

## 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>	09/05/2022	<b>Review interval:</b>	Termly
		<b>Date of next review:</b>	31/08/2022

**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="https://www.gov.uk/government/publications/covid-19-response-living-with-covid-19/covid-19-response-living-with-covid-19">https://www.gov.uk/government/publications/covid-19-response-living-with-covid-19/covid-19-response-living-with-covid-19</a></p> <p><a href="#">COVID-19: cleaning in non-healthcare settings</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 of a respiratory infection and/or a high temperature, 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>The legal requirement to self-isolate has been removed</li> <li>Staff, students, and visitors are advised to stay at home if they have symptoms of a respiratory infection and a high temperature, or if they feel unwell.</li> <li>We no longer expect asymptomatic testing.</li> <li>If you have tested and receive a positive result, then we encourage you to stay at home and avoid contact with other people: Staff for 5 days, Students for 3 days.</li> <li>It is important that all staff, students and visitors continue to ensure that our workspaces are well ventilated and that strong hygiene routines are maintained.</li> </ul> <p>In addition:</p> <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>		L

Area for concern	Risk rating prior to action (H/M/L)	Control measures in place	Residual risk rating (H/M/L)
		<p><b>2. Face Coverings</b></p> <ul style="list-style-type: none"> <li>• Face coverings are no longer advised for pupils, staff and visitors in classrooms or communal areas.</li> <li>• If staff, students, or visitors feel more comfortable wearing a face mask then this will not be challenged by the school setting unless it is restricting teaching and learning.</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>• Transparent face coverings may aid communication in certain circumstances.</li> <li>• Staff and pupils should follow wider advice on face coverings outside of school, including on transport to and from school.</li> <li>• The Trust's contingency plan will respond to the reintroduction of face coverings if required by public health and the local authority.</li> </ul> <p><b>3. Clean hands thoroughly more often than usual</b></p> <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> <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> </ul> <p><b>4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</b></p> <ul style="list-style-type: none"> <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> </ul> <p><b>5. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</b></p> <ul style="list-style-type: none"> <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> </ul>	

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		<ul style="list-style-type: none"> <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> </ul> <p><b>6. Where necessary, wear appropriate personal protective equipment (PPE)</b></p> <ul style="list-style-type: none"> <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> </ul> <p><b>7. 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>8. 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> </ul>	

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		<ul style="list-style-type: none"> <li>• In line with current guidance, a clear process is in place to notify the appropriate authorities of any breakouts.</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>• 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>9. Contain any outbreak by following local health protection team advice.</b></p> <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>• 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>• Staff, students, and parents have been briefed regarding the current government guidance in the Living with COVID-19 document.</li> <li>• If a student or staff member becomes unwell at school with symptoms of a respiratory infection and high temperature, then they will be provided the opportunity to self-isolate until they can go home.</li> <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 symptoms as indicated above (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 tracked.</li> </ul>	
<b>Lack of / incorrect use of PPE or inappropriate disposal leading to increased risk of infection.</b>		<ul style="list-style-type: none"> <li>• The latest government guidance on wearing PPE in schools is applied.</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> </ul>	

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		<ul style="list-style-type: none"> <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>	
<p><b>Some staff and students (or close family members) may have increased vulnerability to infection or poorer outcomes from COVID-19.</b></p>		<ul style="list-style-type: none"> <li>• The latest government guidance is applied.</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>	

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 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>• 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 is undertaken annually.</li> <li>• The Good Estates Management toolkit checklist and guidance is in place.</li> </ul>	

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<p>Current policies and procedures have been adapted/updated to take account of COVID-19 impact.</p>		<ul style="list-style-type: none"> <li>Existing policies and procedures have been updated/adapted to take account of COVID-19 impact.</li> </ul>	
<p>Third party contractors on-site whilst school is in operation may pose a risk to social distancing and infection control.</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 for their workforce.</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>Staff shortages due to absence may compromise operational safety.</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>Risk of infection during PE due to lack of COVID secure arrangements</p>		<ul style="list-style-type: none"> <li>Where lessons take place indoors, ventilation is maximised and where practical doors and windows opened whilst the lesson is taking place.</li> <li>Changing rooms are cleaned regularly.</li> <li>Hand sanitiser is available in the changing rooms.</li> </ul>	

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Increased infection rates due to high levels of community transmission, and impact of new variants.		<ul style="list-style-type: none"> <li>• Current government, PHE, DfE, Local Authority guidance is followed.</li> </ul>	
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 support 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

09/05/22