

Step 4 risk assessment - COVID-19 (reviewed from July 2021)

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HAZARD	RISK GROUP	RISK	CONTROL MEASURES (Describe the existing workplace precautions and risk control systems in place)	Residual Risk Rating HIGH MED LOW	Are Existing Controls Adequate?	
					Yes	No*
Ventilation of building	Whole school/ staff/ visitors	Risk of spread of infection due to airborne transmission	<ul style="list-style-type: none"> Mechanical ventilation system will be adjusted to increase the ventilation rate wherever possible Mechanical ventilation system will be checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated Doors to classrooms and external windows will be left open where possible to create a throughput of air 	Low	*	

Dedicated School Transport	Pupils Driver	Risk of Infection	<ul style="list-style-type: none"> • Dedicated school transport (not used by members of the public) • Hand Sanitiser to be available for use on boarding/disembarking • Regular cleaning of hard surface areas and frequently touched areas before being used by another • Seats and touch points to be wiped down after every use • The use of face coverings whilst on board the transport is expected as per government guidance 	Med	*	
Attendance in schools	Pupils	Education suffering	<ul style="list-style-type: none"> • It is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development. • Parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age; • Schools' responsibilities to record attendance and follow up absence 	Med	*	

			<ul style="list-style-type: none"> The availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct Attendance matter will be treated as normal including communications and restorative practices Attendance officer tasked with supporting students back in to school with the support of the pastoral team 			
Home visits	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> staff will not conduct home visits to any household that is self-isolating, these meetings will be conducted over the phone where possible or via a face to face visit after the isolation period has lapsed 	Low	*	
Lunchtimes	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> students are kept separated. Lunch times will be supervised by non-teaching staff and ALT to allow all teaching staff to have a 25-minute break. Each year group will have their own designated lunch area and food outlet Tables and chairs to be cleaned between each year group using the dining hall. Lunchtime staff and kitchen staff to maintain social distancing where possible from children. 	Low	*	
First Aid – minor treatment	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> Where minor first aid treatment is required First Aiders must ensure they wear gloves and a face covering if prolonged face to face contact when dealing with injuries. Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc. Ensure records of injury and treatment are recorded and who administered first aid treatment. Always wash hands after contact 	Med	*	

First Aid – Life threatening	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> • In the event of a serious injury or incident call 999 immediately. • Wear gloves when in close contact or dealing with bodily fluids <p>ADULTS</p> <ul style="list-style-type: none"> • In the event of CPR being required it is advised only chest compressions are given if you believe the person may be infected or you choose not to want to give mouth to mouth cover their mouth with a cloth. • Use of a defib if available. • Always wash hands after contact <p>CHILDREN</p> <ul style="list-style-type: none"> • In the event of CPR being required it is advised where possible to continue with the 5 rescue breaths and then chest compressions. • Use of a defib if available. • Always wash hands after contact 	Med	*	
First Aid & Medication	Staff Pupils Others	First Aid Procedures	<ul style="list-style-type: none"> • First Aiders must always wear gloves when administering first aid procedures. (always refer to up to date information from Gov.uk 	Med	*	
Intimate Care	Staff	Lack of Infection Control	<ul style="list-style-type: none"> • When staff are carrying out any intimate care they must: (as per their usual requirements) • Wear gloves • Wear an apron • Nappies/ adolescent pads, wipes etc. must be double bagged and placed into a bin (preferably a closed bin) • Soiled clothes to be double bagged and given to Parents on collection of child. • Staff must wash their hands once gloves are removed • Record all intimate care carried out. 	Med	*	

<p>Poor hygiene practice</p>	<p>Staff Pupils Others</p>	<p>Ill Health</p>	<ul style="list-style-type: none"> • Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. • Pupils, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance. • Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas. • All cutlery and cups are thoroughly cleaned before and after use. • Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. • A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Health Protection Team /Public Health England/DFE 	<p>Low</p>	<p>*</p>	
<p>Displaying of Coronavirus symptoms</p>	<p>Staff Pupils Others</p>	<p>Coronavirus Symptoms</p>	<ul style="list-style-type: none"> • If a pupil or member of staff or others are showing symptoms they must go home immediately to self-isolate. Students will be collected and taken to the isolation room while parents/carers are contacted. • Staff member collecting will be wearing full PPE and will remain 2m apart • The school is to encourage staff and students to take a test if they are displaying symptoms. • All children can be tested (including children under 5) • They should provide details of close contacts if they test positive or if asked by NHS track and Trace 	<p>Low</p>	<p>*</p>	

Testing Negative	Staff Pupils Others	COVID 19	<ul style="list-style-type: none"> If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. Other members of their household can stop self-isolating. 	Low	*	
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Testing positive	Staff Pupils Others	COVID 19	<ul style="list-style-type: none"> • If someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. • Other members of their household should continue self-isolating for the full 10 days. 	Low	*	
Manage positive cases amongst the school community	School Head Teacher	COVID 19	<ul style="list-style-type: none"> • Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the dedicated DfE helpline. The Local Health Protection team will contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. • PHE will contact trace where necessary. 	Low	*	

			<ul style="list-style-type: none"> • Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and: • If the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. • If the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10- day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' • Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self- isolation. 			
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Contain an outbreak	School Head Teacher	Not following advice	<ul style="list-style-type: none"> If the school has an outbreak (identified through conversation with PHE), the academy should move to implement the 'GAS outbreak management plan' in full or part. 	Low	*	
Ill health	Staff Pupils Others	Coronavirus Symptoms	<ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus. Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others and are supervised at all times. The relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen. The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff. Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others. Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces. If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their 	Low	*	

			<p>parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk.</p> <p>Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk.</p> <ul style="list-style-type: none"> Any medication given to ease the unwell individual’s symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy. 			
Spread of infection	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. Staff and pupils do not return to school before the minimum recommended exclusion period (or the ‘self-isolation’ period) has passed, in line with national guidance. Pupils who are unwell are not taken on school trips or permitted to enter public areas used for teaching, e.g. swimming pools. Parents notify the school if their child has an impaired immune or a medical condition that means they are vulnerable to infections. The school in liaison with individuals’ medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections. Any additional provisions for pupils who are vulnerable to infections are put in place by the headteacher, in liaison with the pupil’s parents where necessary. 	low	*	

<p>Poor management of infectious diseases</p>	<p>Staff Pupils Others</p>	<p>Lack of infection control</p>	<ul style="list-style-type: none"> • Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. • Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher or ALT as soon as possible. • The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. • The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff. • Staff inform the headteacher when they plan to return to work after having coronavirus. • A nominated person monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 	<p>low</p>	<p>*</p>	
<p>Lack of communication</p>	<p>Pupils Staff Parents Others</p>	<p>Infection Control</p>	<ul style="list-style-type: none"> • The school staff reports immediately to the headteacher/ALT about any cases of suspected coronavirus, even if they are unsure. • The headteacher contacts the local HPT or follows the advice given from and discusses if any further action needs to be taken. • Schools put into place any actions or precautions advised by their local HPT. • Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary. 	<p>low</p>	<p>*</p>	

Cleaning while school open	Staff	Infection Control	<ul style="list-style-type: none"> • All hard surfaces and touch points to be cleaned on a regular basis, this will include <ul style="list-style-type: none"> ➢ All door handles ➢ All tables and chairs used by staff and pupils ➢ Toilet flushes and regular cleaning of toilets. • All classrooms to have spray disinfectant/ antibacterial wipes and disposable cloths. • Regular cleaning of surfaces will reduce the risk of spreading the virus. • All used disposable cloths to be double bagged and then placed in a secure area i.e. lockable bin. • All chemicals used will be recommended for the use against Coronavirus • Where possible the same cleaner will be allocated to the same cleaning spaces and will wear appropriate PPE 	Low	*	
Estates	Staff Pupils	Health & Safety Infection Control	<ul style="list-style-type: none"> • Site Staff to ensure school is safe and ready for opening • All statutory testing and in-house testing carried out. • Ensure there are plenty of wash areas for staff and pupils to wash hands • Ensure Legionella risks have been managed and all appropriate testing carried out. 	Low	*	
Emergencies	Staff Pupils	Infection Control	<ul style="list-style-type: none"> • All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. • Pupils' parents are contacted as soon as practicable in the event of an emergency. • Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. 	Low	*	

Staff taking leave	Staff	Short staffed Isolating	<ul style="list-style-type: none"> There is a risk that where staff travel abroad, their return travel arrangements could be disrupted due to factors arising beyond their control in relation to coronavirus (COVID-19), such as the potential for reinstatement of lockdown measures in the place they are visiting. 	Low	*	
Contingency Plans for Outbreaks	Pupils Staff	School shutting	<ul style="list-style-type: none"> In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Move to implement the 'GAS outbreak management plan' where necessary. This may involve a return to remaining open only for vulnerable children and the children of critical workers and providing remote education for all other pupils. School to be prepared for an increase in remote learning and live lessons 	med	*	
Asymptomatic testing	Pupils Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> See Asymptomatic testing Risk Assessment Addendum 	Low	*	