required</li> </ul>						
Access to learning	Pupils		<ul style="list-style-type: none"> <li>• SLT work with teaching and learning staff to ensure a plan is put in place to offer remote education to those pupils who need it</li> </ul>	2	2	4	•		
Safeguarding	Staff and pupils		<ul style="list-style-type: none"> <li>• The school ensures that it is always safe to open and that the DSL or DDSL is available and on site</li> </ul>	1	2	2	•		
Catering	Pupils		<ul style="list-style-type: none"> <li>• The school liaises with the catering provider to ensure that a catering service is always available to pupils</li> </ul>	2	2	4	•		
Educational visits			<ul style="list-style-type: none"> <li>• Any visits that take place are done so in line with current guidance on tiers and with protective measures, ensuring destinations are COVID-secure</li> <li>• Trip risk assessments are undertaken by the trip lead</li> </ul>	1	2	2	•		

Communication	Staff and pupils		<ul style="list-style-type: none"> <li>• The risk assessment is distributed to all staff via work email, made available on SharePoint and published on the website</li> <li>• Parents are informed about any relevant information via Weduc</li> <li>• Posters and information are placed around the school to remind staff on symptoms, what to do if they or others display symptoms</li> <li>• Staff are encouraged to address any breaches of procedure and to remind others on the need to socially distance, clean hands frequently and to wear a mask if necessary</li> <li>• Social distancing and infection control measures are explained to all visitors upon arrival</li> <li>• A record is kept of all visitors that come to school site with contact details for contact tracing</li> </ul>	2	2	4	•			
Therapies	Staff and pupils	Reduce spread of infection	<ul style="list-style-type: none"> <li>• Each therapy department assess the cleanability of their equipment used in the delivery of therapies and determines whether the equipment can withstand cleaning and disinfecting between use</li> <li>• Where cleaning/disinfecting is not possible or practical the resource should either be labelled and restricted to one user or left unused for a period of 48 hours</li> </ul>	2	3	6	•			

			(72 hours for plastics) between use by different individuals						
Rapid-result testing	Staff and pupils	Reduce spread of infection by identifying positive cases	<ul style="list-style-type: none"> <li>• All rapid-result testing is carried out in line with government guidance</li> <li>• Staff, pupils and parents are informed of the testing programme and what testing they are eligible for.</li> <li>• Testing is only conducted on pupils and staff after consent has been given.</li> <li>• Testing takes place on the designated test site, which has been set up in line with NHS guidance.</li> <li>• Only trained personnel administer tests or supervise self-administered tests.</li> <li>• Twice-weekly routine testing is conducted on staff who have provided their consent.</li> <li>• PPE is worn at all times by staff involved in overseeing the testing process, in line with government guidance</li> <li>• Individuals who test positive following a rapid test must self-isolate immediately for a minimum of 10 days.</li> </ul>	2	3	6	•		

The risk assessment should be reviewed periodically and changed if it is no longer valid or if there are any significant changes to the hazards.

The findings of the risk assessment should be shared with everyone concerned.

**TABLE A**

Likelihood Score	Severity Score				
	1	2	3	4	5
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5

Likelihood Score (L)	Hazard's Potential to be Realised
5	Very Likely
4	Likely
3	Fairly Likely
2	Unlikely
1	Very Unlikely

Severity Score (S)	Measure of outcome should the potential be realised
5	Catastrophic
4	Major
3	Moderate
2	Minor
1	Insignificant

**TABLE B**

Action Required	
Degree of Risk (L x S)	Level of Risk
<b>HIGH (12-25)</b>	Activity must be STOPPED. Suitable and sufficient risk control measures must be implemented before continuing the activity. Ideally alternative working practices should be used.
<b>MEDIUM (5-11)</b>	Activity to proceed following prescribed safe system of work. Residual risks to be managed in safe system and recorded as such.
<b>LOW (1-4)</b>	Level of risk satisfactory. Activity to proceed following prescribed safe system of work

TERMINOLOGY	
<b>HAZARD</b>	A Hazard is something that has the <u>potential</u> to cause harm (e.g. electricity, manual handling, slips & trips, strong acids)
<b>DEGREE OF RISK (DR)</b>	= Likelihood x Severity
<b>RESIDUAL RISK</b>	The level of risk that remains after suitable control measures are introduced