

## COVID-19 Risk Assessment

**RISK ASSESSMENT FOR:** Full Opening of Schools during COVID 19 outbreak. Guidance issued 16<sup>th</sup> August 2021

Now, that circumstances have changed. The prevalence of coronavirus (COVID-19) has decreased, the NHS Test and Trace system sets out advise with clear measures that need to be in place to create safer environments within schools.

Employers need to continue to consider the following measures to mitigate exposure to COVID-19. As occupational Long COVID-19 could be as direct consequence of work activities.

Engineering controls - Physical barriers - Proper ventilation -Using disposable tools and instruments

Administrative controls - Preventing entry of sick workers - Hygiene and PPE training for staff - Reducing staff hours - Restricting staff gatherings - Work from home/flexible working hours – Vaccination - Rapid lateral flow testing - Continuous cleaning - Disinfection

Personal protective equipment - Correct masks/respirators - Eye protection – Gloves - Special clothing (aprons, visors)

The Government will continue to urge people to get vaccinated, and to self-isolate and get tested if they have symptoms. It will remain a legal requirement for people to self-isolate if they test positive or are told to do so by NHS Test and Trace. The public will continue to be encouraged to download and use the latest version of the NHS COVID-19 app to help reduce the spread of the virus.

RIDDOR when one of the following circumstances applies: An accident or incident at work has, or could have, led to the release or escape of coronavirus (SARS-CoV-2). This must be reported as a dangerous occurrence

A person at work (a worker) has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus. This must be reported as a case of disease. A worker dies as a result of occupational exposure to coronavirus. This must be reported as a work-related death due to exposure to a biological agent

**Relevant links** <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

Implementing protective measures in education <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-childrenand-young-people-initial-planning-framework-for-schools-in-england>

Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-closecontactwith-symptomatic-people-with-potential-2019-ncov>

<b>Area/Activity Assessed</b>	Working During COVID-19	<b>Date</b>	18/08/2021 Review - Changes in Government
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## COVID-19 Risk Assessment

			Guidance
<b>Assessment Completed By</b>	Linda Benson MBHS	<b>Person(s) Consulted</b>	Billy Hutt

<b>Persons Exposed</b>	<b>Employees</b>	<input checked="" type="checkbox"/>	<b>Contractor</b>	<input checked="" type="checkbox"/>	<b>Young Person</b>	<input checked="" type="checkbox"/>	<b>Expectant Mother</b>	<input checked="" type="checkbox"/>	<b>Visitors and/or Public</b>	<input checked="" type="checkbox"/>	<b>Trespassers</b>	<input checked="" type="checkbox"/>
<b>Frequency of Exposure</b>	<b>Continually</b>	<input checked="" type="checkbox"/>	<b>Hourly</b>	<input type="checkbox"/>	<b>Daily</b>	<input checked="" type="checkbox"/>	<b>Weekly</b>	<input checked="" type="checkbox"/>	<b>Monthly</b>	<input type="checkbox"/>	<b>Yearly</b>	<input type="checkbox"/>
<b>Duration of Exposure</b>	<b>Less than 1hr</b>	<input type="checkbox"/>	<b>1-2 hrs</b>	<input type="checkbox"/>	<b>3-4 hrs</b>	<input checked="" type="checkbox"/>	<b>5-6 hrs</b>	<input checked="" type="checkbox"/>	<b>7-8 hrs</b>	<input checked="" type="checkbox"/>	<b>More than 8 hrs</b>	<input type="checkbox"/>

<b>Probability (Prob)</b>	5= Very Likely, 4= Likely, 3= Quite Possible, 2= Possible, 1= Unlikely	Low	0-8	Low risk
<b>Severity (Sev)</b>	5= Catastrophic, 4= Major, 3= Moderate, 2= Minor, 1= Insignificant	Medium	9-15	Medium risk ensure adequate controls are in use
		High	16-25	High risk stop operation and implement adequate control measures

1.	Task / Hazard	Initial			Control Measures	Residual			Extra Controls
		Sev	Prob	Risk		Sev	Prob	Risk	
	<p>Spreading the coronavirus (COVID-19)</p> <p><i>Due to growth in COVID levels, procedures to be put in place to ensure appropriate systems are maintained between staff/customers both within and outside the premises</i></p>	5	4	20	<p>-Our priority is for our school to deliver face-to-face, high-quality education to all our children. The evidence is clear that being out of education and childcare causes significant harm to educational attainment, life chances, mental and physical health.</p> <p>-To help reduce the spread of COVID-19, published guidance advises that wearing a face covering will reduce individual risk and the risk to others, where you come into contact with people you don't normally meet in enclosed and crowded spaces.</p> <p>-Continue to consider the risks of close contact with others, particularly if you are clinically extremely vulnerable or not yet fully vaccinated.</p> <p>-Covering your nose and mouth when you cough and sneeze. Staying at home if unwell, to reduce the risk of passing on other illnesses onto friends, family, colleagues, and others in your community.</p>	5	2	10	

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	Task / Hazard	Initial			Control Measures	Residual			Extra Controls
		Sev	Prob	Risk		Sev	Prob	Risk	
2.	<ul style="list-style-type: none"> <li>Spread of Covid-19 Coronavirus</li> </ul> <p><i>Staff</i> <i>Anyone else who physically comes in contact with you in relation to your business</i></p>	5	4	20	<p>The School Leadership Team and Trustees remind all staff of social distancing and being mindful the number of persons in any work area.</p> <p>Redesigning processes or layout to ensure social distancing in place e.g. staggered breaktimes and lunchtimes for phases and assemblies for only two year groups.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p> <p>Staff are advised it is important to ensure good ventilation.</p> <p>Advice on this can be found in Health and Safety Executive guidance on <a href="#">air conditioning and ventilation during the coronavirus outbreak</a>.</p> <p>In classrooms, it is important that we improve ventilation, for example, by opening the windows when children are present and opening doors when children are outside.</p>	5	2	10	
3.	<ul style="list-style-type: none"> <li>Spread of Covid-19 Coronavirus</li> </ul> <ul style="list-style-type: none"> <li>Staff</li> <li>Visitors to your premises</li> <li>Cleaners</li> </ul> <p><i>Anyone else who physically comes in contact with you in relation to your business</i></p>	5	4	20	<p>Regular cleaning, disinfection and cleaning</p> <p>Clear signage displayed to remind staff:</p> <p>Daily cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, taps, kettles and microwaves using appropriate cleaning products and methods.</p> <p>Anti-bac wipes and hand sanitizer available in all welfare areas.</p> <p>Rigorous checks will be carried out by senior managers to ensure that the necessary procedures are being followed</p>	5	2	10	
4.	<p>Spreading the coronavirus (COVID-19)</p> <p><i>Risk of outbreak within our school</i></p>	5	4	20	<p>The school are aware, if staff have had both vaccinations or under the age of 18 are no longer advised to self-isolate if they have been in contact with someone who has tested positive but are advised to get tested, act with caution inside and outside school and inform SLT.</p> <p>Staff are aware that if someone has tested positive, then they must complete the isolation period.</p> <p>The school encourage staff, where high levels of people, to wear face covering ,but this is not mandatory.</p> <p>Rapid flow testing is also encouraged. Active engagement with NHS Test and Trace.</p>	5	2	10	

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	Task / Hazard	Initial			Control Measures	Residual			Extra Controls
		Sev	Prob	Risk		Sev	Prob	Risk	
5.	Spreading the coronavirus (COVID-19) <i>Risk of outbreak within our school</i>	5	4	20	<p>The school will take swift action when they become aware that someone who has attended school has tested positive for coronavirus (COVID-19)</p> <p>Our Staff and other adults will follow public health advice and discuss with the Worcestershire Local Outbreak Response Team (LORT) who will provide definitive advice on who must be sent home and give further advise on when to isolate and what to do. Children who are aged under 5 years old who are identified as close contacts will only be advised to take a PCR test if the positive case is in their own household. Staff who do not need to self-isolate, and children who usually attend the setting, and have been identified as a close contact, should continue to attend the setting as normal but should act with caution both inside and outside of school and inform SLT (as above).</p> <p>Parents should inform the school if a child is a close contact of a positive case but is still attending school.</p> <p>Child with symptoms. If a child is awaiting collection from the isolation area, appropriate PPE should be used if close contact is necessary, they should be moved, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>Staff are informed, staff will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used</p>	5	2	10	
6.	Spreading the coronavirus (COVID-19)	5	4	20	The 'catch it, bin it, kill it' approach continues to be very important, so schools must ensure that they have enough	5	2	10	

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	<i>Risk of outbreak within our school Maintaining good hygiene</i>				tissues and bins available in the school to support pupils and staff to follow this routine. Our School will ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates. Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. A member of staff however may continue to choose to wear a face covering if they so wish.				
7.	<b>Spreading the coronavirus (COVID-19)</b> <i>Risk of outbreak within school setting Ensure school environments have enhanced cleaning &amp; hygiene routines</i>	5	4	20	Frequent and thorough hand cleaning should now be regular practice. All must continue to ensure that children clean their hands regularly. This can be done with soap and water or hand sanitiser.  Putting in place a robust cleaning schedule that includes: <ul style="list-style-type: none"> <li>•Frequent cleaning of rooms / shared areas that are used by different groups</li> <li>•Touched surfaces will be cleaned frequently.</li> <li>•Where a positive case is confirmed, areas frequented by the positive case will be deep-cleaned and fogged to avoid minimising spread.</li> </ul> Toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. Cleaning frequently touched surfaces e.g. books, toys, desks, chairs, doors, sinks, toilets, light switches, bannisters often using standard products. Wipes and sanitizer sprays and cloths will be available in classes for wiping hard surfaces, door handles, chairs and regularly used areas.	5	2	10	
8.	<b>Spreading the coronavirus (COVID-19)</b> <i>Minimising contacts and mixing between people to reduce transmission of coronavirus if required (refer to The Coppice Contingency Plan)</i>	5	4	20	Under the contingency plan (see separate Contingency Plan document), the overarching principle is reducing the number of contacts between children and staff. These are not alternative options and both measures will help, but the balance between them will change depending on: <ul style="list-style-type: none"> <li>• children's ability to distance</li> </ul>	5	2	10	

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				<ul style="list-style-type: none"> <li>the layout of the school</li> <li>the feasibility of keeping distinct groups separate while offering a broad curriculum</li> </ul> <p>Our School, in order to offer greatest curriculum provision groups will operate year group sized ‘bubbles’.</p> <p>When using larger groups, the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate.</p> <p>DfE / PHE recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.</p> <p>Both the approaches of separating groups and maintaining distance are not ‘all-or-nothing’ options and will still bring benefits even if implemented partially.</p> <p>Our school now will allow mixing into wider groups for specialist teaching, wraparound care.</p> <p>We will continue to support the learning of children who do not attend settings including how these children can maintain contact with their key person and peers.</p> <p>We will support Parents and carers to provide a positive learning environment at home</p>			
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### ACTION ARISING FROM RISK ASSESSMENT

No	Risk Rating	Due to Covid 19 Action Required:	Person (s) Responsible	Target Date	Date Completed
All	Med	Risk Assessment is to be reviewed in line with Government Guidance Guidance to help employers, employees and the self-employed understand how to work safely during the	School H&S Management Team	Ongoing	

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		Coronavirus pandemic. The government in consultation with industry and has produced guidance to help ensure workplaces are as safe as possible.			
All	Med	This risk assessment must be communicated to all Employees have the hazards and controls measure explained, once read and understood they should sign to state this.	School H&S Management Team	Ongoing	
All	Med	Employees to be made aware that once they enter the site, they must sanitise their hands.	School H&S Management Team	Ongoing	
All	Med	Re-assess if there are any significant changes.	School H&S Management Team	Ongoing	
All	Med	Ensure wherever practical to have good air flow ventilation throughout the building	School H&S Management Team	Ongoing	

### COVID Risk Assessment Acknowledgement

The following staff have read this risk assessment.

Their signatures are confirmation that they have read and understood all which is within its contents.

Name	Signature	Date	Name	Signature	Date



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