

# Risk Assessment Form

Risk Assessment Title: **COVID-19 Whole School** **February 2022 (update 14 = 28/2/2022)**

**Location: Hermitage Primary School** Assessor(s): D. Middleton / PVaraitch Date of 1<sup>st</sup> Assessment: 13/7/20 Review Date: dynamic and ongoing

Ref	Hazard Description	Who/What is at Risk?	Consequence	Initial Risk Rating			Controls to be put in place	Responsible Person for putting controls in place	Residual Risk Rating		
				L	S	Risk			L	S	Risk
01	<p><b>Suspected case / confirmed case of COVID-19 in school – staff/pupils</b></p> <p>(taken from guidance 24/2/22)</p>	C,T,V,O,S	Spread of virus to larger population	4	5	20	<ul style="list-style-type: none"> <li>• Immediate isolation of individual exhibiting any COVID-19 symptoms. Individual to be PCR tested. If a test is negative, then person can return to school if they feel fit and well.</li> <li>• Increased welfare provision to be provided including creation of isolation room (<b>medical room</b>). PPE to be worn by staff caring for the child if a distance of 2m cannot be maintained.</li> <li>• In an emergency, call 999 if someone is seriously ill</li> <li>• Responsible parents or carers are notified by appropriate means of communication of any suspected case(s)</li> <li>• <b>Legal requirement to self-isolate following a positive test has been removed. Adults and children who test positive will continue to be advised to stay at home and avoid contact with other people for at least 5 full days, and then continue to follow the guidance until they have received 2 negative test results on consecutive days</b></li> <li>• If a parent or carer insists on a pupil attending school where they have a confirmed or suspected case of COVID-19, we can take the decision to refuse the pupil if, in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19</li> <li>• Where a child is self-isolating (awaiting a test result) or in quarantine because of COVID19, they will be recorded as code X (not attending in circumstances related to coronavirus).</li> </ul>	Headteacher and delegated authorities.	2	4	8

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							<p>Where they are unable to attend because they have a confirmed case of COVID-19 they will be recorded as code I (illness). For pupils abroad who are facing challenges to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply</p> <ul style="list-style-type: none"> <li>• If member is still unwell, they must get medical advice and continue to self-isolate. An asymptomatic person who has tested positive, will need to self-isolate for a further 5 days if within the initial self-isolation period they develop symptoms. They must commence with LFD testing as above on day 5.</li> <li>• Deep clean of items and areas that individual(s) may have come into contact with (hub toilet)</li> <li>• Other staff members, parents and carers advised of situation and steps taken by the school to keep the environment safe</li> <li>• Good levels of personal hygiene encouraged at all times as per current PHE/DFE guidelines.</li> <li>• Hand wash stations/sanitizers in each classroom and all office areas. Increased hand washing particularly before/after breaks-lunchtimes, when changing classroom-setting. Staff to supervise pupils washing hands to ensure hand washing measures are adhered to</li> <li>• Monitoring of staff and pupils returning to school after periods of self-isolation using visual appearance of wellbeing.</li> <li>• Inform DfE/LBH PH team of positive case. If there are <b>several</b> confirmed cases within 10 days, school must contact DfE helpline to determine if there is an outbreak. You can reach them by calling the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case</li> </ul>				
02	Close contact with a confirmed C19						<ul style="list-style-type: none"> <li>• Fully vaccinated close contacts and those aged under 18 are not required to test daily for 7 days, legal requirement has been removed</li> </ul>				

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	<b>case</b> (taken from guidance 24/2/22)	C,T,V,O,S	Spread of virus to larger population	4	5	20	<ul style="list-style-type: none"> <li>Close contacts should consider limiting contact with <u>people who are at higher risk from COVID-19</u></li> <li>Whole classes or year groups should not be routinely identified as close contacts</li> </ul>	Headteacher and delegated authorities.	2	4	8
03	<b>Importation of virus to school by other third parties:</b>  <b>-this includes school meals provider Taylor Shaw</b> <b>-workshops</b>	C,T,V,O,S	Spread of virus to larger population	3	5	15	<ul style="list-style-type: none"> <li>Workshops/Trips can take place as long as there is a risk assessment which details C19 control measures</li> <li>Whole school events to be risk assessed</li> <li>Reduced Parents/carers in school</li> <li>Essential contractors, health visitors, social workers allowed on to site whilst pupils are present. Visitors to complete declaration before entering school. Visitors will sanitise hands on entry</li> <li>Staff to report any unsafe conditions</li> <li>Check all critical services i.e gas electricity and water are in good working order before school reopens</li> <li>Taylor Shaw have shared their comprehensive risk assessment, which they review monthly. Taylor Shaw staff have also read the schools C19 risk assessment.</li> </ul>	Headteacher and delegated authorities.	1	5	5
04	<b>Emergency partial or full closure of school due to local lockdown</b>	C,T,V,O,S	Knock on effect for front line medical staff and carers	3	5	15	<ul style="list-style-type: none"> <li>Only where permission or instruction is given by the DfE or local authority (contact DfE each time using their advice line)</li> <li>If there is a shortage of staff consideration given to shortening of the school day and or week, remote learning/flexible learning</li> <li><b>Any additional measures required in communal areas as advised by PHE for local outbreaks/local lockdown (contingency plan: 5 positive cases within a 10-day period)</b></li> <li>Briefings to be given by the headteacher on any further developments and latest guidance via daily green email</li> <li>Use of Google Classroom and Class Dojo to enable pupils to learn remotely during periods of isolation</li> </ul>	Headteacher and delegated authorities.	2	4	8

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			Additional risk and exposure to elderly and vulnerable persons				<ul style="list-style-type: none"> <li>• Staff to be prepared to develop and provide work resources for pupils to use</li> <li>• Check all relevant contact details for parents, carers and external agencies are up to date</li> <li>• All absences are recorded/monitored via SIMs</li> <li>• Check there are enough first aiders, paediatric on site for the amount of pupils attending.</li> <li>• Check there is a designated safeguard lead available to deal with any safeguarding issues that may arise.</li> <li>• Check all staff are aware and familiar with the new risk control measures put in place, utilise staff training to review/practice any new measures</li> <li>• Check all critical services i.e gas electricity and water are in good working order</li> </ul>				
05	<p><b>Staff and pupils returning after absence</b></p> <p><b>a. Supporting Wellbeing</b></p> <p><b>b. Supporting Bereavement</b></p> <p><b>c. Supporting Transition</b></p>	C,T,V,O,S	Unfamiliarity with new procedures resulting in spread of virus to larger population	4	5	20	<ul style="list-style-type: none"> <li>• Staff, pupils to ensure they are fully fit and healthy when returning from a C19 positive case absence</li> <li>• The pupil or staff member who tested positive for coronavirus (COVID-19) can return to their normal routine and stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to have only a residual cough or anosmia. This is because a cough or anosmia can last for several weeks once the infection has gone</li> <li>• Briefing by headteacher on latest guidance and any changes to procedures</li> <li>• Management will promote health and wellbeing awareness to staff at regular intervals</li> <li>• Open door policy for those who feel they need extra support</li> <li>• Line managers will offer support to staff who have been affected by COVID-19 or have family members who have been affected.</li> </ul>	Headteacher and delegated authorities.	2	4	8

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							<ul style="list-style-type: none"> <li>Suitable PPE / RPE to be provided to welfare including FFP3 protective masks (BS EN 149) and impermeable chemical protective gloves (BS EN 374-5).</li> <li>PPE / RPE to be stored in clean bags adjacent to first aid stations located throughout the school premises.</li> <li>Increased PSHE lessons for pupils to support their wellbeing</li> <li>School will apply the Bereavement Policy which includes the Borough guidance (clear support identified for pupils/families/staff)</li> <li>All staff have continued access to the school's external Counselling Service as well as access to school Well-being officer. EAP service on 0800 243 458</li> <li>EHCP pupils will receive transition documents to support their return to school. Where necessary, individual risk assessments for pupils will be prepared and followed</li> </ul>				
06	<p><b>Avoidance of cross contamination between staff members and pupils:</b></p> <p><b>a) general environment</b></p>	C,T,V,O,S	Spread of virus to larger population	4	5	20	<ul style="list-style-type: none"> <li>Adequate amounts of cleaning products and PPE ordered to maintain a stock level and avoid shortages.</li> <li>Soft furnishings can be replaced, but cleaned regularly</li> <li>Soft furnishings used in EYFS (carpet and foam mats) to be sanitised after use</li> <li>All internal doors propped open for air circulation/ventilation</li> <li>Continue to leave internal/external doors and windows propped open for good, fresh air circulation during break times, lunchtimes, empty classrooms. In communal areas leave open. LS = during in class learning, have break out windows open/class windows open for ventilation (external door may be closed if very cold). US = during in class learning, close external windows if very cold, however open roof windows for continued ventilation.</li> <li><b>CO2 Monitors must remain on at all times in each classroom, when beepers go off, open windows and fully ventilate room</b></li> </ul>	Headteacher and delegated authorities.	2	4	8

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						<ul style="list-style-type: none"> <li>• All work surfaces touch points are cleaned and disinfected at regular intervals during the day, including breakout areas</li> <li>• Ensure waste is removed daily in a safe manner whilst working suitable PPE where necessary.</li> <li>• Education of pupils to reinforce the importance of good personal hygiene promoting the 'catch it, bin it, kill it' approach.</li> <li>• Increased handwashing for minimum of 20 seconds using single use paper towels to dry where possible</li> <li>• Hand washing facilities provision to be expanded where possible at multiple points around the school</li> <li>• Regular reporting of items that need cleaning</li> <li>• Only approved cleaning chemicals are used as per COSHH</li> <li>• COSHH assessment carried out for any new cleaning chemicals</li> <li>• Air conditioning, Fans and mechanical air circulation systems can be used where natural ventilation exists</li> <li>• Cleaning to be undertaken in a methodical order i.e all touch points such as light switches and door handles, push plates on doors and work surfaces followed by items of equipment and floors</li> <li>• Named water bottles to be provided by parents or carers</li> <li>• Suitable PPE / RPE to be provided to welfare including FFP3 protective masks (BS EN 149) and impermeable chemical protective gloves (BS EN 374-5).</li> <li>• PPE / RPE to be stored in clean bags adjacent to first aid stations located throughout the school premises.</li> <li>• Site will ensure waste is disposed daily wearing appropriate PPE</li> <li>• Regular briefings shared by Head, latest guidance</li> <li>• Additional cleaning rotas in place</li> </ul>				
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07	<p><b>Avoidance of cross contamination between staff members and pupils:</b></p> <p>a) specific to T&amp;L in classrooms</p>	C,T	Spread of virus to larger population	4	5	20	<ul style="list-style-type: none"> <li>Classrooms can be arranged to maximise learning</li> <li>Staff reminded to keep classroom well ventilated (doors, windows open as much as possible)</li> <li>All pupils in KS1/KS2 will use their own stationery (pencils, pens, rulers) as much as possible</li> <li>Daily cleaning of washable items that children may use</li> <li>Daily regular cleaning of classrooms and break out areas</li> <li>Upon arrival at school, all pupils wash hands and sanitise. Same process applied after breaktime, <b>before and after</b> lunchtime</li> <li>Frequent in class messages about 20sec hand wash (and use of sanitiser as secondary alternative), catch it/bin it/kill it</li> <li>Pupils advised to bring in labelled water bottles from home</li> <li><b>External visitors / SEND specialists:</b> HE room to be used. Professionals to follow their own professional risk assessments in line with NHS etc for SALT. <b>Visitors will be asked to take a lateral flow device (LFD) test before entering the setting. Visitors are no longer required to wear face coverings</b></li> <li>Good mental health and well-being activities /mindfulness / support will be evident throughout the school through staff awareness, pastoral care, PSHE sessions, transition sessions</li> <li>SMSAs will support in class (lower school) ensuring children have washed hands appropriately after lunchtime</li> </ul>	Headteacher and delegated authorities.	2	4	8
08	<p><b>Avoidance of cross contamination between staff members:</b></p> <p>a) staffroom</p>	C,T	Spread of virus to larger population	4	5	20	<ul style="list-style-type: none"> <li>In the office, staff to have set PC that they access, avoid different members using the same PC in a day</li> <li>Reception area to be cleaned daily</li> <li>Non-office staff do not access the office area/rooms. Any blank personnel forms will be kept by photocopier. Any other form requests will be made by staff via email</li> <li>Inventory screens to be cleaned daily</li> <li>Hand sanitiser available next to inventory screen</li> </ul>	Headteacher and delegated authorities.	2	4	8

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	b) offices / reception area						<ul style="list-style-type: none"> <li>• Staff to primarily log in/out of inventory system using their pass</li> <li>• If using the computers in staffroom, clean keyboard, mouse before and after use with the products available</li> <li>• Dishwasher can be used but must be turned on daily</li> <li>• Staff room table kept as clear as possible</li> <li>• Site/cleaners to deep clean staffroom daily</li> <li>• Rainbow room: staff to ensure that door is always left open for ventilation</li> <li>• Large/Small offices: Finance/Assistant Head/ Deputy Head – staff to follow measures for good ventilation</li> </ul>				
9	<p>Avoidance of cross contamination between staff members and pupils:</p> <p>a) specific to PE</p>	C,T	Spread of virus to larger population	4	5	20	<ul style="list-style-type: none"> <li>• Where possible, PE lessons will take place outside to support social distancing.</li> <li>• If large sporting apparatus are used, they must be cleaned after use by each group (this includes football goals, and basketball hoops, objects that could be frequently touched)</li> <li>• Equipment should be cleaned regularly</li> <li>• Water bottles should be bought to each lesson and filled prior to the beginning of each PE lesson to prevent the need for returning to class</li> <li>• Ensure there is sufficient tissues available for ensuring good respiratory hygiene – i.e. 'catch it, bag it, bin it' approach.</li> <li>• Opportunities for handwashing before and after the lesson must be available.</li> <li>• Children to access outside or hub toilets if needed during lesson. One child at a time.</li> <li>• MUGA side entrance to remain open to enable access without touching gate.</li> <li>• All first aid related incidents to be dealt with by welfare. Hub door to be left/propped open</li> </ul>	Headteacher and delegated authorities.	2	4	8
	Avoidance of cross						<ul style="list-style-type: none"> <li>• Parents will not send in pupils who are feeling unwell</li> </ul>				



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10	<p><b>contamination between staff members and pupils:</b></p> <p><b>a) Welfare practice</b></p>	C,T	Spread of virus to larger population	4	5	20	<ul style="list-style-type: none"> <li>Any child displaying cough and temperature will be sat with Welfare in the hub, parent called to collect immediately. Any staff displaying cough and temperature will leave school immediately. Child/Staff will self-isolate at home until tested – follow above procedure once results received (section 0.1)</li> <li>If any symptomatic child/staff use the hub toilet while they wait to be collected/leave, toilet needs to be thoroughly cleaned immediately after (before any use by someone else). As well as any other affected area</li> </ul>	Headteacher and delegated authorities.	2	4	8
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**Who at Risk (Impacted Personnel): Key**

C: Pupils, pupils or young persons.  
T: Teaching or support staff.  
V: Visitors including parents or carers.  
M: Members of the public.  
O: Other third-party contractors including maintenance engineers, cleaners and agency staff.  
S: Persons with special needs including those with learning difficulties or physical disabilities.

## Risk Rating – Guidance

### Likelihood (L)

Weight	Likelihood	Detail
1	NOT LIKELY	There really is no risk, only under freak conditions could this event possibly occur
2	POSSIBLE	If other factors were present, then the incident may occur, but probably would not
3	QUITE POSSIBLE	The incident may occur if additional action or events trigger it
4	LIKELY	The incident will occur if additional factors are present
5	VERY LIKELY	There is an almost certainty that the incident will occur given current working practices

### Severity (S)

Weight	Severity	Detail
1	LOW	Low risk of injury or disease
2	SLIGHT	Minor injury requiring first aid, but the individual can continue working
3	MODERATE	Injury or disease with the potential to prevent a person from working for 7 or more days
4	HIGH	Major injury or death to individual
5	VERY HIGH	Multiple death and widespread destruction

### Risk Rating Matrix

<b>Severity</b>	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
		1	2	3	4	5
		<b>Likelihood</b>				

### Key to Risk Rating Matrix – Risk Level (Risk)

	HIGH	Risks are intolerable and additional controls must be introduced to reduce risk further
	MEDIUM	Risks are tolerable, but only if additional control measures identified are not reasonably practicable to implement
	LOW	Risks are broadly acceptable, and risks should be monitored to ensure the level does not change