

## September 2021 Risk Assessment - COVID-19

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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*
Face Masks are optional for staff/visitors	Pupils Staff	Risk of Spread of Infection	<ul style="list-style-type: none"> <li>If worn, staff to ensure they remove masks correctly and remove without touching the front of the mask (remove by loops on ears)</li> <li>If disposable masks these must be disposed of in a closed bin.</li> <li>If material, re-use masks these should be placed inside a disposable bag and taken home to re-wash before reusing.</li> </ul>	Low		
Visitors in school	Pupils Staff	Risk of spread of Infection	<ul style="list-style-type: none"> <li>Where possible, arrange meetings to be carried out virtually.</li> <li>Only meet face to face when it is really necessary.</li> </ul>	Medium	y	
Classroom Lessons	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Teaching staff to try and keep a distance where possible.</li> </ul>	Medium	y	
Attendance in schools	Pupils	Education suffering	<ul style="list-style-type: none"> <li>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.</li> <li>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;</li> <li>Schools' responsibilities to record attendance and follow up absence</li> </ul>	Low	y	

			<ul style="list-style-type: none"> <li>The availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct</li> </ul>			
Awareness of policies / procedures / Guidance	Staff Pupils Others	Inadequate information	<ul style="list-style-type: none"> <li>All staff are able to access the following information on-line for up to date information on COVID-19 <ul style="list-style-type: none"> <li>➤ Public Health England</li> <li>➤ Gov.co.uk</li> <li>➤ NHS</li> <li>➤ DfE</li> <li>➤ Department for Health and Social Care</li> </ul> </li> </ul>	Low	Y	
Poor hygiene practice	Staff Pupils Others	Ill Health	<ul style="list-style-type: none"> <li>Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school.</li> <li>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.</li> <li>Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas.</li> <li>Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> </ul>	Medium	y	
Lateral Flow Testing	Staff Pupils		<ul style="list-style-type: none"> <li>Regular LFT's are advised.</li> </ul>	Medium	Y	
Testing Negative	Staff Pupils Others	COVID 19	<ul style="list-style-type: none"> <li>If someone tests negative, they can return to school immediately.</li> </ul>	Low	y	
Testing positive	Staff Pupils Others	COVID 19	<ul style="list-style-type: none"> <li>Government guidelines</li> <li>Inform the school of the positive test and isolate for the 10 day period from the onset of symptoms.</li> <li>Return to school on day 11.</li> </ul>	Medium	y	

Manage positive cases amongst the school community	School Head Teacher	COVID 19	<ul style="list-style-type: none"> <li>Unvaccinated staff who have had close contact with a positive case, should isolate for 10 days.</li> <li>For significant numbers of cases, please see Outbreak Management Plan</li> </ul>	Medium	<b>y</b>	
Ill health	Staff Pupils Others	Coronavirus Symptoms	<ul style="list-style-type: none"> <li>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.</li> <li>The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff.</li> <li>Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance.</li> <li>Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others.</li> <li>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.</li> <li>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.</li> <li>Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their 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.</li> <li>Any members of staff who display signs of infection are sent home immediately and a PCR test taken</li> </ul>	medium	<b>y</b>	

			<ul style="list-style-type: none"> <li>Any medication given to ease the unwell individual's symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy.</li> </ul>			
Poor management of infectious diseases	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> <li>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.</li> <li>Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher or SLT as soon as possible. .</li> <li>The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</li> <li>Staff inform the headteacher when they plan to return to work after having coronavirus.</li> </ul>	Medium	<b>y</b>	
Cleaning while school open	Staff	Infection Control	<ul style="list-style-type: none"> <li>Regular cleaning of surfaces will reduce the risk of spreading the virus.</li> <li>Enhanced cleaning scheduled.</li> </ul>			
Emergencies	Staff Pupils	Infection Control	<ul style="list-style-type: none"> <li>All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>Pupils' parents are contacted as soon as practicable in the event of an emergency.</li> <li>Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted.</li> </ul>	LOW	<b>y</b>	
Contingency Plans for Outbreaks	Pupils Staff	School shutting	<ul style="list-style-type: none"> <li>See Outbreak Contingency Plan.</li> </ul>	LOW	<b>y</b>	