

RISK ASSESSMENT -COVID 19 SCHOOL OPERATIONS

Name of assessor	Louise Rushforth (SBM)	Assessment date	30/09/21	Nature of activity/risk assessed	School operations – COVID19
Name of checker	SLT	Next review date	31/10/21	Persons at risk	Staff, Pupils, Contractors, Visitors

Hazard or Activity	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	Risk of infection spread due to lack of knowledge	<ul style="list-style-type: none"> • Policies and procedures sent to all staff. Staff sign to acknowledge their understanding. • All staff have access to policies and procedures via The School Bus • Staff supported to follow the policies and procedures via training and reinforcement • School keeps up-to date with advice issued by DfE, NHS, PHE, Department of Health & Social Care • All visitors sign acknowledgement of school procedures on EntrySign system before they can enter school & confirm they have no symptoms • Staff regularly reminded of procedures by SLT 	1	3	3	•	1	3	3
Heating and ventilation	Air-borne spread of infection	<ul style="list-style-type: none"> • All workspaces used by school staff in 12 Abbey Square to be ventilated by opening window from the top as much as possible • Internal doors in 12 AS to be propped open as much as possible to encourage airflow • Majority of rooms in 10-11 served by MVHR system providing fresh air units that do not mix room/recirculation air • Staff using areas of 10-11AS not served by MVHR (group rooms 3&4, food tech room, hygiene room, first aid room) must have windows open to provide increased ventilation when in use 	2	4	8	•	2	4	8

		<ul style="list-style-type: none"> Facilities adjust any thermostats to heat internal spaces ensuring a suitable, stable temperature maintained Facilities monitor and log CO2 levels around the site on a rota basis using CO2 monitors to ensure good airflow and ventilation 							
Fire safety and evacuation routes	Risk to health and safety	<ul style="list-style-type: none"> Number of fire-wardens on site regularly evaluated to ensure safety of staff Suitably trained individual ensures that all fire detection, alarm system, fire extinguisher checks are up-to-date 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 Principal identifies how social distancing measures are to be observed at evacuation points and communicates where necessary 	1	3	3	•	1	3	3
Water storage, drainage systems and sanitary appliances	Risk to health and safety of individuals	<p>IN THE EVENT OF SITE CLOSURE:</p> <ul style="list-style-type: none"> A suitably trained individual ensures that checks on all hot and cold-water systems are up-to-date 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 Premises Manager performs site inspection to ensure no drainage problems before site open 	1	3	3	•	1	3	3
Cleaning	Increased risk of spread of COVID-19	<ul style="list-style-type: none"> Premises Manager manages the cleaning contract and implements a cleaning schedule to ensure cleaning is regular and includes: <ul style="list-style-type: none"> Twice daily cleaning of frequently touched surfaces and equipment in common areas Provision of adequate cleaning wipes in all rooms, including staff toilets All staff responsible for twice daily cleaning of frequently touched surfaces and equipment in their classroom/offices Staff dining areas cleaned after use by individuals 	2	4	8	•	2	4	8

		<ul style="list-style-type: none"> • In the event of a positive case, the area on which the individual has spent time in is cleaned after they have departed school and then deep-cleaned by Facilities using fogging machine • In the event of a symptomatic individual – areas which they have touched will be cleaned using disinfectant. If possible the area will be isolated and deep-cleaned with the fogging machine • Shared areas (such as Food-Tech and Hygiene rooms) to be thoroughly cleaned down after use by a member of the Classroom team • Frequently touched playground equipment to be cleaned during the day • Tissues and bins are available in each classroom, workspace and shared space to encourage good hygiene practice. • Dining areas are cleaned between use by different bubbles by lunch duty staff member 							
<p>Minimising contact with potential or confirmed positive COVID cases</p>	<p>Risk of spread of infection</p>	<ul style="list-style-type: none"> • Face masks must be worn by visitors at all times in the school building • Face masks must be worn by staff when moving around the school or when visiting staff work areas where you do not normally work, such as the training room in 12AS or school office • Only essential visitors are allowed into the school. The reason for the visit must be for the safety, health or wellbeing of staff or pupils • Staff who have not been double vaccinated will be risk assessed as to where they can work in school. They must not have close contact with staff or pupils who are, or have been, classed as Clinically Vulnerable or Clinically Extremely Vulnerable and must wear a mask if needing to have close contact (within 2m) of other staff • Staff who have had close contact with a positive case in their household will be risk assessed and work from home where they can (when approved by SLT) 	2	4	8	•	2	4	8

		<ul style="list-style-type: none"> • Any visitor who has or has had symptoms, is waiting for the results of a PCR test, travelled outside the UK to a RED area, or has been in contact with a positive or symptomatic individual is not allowed access to the school • In the event of a positive case in school, the school will undertake contact tracing and close contacts will be asked to take a PCR test as soon as possible and within 24 hours, they must wear a mask in school at all times until the result of their PCR test is returned and limit contact with others • Anyone who displays symptoms of coronavirus, or tested positive in last 10 days, does not attend the school setting • Instances of staff, pupils, contractors and visitors displaying symptoms are managed in line with national/local guidance and sent home as soon as possible; staff must get a PCR test within 24 hours • Symptomatic pupils moved to an isolation room near the pupil exit if possible and safe to do so and directed to use the toilet, if necessary, in reception which is then isolated for the pupil's use only and cleaned and disinfected by Facilities before being used by anyone else • PPE grab bag available in the pupil isolation room for staff to wear when accompanying pupil and close contact cannot be avoided, all staff have access to their own visor which must also be worn • Anyone who comes into contact with symptomatic individual must wash their hands thoroughly for 20 seconds in line with guidance 							
Test and trace	<p>Reduce spread of infection.</p> <p>Ensure continuity of business to allow school to stay open</p>	<ul style="list-style-type: none"> • Staff will be contacted by the school in the event of a positive case within the setting, those who are double vaccinated must get a PCR test within 24 hours; those who have only had a single vaccine or are unvaccinated must: <ul style="list-style-type: none"> ○ Self-isolate for a full 10 days following the date of contact ○ Undertake a PCR test 	3	3	9	•	3	3	9

		<ul style="list-style-type: none"> • 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"> ○ Book a test, if they or their child displays symptoms ○ Provide details of anyone they have been in close contact with if they test positive ○ Self-isolate if they have been in close contact with a positive case or if they test positive until they can undertake a PCR test within 2 days • Contact tracing in school will no longer take place and NHS Test and Trace will contact positive cases for details of social contacts only • Anyone in school who displays symptoms is expected to get a PCR test within 2 days • Parents and staff are asked to inform the school immediately of test results &/or if they experience COVID symptoms &/or they have been in close contact with a positive COVID case 							
Confirmed cases of coronavirus		<ul style="list-style-type: none"> • If the school has more than 2 positive cases within 10 days of each other they will contact Public Health England and further restrictions will be put in place • If an individual tests positive via a home LFD test they must immediately inform school, self-isolate for that day and full 10 days following test and book a confirmatory PCR test within 2 days • If the confirmatory PCR test is taken within 2 days of the LFD test and the result is negative the individual may stop isolating and return to school • The official self-isolation period begins from the date of the LFD test result and following 10 full days but would begin again if symptoms develop from the date the symptoms start. • Individuals at school who have NOT been double vaccinated and had close contact with a confirmed case must self-isolate for 10 days from the date they last had contact with the case. Close contact being defined as: <ul style="list-style-type: none"> ○ A person who has had face-to-face contact (within 1m) with a positive case, including: 	3	3	9	•	3	3	9

		<ul style="list-style-type: none"> ▪ Being coughed on, or ▪ Having face-to-face conversation, or ▪ Having skin-to-skin physical contact, or ▪ Any contact within 1metre for more than 1 minute without face-to-face contact ○ A person who has been within 2m of a positive case for more than 15-minutes ○ A person who has travelled in a small vehicle with an infected person or in a large vehicle near a positive case ○ People who spend significant time in the same household as a person who has tested positive • The school does not require evidence of negative test results before admitting individuals back after a period of self-isolation 								
Hand cleaning and respiratory hygiene		<ul style="list-style-type: none"> • Hand-washing facilities and hand sanitisers are provided in every classroom and sanitising stations are placed around the school • Adequate amounts of soap, tissues and bins are available in the relevant areas • Staff are encouraged to wash their hands thoroughly & 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 	2	3	6	•		2	3	6
Social distancing		<ul style="list-style-type: none"> • Where face-to-face meetings need to take place, staff should hold these in large, well-ventilated classrooms rather than smaller group rooms • Staff must wear masks in, and when moving around, communal areas of the school • Face-to-face meetings should be limited and held over Teams where possible 	2	3	6	•		2	3	6
Resources		<ul style="list-style-type: none"> • See PE COVID procedure for use of equipment • Staff and pupils have their own individual and frequently used items, e.g. pens/pencils • Items which are mouthed must be kept apart from other pupils and cleaned regularly 	2	3	6	•		2	3	6

		<ul style="list-style-type: none"> The Food Tech room must be thoroughly cleaned down by a member of the class team after each use 							
PPE and face coverings		<ul style="list-style-type: none"> 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 Visitors must wear face masks when on school premises Face coverings may be introduced by Public Health in the event of a local outbreak or increase in positive cases in school 	2	3	6	•	2	3	6
Mental health and wellbeing		<ul style="list-style-type: none"> Abbey School prioritises staff wellbeing Support is available to staff via access to WeCare Line managers regularly contact (at least weekly) employees who are required to work from home or self-isolate 	2	2	4	•	2	2	4
Attendance		<ul style="list-style-type: none"> Parents are informed that the usual school rules on school attendance apply Shielding guidance has been paused. Clinically extremely vulnerable pupils and staff are supported to attend on-site school provision A separate risk assessment is carried out for pregnant staff and the school ensures pregnant staff are able to adhere to any active national guidance Staff who are deemed more vulnerable to infection discuss their concerns and the infection control measures in place at the school with their line manager 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 	2	3	6	•	2	3	6
Access to learning		<ul style="list-style-type: none"> 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 Class teachers contact the family of any self-isolating pupils to check they can access remote education support and follow the school's Remote Learning policy – and regularly check (at least daily) they are accessing remote education 	2	2	4	•	2	2	4

Safeguarding		<ul style="list-style-type: none"> The school ensures that it is always safe to open and that the DSL or DDSL is available and on site When a <u>vulnerable</u> pupil is self-isolating the class teacher should contact their social worker (if they have one) to agree the best way to maintain contact and offer support 	1	2	2	•	1	2	2
Catering		<ul style="list-style-type: none"> The school liaises with the catering provider to ensure that a catering service is always available to pupils 	2	2	4	•	2	2	4
Educational visits		<ul style="list-style-type: none"> Any visits that take place are done so in line with current guidance but being mindful of good ventilation and local rates of infection Face coverings should be worn in enclosed or crowded spaces where you may come into contact with people you don't normally meet Trip risk assessments are undertaken by the trip lead 	1	2	2	•	1	2	2
Communication		<ul style="list-style-type: none"> The risk assessment is distributed to all staff via work email, made available on SharePoint and published on the website The updated risk assessment is distributed to staff on The SchoolBus so staff can signify that they have read it Parents are informed about any relevant information via Weduc Posters and information are placed around the school to remind staff on symptoms, what to do if they or others display symptoms Updated guidance from Public Health emailed to staff Staff are encouraged to address any breaches of procedure and to remind others on the need to clean hands frequently and to wear a mask if necessary 	2	2	4	•	2	2	4
Rapid-result testing	Reduce spread of infection by identifying positive cases	<ul style="list-style-type: none"> All rapid-result testing is carried out in line with government guidance Staff, pupils and parents are informed of the testing programme and what testing they are eligible for. Testing is only conducted on pupils and staff after consent has been given. Testing is undertaken at home in accordance with NHS Test and Trace guidelines 	2	3	6	•	2	3	6

		<ul style="list-style-type: none"> • All staff are issued with compulsory reading before home testing begins • School office maintains test issue log of which test box issued to each individual so only authorised persons have access to test kits • Staff/family email covidtest@abbeyschool.com with test result • All test results recorded on Arbor • Individuals who test positive following a rapid test must self-isolate immediately for a minimum of 10 days and arrange a confirmatory PCR test within 2 days if possible • Symptomatic staff or asymptomatic staff who have tested positive on LFT may stop isolating and return to work if their confirmatory PCR test is negative, as long as the PCR test was taken within 2 days of the positive LFD test 							
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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.

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

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