

## COVID-19: Health and Safety Risk Assessment

Please note: this risk assessment has been undertaken in conjunction with the guidance on school reopening issued by the Department for Education.

<b>School name:</b>	All Schools	<b>Assessment conducted by – name:</b>	Sophie Teasdale
<b>Covered by this assessment:</b>	Staff, pupils, contractors, visitors, volunteers, vulnerable people	<b>Assessment conducted by – job title:</b>	Chief Financial Officer
<b>Assessment date:</b>	04/01/2022	<b>Review interval:</b>	Regularly
		<b>Date of next review:</b>	26/01/2022

**Note:** Risk assessments must be reviewed at least, whenever there is a significant change in the activity and following any incident. Risk assessments must be retained for a period of 6 years.

Related documents	
<b>Trust/Local Authority documents:</b>	<p><b>Government guidance:</b></p> <p><a href="#">Safe working in education, childcare and children's social care</a></p> <p><a href="#">Coronavirus (COVID-19) Collection: guidance for schools and other educational settings</a></p> <p><a href="#">Actions for schools during the coronavirus outbreak</a></p> <p><a href="#">COVID-19: cleaning in non-healthcare settings</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p>

**Risk matrix**

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	M
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L
Area for concern	Risk rating prior to action (H/M/L)	Control measures in place	Residual risk rating (H/M/L)	
Spread of COVID-19 due to poor hygiene and infection control.	H	<p>Current government guidance is being observed, and additional local controls are in place in response to public health advice for schools in Kingston upon Hull. These include hand and respiratory hygiene, improved cleaning regimes and local ventilation strategies. Covid-19 continues to be a virus that we learn to live with and the imperative to reduce disruption to children and young people's education remains.</p> <p><b>1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, do not attend school.</b></p> <p>This information is issued at staff and student briefings and in letters home to parents:</p> <ul style="list-style-type: none"> <li>Anyone with symptoms must remain at home and take a PCR test. If the result is positive, then you should self-isolate according to current guidance.</li> <li>Any student or staff member needs to go home immediately if they have symptoms. They should take a PCR test as soon as possible.</li> <li>Close contacts in schools are now identified by NHS Test and Trace.</li> <li>If you are aged over 18 years and 6 months and are fully vaccinated and have been in close contact with a positive case with someone you live with, you are not legally required to self-isolate, but we require you to take an LFD test every day for 7 days and self-isolate if you get a positive result.</li> <li>If you are aged 18 years and 6 months and are not fully vaccinated and have been in close contact with a positive case with someone you live with, you are legally required to stay at home and self-isolate.</li> <li>Fully vaccinated or below the age of 18 years and 6 months are not required to self-isolate but you strongly advised to take an LFD test every day for 7 days or until 10 days since your last contact with the positive case.</li> <li>A child with symptoms awaiting collection needs to be isolated and kept at a distance of 2 metres from the supervising staff member, ideally in a well-ventilated place. PPE is required if this distance cannot be maintained or there is a risk of contaminated bodily fluids.</li> <li>If the child uses the bathroom, it must be thoroughly disinfected before use by anyone else.</li> </ul>	L	

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		<ul style="list-style-type: none"> <li>• Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people.</li> <li>In addition: <ul style="list-style-type: none"> <li>• Staff are reminded that they have received frequent communications on infection control that gives them a good understanding of how the spread of coronavirus occurs and can be mitigated.</li> <li>• Infection control briefing is arranged for new staff.</li> <li>• Infection control briefing is arranged for staff returning.</li> </ul> </li> <li><b>2. Face Coverings</b> <ul style="list-style-type: none"> <li>• Where students in year 7 and above are being educated, we require face coverings to be worn by students, staff and visitors when moving around the site, outside of classrooms, such as in corridors and communal areas, unless medically exempt. This is a temporary measure.</li> <li>• Students in year 7 and above should also wear face coverings in classrooms unless medically exempt or where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, e.g., PE lessons. This is a temporary measure.</li> <li>• In primary schools, we require staff and adults to wear face coverings when moving around corridors and communal areas. We do not require pupils to wear face coverings.</li> <li>• Face coverings are required to be worn by adults and students when travelling on school buses and public transport.</li> <li>• Guidance has been provided to staff, students, and families regarding the required standard of face covering to be worn and effective donning and doffing of face coverings.</li> <li>• Any adult or student arriving on site without the appropriate face covering will be offered a kite marked disposable 3 ply face covering.</li> <li>• Transparent face coverings can be worn to assist communication with someone who relies on lip reading, clear sound or facial expression.</li> <li>• Face covering should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles.</li> </ul> </li> <li><b>3. Clean hands thoroughly more often than usual</b> <ul style="list-style-type: none"> <li>• Handwashing / sanitising is scheduled into the school day. It takes place as a minimum: when students, staff or visitors enter the school; at break; before and after lunch; before leaving school; whenever the toilet is used. All students in year 7 and above sanitise hands at the beginning and end of every lesson.</li> <li>• Handwashing routines are demonstrated in all relevant locations.</li> <li>• Hand driers have been decommissioned and paper towels are provided.</li> </ul> </li> </ul>	

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		<ul style="list-style-type: none"> <li>• Checks are scheduled during the day on stocks of hand sanitiser, soap and paper towels. Steps are taken to ensure that there is sufficient supply in school.</li> <li><b>4. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.</b></li> <li>• Posters remind students and staff about the importance of the approach and handwashing and are displayed around the school, particularly by washbasins/ toilets and at entry/exit points.</li> <li>• Primary pupils are supported to ensure hygiene routines are undertaken regularly and effectively.</li> <li>• The location of bins around the school is checked and more are ordered if necessary.</li> <li>• A schedule for bins to be emptied / disinfected is in place and is adhered to.</li> <li>• Students using public transport are reminded of the need to wear face coverings/masks.</li> <li>• A stock of 3 ply disposable face coverings is maintained and made available for staff, visitors and students as required.</li> <li><b>5. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</b></li> <li>• The school’s Site Manager ensures delivery of the induction package to cleaning staff, so they fully understand their role in preventing the spread of coronavirus.</li> <li>• The cleaning schedule is reviewed and if necessary additional staff hours are provided to ensure that cleaning standards are adhered to.</li> <li>• Enhanced cleaning routines are in place across all schools.</li> <li>• Stock checks and stock control are maintained.</li> <li>• The canteen and catering areas are subject to enhanced cleaning routines.</li> <li><b>6. Minimise contact between individuals and maintain social distancing wherever possible.</b></li> <li>• Teaching staff, where possible, operate in clearly marked teaching zones within classrooms to ensure safe distancing between teaching staff and students.</li> <li>• Specialist learning spaces, such as science labs and design technology workshops are identified in cleaning staff rotas to be cleaned more frequently throughout the day, to reduce risk of contamination.</li> <li>• Students are instructed to clean some resources with wipes at the end of lessons where resources / spaces will subsequently be used by another year group.</li> <li><b>7. Where necessary, wear appropriate personal protective equipment (PPE)</b></li> <li>• The school continues to maintain and monitor stocks of kite marked PPE and has access to supplier lists.</li> <li>• Staff are supplied with PPE when supervising a pupil who has symptoms of COVID-19 (if 2m social distancing cannot be ensured) and for the provision of routine intimate care to pupils that involves the use of PPE.</li> <li>• Gloves and aprons are provided for cleaning staff.</li> <li>• Face masks are worn by staff when cleaning visible bodily fluids from suspected COVID-19 case.</li> <li>• Stocks of PPE are regularly monitored and replenished.</li> <li>• Evacuation chairs have PPE packs with them which are replenished upon use.</li> </ul>	

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		<p><b>8. Keeping occupied spaces well ventilated</b></p> <p><b>Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.</b></p> <p>This can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> <li>• Mechanical ventilation systems – these are adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance (if possible, systems are adjusted to full fresh air or, if not, then systems are operated as normal if they are within a single room and supplemented by an outdoor air supply).</li> <li>• Natural ventilation – opening windows (in cooler weather windows are opened to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Internal doors are opened where necessary natural ventilation – external opening doors are also opened (if they are not fire doors and where safe to do so).</li> <li>• School has access to and observes Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice.</li> <li>• The government is providing schools with CO2 monitors to check on air quality across the site. These have been deployed at the secondary school and are regularly monitored.</li> </ul> <p><b>9. Engage with Lateral Flow Device Testing</b></p> <ul style="list-style-type: none"> <li>• School leaders understand the importance of twice weekly lateral flow testing for staff and students.</li> <li>• All students are recommended to LFD test twice weekly at home and regular reminders are issued via social media, website and other communications.</li> <li>• All staff and parents must engage with NHS Test and Trace immediately.</li> <li>• Local health protection advice will be followed in the event of a local outbreak.</li> <li>• All relevant information is available on the College website.</li> </ul> <p><b>10. Manage confirmed cases of coronavirus (COVID-19) amongst the school community.</b></p> <ul style="list-style-type: none"> <li>• Contact details for the local Public Health England team and local authority health and safety team are readily to hand.</li> <li>• In line with current guidance, a clear process is in place to notify the appropriate authorities of any cases that test positive (e.g., the Trust, the Local Authority, the DfE/Local Health Protection Team as required).</li> <li>• A spreadsheet is maintained to record all staff and pupils who are self-isolating who have tested positive. These spreadsheets are kept up to date.</li> <li>• Use is made of any template letters provided by Public Health England / local authority as directed locally.</li> <li>• The Toolkit/Action Plan for confirmed COVID-19 cases in school is followed for all confirmed cases.</li> <li>• Support and advice are sought from the Trust for any queries/complex cases. Further advice is sought from the Local Authority/DfE/PHE as required.</li> </ul> <p><b>11. Contain any outbreak by following local health protection team advice.</b></p>	

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		<ul style="list-style-type: none"> <li>The school responds immediately to advice provided by the local health protection team.</li> <li>Good working relationships are established and maintained, enabling rapid communication with local authorities and local Public Health England.</li> </ul>	
<b>Maintaining effective social distancing to prevent spread of COVID-19</b>		<ul style="list-style-type: none"> <li>Current government guidance is being applied alongside local measures.</li> <li>Expectations of social distancing are established and communicated to all staff and students regularly. For staff these include expectations on social distancing at all times.</li> <li>Clear social distancing signage is in place throughout the school.</li> <li>Spare chairs and desks have been removed.</li> <li>Classrooms are well ventilated.</li> <li>Outdoor learning is incorporated into the curriculum where possible, outdoor PE equipment is not used without thorough cleaning between usage of students from different year groups.</li> <li>Whole staff meetings, congregational assemblies and other large face to face gatherings are reduced and mask wearing encouraged in these circumstances.</li> <li>Teams continues to be used, as a reasonable option for meetings.</li> <li>Access to toilets is planned and managed to avoid large groups/queues from forming.</li> <li>Activities that involve shared resources/equipment are avoided.</li> <li>Where possible, one-way systems are implemented for circulation. Routes are clearly marked with appropriate signage.</li> <li>Appropriate signage, screens and floor markings are in place to protect reception staff and other office staff so that they can remain at a distance of 2m from any visitors. Where possible, they are further protected by screens.</li> <li>Student behaviour policy has been reviewed and updated in light of the ongoing COVID 19 arrangements with clear sanctions in place for anyone ignoring or deliberately flouting the rules.</li> <li>Senior leadership closely monitor compliance with the COVID 19 arrangements and adjust procedures where necessary.</li> </ul>	
<b>There is a member of staff or student with suspected COVID-19 symptoms in school.</b>		<ul style="list-style-type: none"> <li>Current government guidance is being applied.</li> <li>The school engages fully with the NHS Test and Trace process. Staff and parents understand and act on their obligations under NHS Test and Trace to get tested if they show symptoms of COVID-19.</li> <li>Appropriate guidance is followed according to the result of the test.</li> <li>Staff, students, and parents have been briefed regarding the need to self-isolate with symptoms.</li> <li>Procedures are in place to ensure that staff, students, or visitors do not enter the school if they have COVID-19 symptoms / have been told to self-isolate by a healthcare professional until it is safe to do so according to the latest government guidance.</li> <li>Any staff/students who become unwell at school must be isolated immediately and sent home as soon as possible with arrangements made for them to take a test under NHS Test and Trace.</li> </ul>	

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	High	<ul style="list-style-type: none"> <li>• A room and separate toilet have been designated to accommodate any suspected case whilst they are waiting to be collected. Additional spaces have been identified in the event of multiple simultaneous cases arising.</li> <li>• Arrangements are in place for staff supervision of any student displaying COVID-19 symptoms (2m distancing should be observed and where this is not possible, they should wear suitable PPE).</li> <li>• Staff and student absence related to COVID-19 is monitored and carefully tracked so that no students or staff are accepted back into school before the incubation timeline has elapsed as set out in the latest government guidance.</li> <li>• Arrangements are in place to notify the Trust/Local Authority of any students or staff who test positive for COVID-19.</li> <li>• Students suspected of having COVID-19 will be sent home until confirmation of a test result under NHS Test and Trace is received.</li> <li>• The Toolkit/Action Plan for confirmed COVID-19 cases in school is followed for all confirmed cases.</li> <li>• Support and advice are sought from the Trust for any queries/complex cases. Further advice is sought from the Local Authority/DfE/PHE as required.</li> </ul>	Low
<b>Access to /egress from site</b>	Medium	<ul style="list-style-type: none"> <li>• Arrangements for egress from site are in place.</li> <li>• The number of entrances and exits to be used has been maximised.</li> <li>• Outside doors are used to access classrooms directly where these are available and can be safely accessed.</li> <li>• Procedure is in place for receptionist to check that no one enters the school who has COVID-19 symptoms.</li> <li>• A dedicated waiting area and meeting room is made available for visitors, adjacent to reception.</li> <li>• Deliveries are managed effectively in a timely manner, with recipients adhering to social distancing and wearing PPE where appropriate.</li> </ul>	Low
<b>Lack of / incorrect use of PPE or inappropriate disposal leading to increased risk of infection.</b>	High	<ul style="list-style-type: none"> <li>• The latest government guidance on wearing PPE in schools is applied alongside local measures.</li> <li>• Guidance has been issued to staff around need for and how to put on and take off PPE correctly.</li> <li>• The need for PPE in some circumstances, such as providing intimate care, is subject to a thorough individual risk assessment.</li> <li>• Adequate supplies of PPE are secured for staff where risk assessment identifies wearing of PPE is required.</li> <li>• Guidance has been issued regarding the correct disposal of PPE.</li> <li>• Staff will be provided with face masks if specifically required. Gloves and aprons will also be available if required. Visors and goggles will also be made available on request.</li> </ul>	Low

Area for concern	Risk rating prior to action (H/M/L)	Control measures in place	Residual risk rating (H/M/L)
<p><b>Some staff and students (or close family members) may have increased vulnerability to infection or poorer outcomes from COVID-19.</b></p>	<p style="background-color: red; color: red;"> </p>	<ul style="list-style-type: none"> <li>• The latest government guidance is applied.</li> <li>• Staff and students with underlying health issues have been provided with updated guidance and discussions have been held with them regarding attending work/school.</li> <li>• Individual risk assessments take place where appropriate.</li> <li>• All members of staff and students with underlying health issues, those within vulnerable groups have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated.</li> <li>• Members of staff and students with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice.</li> <li>• Staff and students are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable as set out in the latest government guidance.</li> <li>• For vulnerable staff and students, concerns are discussed, procedures explained, and risk assessments offered.</li> <li>• A pregnancy risk assessment is in place for any pregnant staff.</li> <li>• If the risk assessment raises any significant issues for pregnant staff who are not in the third trimester, then the full range of options will be considered including working from home earlier than 28 weeks.</li> </ul>	<p style="background-color: #c8e6c9;"> </p>



Area for concern	Risk rating prior to action (H/M/L)	Control measures in place	Residual risk rating (H/M/L)
<b>Mental health concerns for staff and students due to COVID-19</b>		<ul style="list-style-type: none"> <li>• Wellbeing/mental health issues are managed with the year group pastoral teams and external agencies where appropriate.</li> <li>• Age-appropriate websites/resources are provided for students.</li> <li>• Staff are directed to useful websites and resources that they might find helpful themselves.</li> <li>• Line managers stay in touch regularly with staff and check that they are well.</li> <li>• Staff briefings and training focus on wellbeing, recognising the importance of their own wellbeing and that of their students.</li> <li>• Appropriate work plans are agreed with staff and support is provided where necessary.</li> <li>• Staff working from home help to provide remote learning for any students who are not at school.</li> <li>• Staff are considered individuals and managed accordingly.</li> <li>• Wellbeing and work-life balance are promoted with all staff.</li> <li>• The school has access to trained staff who can deliver any bereavement counselling and support.</li> </ul>	
<b>Existing site maintenance regimes are up to date and/or all systems are operational.</b>		<ul style="list-style-type: none"> <li>• Current government guidance is being applied.</li> <li>• Where utility systems have not been maintained in line with required schedules and statutory requirements.</li> <li>• Pest control is utilised where necessary.</li> <li>• Ventilation systems have been tested and any practical improvements to improve ventilation have been put in place.</li> <li>• A health and safety site inspection was undertaken in October 21.</li> <li>• The Good Estates Management toolkit checklist and guidance is in place.</li> </ul>	

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<p><b>Current policies and procedures have been adapted/updated to take account of COVID-19 impact.</b></p>		<ul style="list-style-type: none"> <li>• Existing policies and procedures have been updated/adapted to take account of COVID-19 impact.</li> <li>• Fire procedures have been reviewed and revised where required.</li> <li>• Staff and students have been briefed and rehearsed on any new evacuation procedures.</li> <li>• Incident controller has been trained/ briefed appropriately.</li> </ul>	
<p><b>Third party contractors on-site whilst school is in operation may pose a risk to social distancing and infection control.</b></p>		<ul style="list-style-type: none"> <li>• Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times.</li> <li>• In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction) and these have been reviewed.</li> </ul>	
<p><b>Staff shortages due to absence may compromise operational safety.</b></p>		<ul style="list-style-type: none"> <li>• The health status and availability of every member of staff is regularly updated so that deployment can be planned.</li> <li>• SLT/senior staff members are briefed on each other's roles in order to avoid any single point of failure.</li> <li>• Sufficient cover/supply staff are available.</li> <li>• Roles have been reallocated to cover any critical functions where appropriate. Staff have appropriate competences and training to fulfil their roles.</li> <li>• Staff have been trained /briefed across disciplines to avoid any single points of failure.</li> <li>• There are sufficiently qualified first aiders to cover the numbers of staff and students on site.</li> </ul>	
<p><b>Risk of infection during PE due to lack of COVID secure arrangements</b></p>		<ul style="list-style-type: none"> <li>• Where possible PE is undertaken outdoors.</li> <li>• Where lessons take place indoors, ventilation is maximised and where practical doors and windows opened whilst the lesson is taking place.</li> <li>• Sports equipment is thoroughly cleaned between each use.</li> <li>• Activities are selected that allow for social distancing and small consistent groupings.</li> <li>• Social distance is maintained in changing rooms and the use of showers is avoided.</li> <li>• Changing rooms are cleaned after use.</li> </ul>	

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		<ul style="list-style-type: none"> <li>• Hand sanitiser is available in the changing rooms.</li> </ul>	
<b>Music, dance, and drama in school – increased risk of infection due to the nature of the activity</b>		<ul style="list-style-type: none"> <li>• Teachers closely monitor and supervise the use of equipment.</li> <li>• Music equipment where it is shared is disinfected regularly after every use including accessories.</li> <li>• Instruments are cleaned by the pupils, following guidance from teachers.</li> <li>• Pick and drop off points are designated for returning equipment with appropriate quarantine/cleaning procedures in place.</li> </ul>	
<b>Transmissions due to asymptomatic cases put students and staff at risk and could result in some transmissions in schools going undetected. This is a particular concern given the high transmissibility of the new variants of Covid-19.</b>		<ul style="list-style-type: none"> <li>• Testing is provided in line with current government guidance. <i>(Scientific evidence indicates that lateral flow testing identifies new variants of Covid-19)</i></li> <li>• Any testing arrangements carried out in school are in line with government guidance and are covered by an appropriate risk assessment, with additional control measures in place as required.</li> <li>• A separate risk assessment for COVID-19 testing in schools is in place to cover testing arrangements (refer to the Trust 'COVID-19 Risk Assessment: School Based Asymptomatic Testing' for further details).</li> </ul>	
<b>Increased infection rates due to high levels of community transmission, and impact of new variants.</b>		<ul style="list-style-type: none"> <li>• Current government, PHE, DfE, Local Authority guidance is followed.</li> <li>• <u>Contingency Framework</u> implemented if/when additional restrictions are applied to Local Authority area.</li> <li>• DfE System of controls are implemented and regularly reviewed.</li> <li>• Local Authority notified of all positive cases in school.</li> </ul>	

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Arrangements kept up to date with current guidance.		<ul style="list-style-type: none"> <li>COVID arrangements are regularly reviewed to ensure they are in line with current guidance, including any additional restrictions introduced as part of the Contingency Framework.</li> </ul>	
Clinically Extremely Vulnerable (CEV) and clinically vulnerable staff in high transmission areas are at increased risk due to the new variants.		<ul style="list-style-type: none"> <li>CEV staff are encouraged to consider the need for any additional arrangements such as face masks and social distancing, whilst at work.</li> <li>Risk assessments are offered / revised for all clinically extremely vulnerable staff, and for all clinically vulnerable staff if required.</li> </ul>	
Clinically Extremely Vulnerable (CEV) students in high transmission areas are at increased risk due to the new variants.		<ul style="list-style-type: none"> <li>Students in the CEV group are advised to continue to attend in line with government guidance unless they have been advised by their GP or clinician not to attend school.</li> <li>Risk assessments are offered / revised for all clinically extremely vulnerable students, and for all clinically vulnerable students.</li> </ul>	

Signed off by: 

Ged Fitzpatrick

CEO, St Cuthbert's RC Academy Trust

04/01/22