

RISK ASSESSMENT -COVID 19 SCHOOL OPERATIONS

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| Name of assessor | Louise Rushforth (SBM) | Assessment date | 09/07/21 | Nature of activity/risk assessed | School operations – COVID19 |
| Name of checker | SLT | Next review date | 16/08/21 | 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 | | |
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| | | | 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 • All shared staff areas to be limited to avoid over-crowding. Maximum limits set in rooms as follows: Staff Kitchen (10-11) = 3 Kitchen (12) = 1 Staff Room = 6 Dining Room 2 = 6 seated Training room (12) = 10 seated • Doors in 12 AS to be propped open as much as possible to encourage airflow | 2 | 4 | 8 | • | 2 | 4 | 8 |

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| | | <ul style="list-style-type: none"> 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 Facilities adjust any thermostats to heat internal spaces ensuring a suitable, stable temperature maintained Bubbles to maintain social distancing from each other and wear masks when working across bubbles (including classrooms) TDT/SLT/IT/Facilities to wear masks when working/moving around the school outside of their office space | | | | | | | |
| 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 |
| Lift | Risk to health and safety of individuals | <ul style="list-style-type: none"> Lifts only used by 1 staff member at any one time, with 1 pupil where essential, to ensure social distancing maintained Premises Manager checks that lift in working order and any mandatory inspections are up-to-date | 2 | 2 | 4 | • | 2 | 2 | 4 |

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| 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 enhanced and includes: <ul style="list-style-type: none"> ○ More frequent cleaning of rooms and shared areas ○ Provision of adequate cleaning wipes in all rooms, including staff toilets ○ Frequently touched surfaces cleaned more than normal • Staff dining areas cleaned after use by individuals • Staff room touched surfaces to be wiped down by individuals after use • All staff responsible for wiping down their own work area • All staff to wipe down touched surfaces in toilet after use • 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 • In the event of a symptomatic individual – areas which they have touched will be cleaned using disinfectant by their bubble wearing full PPE. If possible the area will be isolated and deep-cleaned with the fogging machine • Unnecessary items removed from classrooms and learning environments • 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 communal areas (bannisters, door handles) to be regularly cleaned by all staff throughout the day • Frequently touched playground equipment to be cleaned during the day • Number of rooms used by staff is limited to avoid the spread of infection • Tissues and bins available in each classroom, workspace and shared space to encourage good hygiene practice. • PPE available to members of staff who require it to carry out cleaning safely | 2 | 4 | 8 | • | 2 | 4 | 8 |
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| | | <ul style="list-style-type: none"> • Dining areas are cleaned between use by different bubbles by lunch duty staff member | | | | | | | |
| Minimising contact with potential or confirmed positive COVID cases | Risk of spread of infection | <ul style="list-style-type: none"> • Face masks should be worn by all staff and visitors in ALL areas of the school where social distancing (2m) cannot be maintained between adults or pupils in years 7 and above • Transparent face coverings may be worn by staff if it assists in communication with others (these are provided by 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. Masks should be kept in clear, plastic bags between use and not worn if damp. • Hands should be cleaned before and after removal of masks • 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 • Only essential visitors allowed on site • 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 • Symptomatic pupils moved to isolation room near the pupil exit 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, 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 • When able to, each class or bubble assigned their own toilet | 2 | 4 | 8 | • | 2 | 4 | 8 |

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| | | <ul style="list-style-type: none"> • Drop & go operation for pupils coming into and exiting school to limit contact between staff and pupils • Staff advised by local public health team to get a precautionary PCR test (but not self-isolate) if they have any of the following symptoms: <ul style="list-style-type: none"> ○ Shortness of breath ○ Muscle or body aches ○ Fatigue ○ Sore throat ○ Headache ○ Nasal congestion or runny nose ○ Diarrhoea ○ Nausea or vomiting | | | | | | | |
| 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, 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 • Staff must keep detailed notes in their Outlook calendar of who they have had close contact with each day UNTIL 19/7 • From 19/7 – 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 • Parents and staff are asked to inform the school immediately of test results &/or if they experience COVID symptoms • UP TO 19/7 ONLY: 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 | 3 | 3 | 9 | • | 3 | 3 | 9 |

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| Confirmed cases of coronavirus | | <ul style="list-style-type: none"> • 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 • If the confirmatory PCR test 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. • 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 • The School works with the DfE's coronavirus advice service (&/or local HPT if escalated) to carry out a rapid risk assessment and identify next steps • Individuals at school who have 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: <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 • UP TO 19/7/ ONLY: 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 | 3 | 3 | 9 | • | 3 | 3 | 9 |
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| | | <ul style="list-style-type: none"> • UP TO 19/7 ONLY: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 • 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"> • Staff and pupils are split into the following bubbles: <ul style="list-style-type: none"> ○ Giraffe class/Rhino class ○ Owl class/Tiger class ○ S2 class/S4 class/H1 class ○ Trans-disciplinary team ○ Facilities/IT ○ SLT/Office • Staff and pupils should not mix outside of their bubble inside school. Where possible, social distancing is maintained within the bubble • Staff can move between bubbles, but must minimise close contact with others whilst doing so and wear masks • Lunchtimes and break-times will be staggered to reduce contact between bubbles where possible • Staff should utilise all available rooms in the school for breaks and lunches and remain in their bubbles on site. Staff should take advantage of city centre facilities off-site where possible at lunchtimes • Staff working in offices should avoid working face-to-face and minimise the time spent within one metre of anyone • Contact between groups to be avoided where possible | 2 | 3 | 6 | • | 2 | 3 | 6 |

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| | | <ul style="list-style-type: none"> • A toilet is assigned to each class/bubble for regular use • Meetings to be held on Teams where possible and face-to-face meetings avoided • Where face-to-face meetings need to take place, staff should hold these in large, well-ventilated classrooms rather than smaller group rooms • Staff maintain a 2m distance from each other at all times where possible. Where 2m is not possible (E.g. during personal hygiene or supporting pupil) then face-to-face contact should be avoided, masks should be worn and time minimised • Shared spaces are strictly limited to maximum numbers of staff: <ul style="list-style-type: none"> ○ Staff kitchen (10-11) = 3 ○ Kitchen (12) = 1 ○ Dining room 2 = 6 seated ○ Staff room = 6 seated ○ Training room (12) = 10 seated • Staff visiting the school office should keep 2m distance at all times • Classrooms should seat pupils/staff side by side and facing forwards • Staff must wear masks in all areas of the school where social distancing cannot be maintained between adults and/or pupils in years 7 and above including the classrooms • Where personal care and first aid needs to be administered, full PPE must be worn including IIR mask, gloves, visor and disposable apron (IIR masks are available from the office) • Entry and exit to/from school for pupils operates as drop and go to ensure staff time in reception is minimised. Staff should wait outside at drop-off where possible or maintain strict social distancing and wait in bubbles if inside | | | | | | | |
| 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 | 2 | 3 | 6 | • | 2 | 3 | 6 |

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| | | <ul style="list-style-type: none"> • Classroom resources can be shared within the bubble and cleaned regularly by classroom staff • Items which are mouthed must be kept apart from other pupils and cleaned regularly • Pupils only bring essential items to school each day, e.g. lunch and snack box, hat, coat, bag etc • 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 • The Food Tech room must be thoroughly cleaned down by a member of the class team after each use • Therapy resources have been allocated to each pupil and clearly signed. Those resources which are shared are isolated for 48-72 hours before cleaning and put back into general usage | | | | | | | |
| PPE and face coverings | | <ul style="list-style-type: none"> • Pupils of primary school age are exempt from wearing face coverings in line with current government guidance • Pupils in year 7 and above are assessed on whether they are able to wear face masks in school where social distancing cannot be maintained • 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 • 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 • All PPE waste is disposed of properly in the designated bin • 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 | 2 | 3 | 6 | • | 2 | 3 | 6 |

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| | | <ul style="list-style-type: none"> • Face masks to be worn by IT support/facilities when providing support and 2m distance cannot be maintained • Visitors must wear face masks when on school premises | | | | | | | | |
| 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 • Clinically extremely vulnerable staff continue to work from home where possible. If this is not possible, they are supported to attend the school site • 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 on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable • 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 • Pregnant women with an underlying health condition or in their 3rd trimester (28weeks onwards) risk assessed in light of local area and rate of infection. Current guidance from CWAC would be to work from home or adapt their role | 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 | 2 | 2 | 4 | • | | 2 | 2 | 4 |

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| | | follow the school's Remote Learning policy – and regularly check (at least daily) they are accessing remote education | | | | | | | |
| 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 on tiers and with protective measures, ensuring destinations are COVID-secure Local public health advice is that local conditions/ infection rates and rates in school should be assessed when considering a trip Trip risk assessments are undertaken by the trip lead From 12 April schools are able to undertake educational day visits in line with COVID-secure guidelines From 17 May schools are able to undertake domestic residential education visits in line with COVID-19 guidance | 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 socially distance, clean hands frequently and to wear a mask if necessary Social distancing and infection control measures are explained to all visitors upon arrival | 2 | 2 | 4 | • | 2 | 2 | 4 |

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| | | <ul style="list-style-type: none"> • A record is kept of all visitors that come to school site with contact details for contact tracing | | | | | | | |
| Therapies | Reduce spread of infection | <ul style="list-style-type: none"> • 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 • 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 (72 hours for plastics) between use by different individuals | 2 | 3 | 6 | • | 2 | 3 | 6 |
| 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 • 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 • Any positive test results from home test must be confirmed with PCR test arranged by the individual • 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. • Staff may stop isolating and return to work if their confirmatory PCR test is negative | 2 | 3 | 6 | • | 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.

TABLE A

| Likelihood Score | Severity Score | | | | |
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| | 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 |
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| 5 | Catastrophic |
| 4 | Major |
| 3 | Moderate |
| 2 | Minor |
| 1 | Insignificant |

TABLE B

| Action Required | |
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| 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 | |
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| 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 |