

Risk Assessment

A	Date: 1 Sept 2021	School: Holly Lodge	Team:	Location:
	Review Date: at least fortnightly in first instance	Ref:	Assessor: Marion Hughes	Head Teacher: Andy Keen

B	Assessment of Risk for: Protection from transmission of COVID-19 – Schools
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C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
Ser N°				
1	COVID-19: General	Staff Pupils Visitors Contractors	<p>All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus.</p> <p>There is adequate supervision, where required, to ensure procedures are correctly adhered to.</p> <p>Pupils and staff who are symptomatic will be requested to isolate as per national guidance.</p> <p>Managers must also review all of the following applicable individual risk assessments where relevant:</p> <ul style="list-style-type: none"> • New and expectant mothers • Extended duty of care • Stress • Individual pupil assessments 	Med-increased rates in the community, particularly in those aged under 18

			<p>Manager to regularly update and inform staff re government guidance regarding COVID-19 controls required:</p> <ul style="list-style-type: none"> • Gov.uk www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19 • Gov.uk Public Health England https://www.gov.uk/government/organisations/public-health-england • Health and Safety Executive https://www.hse.gov.uk/ <p>Referring to the following guidance and publications, as applicable:</p> <ul style="list-style-type: none"> • HSE COVID19 latest information and advice • HSE Working safely during the coronavirus guide • Government guidance COVID-19: guidance for schools COVID-19 • Government publication COVID-19: cleaning in non-healthcare settings • Government publication Best Practice: how to hand wash • Government guidance for food business on Coronavirus (COVID-19) • Government guidance COVID-19: Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) <p>Due to the changing advice on COVID-19, managers should ensure they review safe working procedures and protocols regularly, until such time when it is unnecessary.</p> <p>Staff are requested to undertake twice weekly home tests whenever they are due on site until the end of September when advice will be reviewed.</p> <p>Pupils are requested to undertake twice weekly home tests whenever they are due on site until the end of September when advice will be reviewed.</p> <p>There is an adequate supply of disposable PPE, as per specific task requirements, and all staff provided with instruction in the correct use and fitment:</p> <ul style="list-style-type: none"> • Public Health England and NHS YouTube video, COVID-19: putting on and removing personal protective equipment (PPE) – a guide for care homes 	<p>Med-increased rates in the community, particularly in those aged under 18</p>
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			<p>PPE provided, as required following specific current guidance for the protection of COVID-19 detail type and standard, as applicable:</p> <ul style="list-style-type: none"> • Disposable half face mask • Disposable gloves • Disposable aprons • Where personal care is to be provided eye protection/surgical face mask <p>All used PPE should be double bagged and disposed of appropriately – store safely and securely for at least 72hrs before disposing via the normal waste stream.</p> <p>All staff informed that hands should be washed regularly as per Government guidance.</p> <p>Pupils regularly reminded, in age appropriate ways, that hands should be regularly washed as per Government guidance.</p> <p>Signage around school encouraging staff and pupils to maintain good hand hygiene.</p> <p>School encourages good respiratory hygiene by promoting ‘catch it, bin it, kill it’. Posters displayed in prominent areas and toilets. Tissues will be provided in class</p> <p>Staff kept informed via email, online meetings etc.</p> <p>Post-incident de-briefing carried out for anyone involved in an incident of suspected contamination, with the aim of providing support and preventing incident recurrence. Further support provided to all staff members affected by the incident.</p> <p>All incidents reported to the Health and Safety Unit as per the school accident and incident reporting procedure using the LCC online accident and incident report form.</p>	<p>Med-increased rates in the community, particularly in those aged under 18</p>
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			Reference made to HSE guidance for reporting under RIDDOR: <ul style="list-style-type: none"> HSE RIDDOR reporting of COVID-19 	
2	COVID-19; General school environment	Staff Pupils Visitors Contractors	<p>School access control system reviewed and appropriate steps taken e.g. hand sanitizer located at entrance for staff/visitors to cleanse hands after use, cleaning materials available to cleanse keypads and touchscreens.</p> <p>Hand sanitizer stations located at:</p> <ul style="list-style-type: none"> Entrances to building Classrooms/entrances to classrooms Corridors Staff rooms Changing areas Kitchen areas <p>Face masks no longer need to be worn, however school advises staff and pupils to wear a face mask in crowded corridors, poorly ventilated areas or areas where close contact with others is unavoidable.</p> <p>Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance.</p> <p>One-way systems through buildings where possible, with students walking on the left where this is not possible</p> <p>Staff will be required to manage corridors during lesson changeover to ensure adherence to one-way systems and rapid clearance.</p> <p>Students have defined entrance and exits for the start and end of the day and are held in zones at these entrances at the beginning of the day. Year groups are suited in buildings rather than spread over the site at the start of the day with Year Leaders in the same building as their students as much as possible</p> <p>Split lunches will remain in place with different zones and outside areas for each year group</p> <p>Enhanced cleaning including a new cleaner on-site all-day cleaning toilets and frequently touched surfaces. Cleaning materials will be available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc.</p>	Med-increased rates in the community, particularly in those aged under 18

			Water fountains should only be used with refillable bottles. If a pupil/staff member uses their mouth to drink from the water fountain, the affected area should be thoroughly cleansed before being used again.	
3	COVID-19: School reception and offices	Pupils Visitors Contractors	<p>Staff are requested to send information electronically to avoid the use of internal mail services.</p> <p>All returned visitor passes, keys or fobs are kept stored separately from other items and cleaned and sanitised before reissue.</p> <p>Windows will be opened where practical, to encourage as much natural ventilation as possible</p> <p>Staff to clean and sanitise their workstation (including chair arms) at the beginning and end of their daily shift.</p> <p>Telephone handsets are not to be shared. Staff should transfer calls rather than pass handsets to colleagues. Where this is not possible, callers are provided with an alternative number to call back.</p> <p>The use of copiers, printers and shredders is for essential school use only. Where it is essential to use such devices, they should be cleansed after each use. Appropriate signage is installed to advise users accordingly and cleaning materials are available.</p>	Med-increased rates in the community, particularly in those aged under 18
4	COVID-19: Meetings	Staff Pupils Visitors Contractors	<p>Attendance at meetings is limited to those essential attendees only. Critical information is cascaded to other staff.</p> <p>Wherever possible, meeting rooms should be adequately ventilated with external windows opened during meetings.</p> <p>Meeting room users advised not to share equipment during meetings i.e. pens, stationery etc. Attendees to remove all items following the meeting.</p> <p>Meeting room users to wipe down surfaces (including any buttons on IT</p>	Med-increased rates in the community, particularly in those aged under 18

			<p>equipment and remote controls) following meetings. Additional cleaning materials will be provided in all meeting rooms for use by staff and replenished as required.</p> <p>Meetings to take place promptly and conclude fully in the meeting room to avoid attendees congregating in adjoining areas prior to and following meetings.</p> <p>Meeting room should be aired thoroughly on completion of the meeting e.g. opening windows fully.</p>	
5	COVID-19: Classrooms	<p>Staff</p> <p>Pupils</p>	<p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own which are not to be shared.</p> <p>Departments have been provided with packs of equipment for each teacher including black/red pens, pencils, rulers, sharpeners, rubbers and glue sticks. These are to be used by individual year groups, eliminating the need to cross contaminate.</p> <p>Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible.</p> <p>Classrooms should be aired thoroughly when empty e.g. opening windows fully.</p> <p>Students will be asked to wipe desks and keyboards before use with the materials provided by school. The timing of this will be left to individual teachers however, computer keyboards should still be wiped down at the start of every lesson.</p> <p>Staff will meet and greet their students at the door and manage the corridor on entry and exit. Staff will ask students to sanitise their hands upon entry , and will guide students to the one way system to their designated exit at the end of the lesson</p>	<p>Med- increased rates in the community, particularly in those aged under 18</p>

6	COVID-19: Dining areas	<p>Staff</p> <p>Pupils</p>	<p>Dining room tables and chairs will be wiped down between sittings.</p> <p>Dining room windows will be opened to allow natural ventilation.</p> <p>Lunch times are split and year groups have designated seating areas and outside recreation areas.</p>	
7	COVID-19; Cleaning	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>All cleaning staff are experienced and have received appropriate training.</p> <p>Any new cleaning products brought on site in response to the current COVID-19 pandemic will have a COSHH risk assessment undertaken prior to use.</p> <p>Cleaners have appropriate PPE in line with COSHH risk assessments</p> <p>Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings.</p> <p>School will be fully cleaned at the start/finish of each school day.</p> <p>School are engaging cleaner to be on site throughout the school day and frequently touched items such as door handles, handrails etc. will be regularly wiped down and cleaned.</p> <p>Classrooms where a pupil or staff member has become symptomatic during the school day will be “fogged” and cleaned as appropriate along with other areas the person may have been.</p>	Med-increased rates in the community, particularly in those aged under 18
8	COVID-19; Ventilation	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Staff are encouraged to open windows and doors (not fire doors) to encourage as much natural ventilation as possible.</p> <p>When leaving a classroom empty, windows should be opened fully to purge the room then left ajar when the room is re-occupied.</p> <p>Mechanical ventilation systems are maintained in accordance with manufacturer’s instructions.</p> <p>Desk type fans can be used to promote fresh air flow from an open window but fans should not be used in poorly ventilated areas.</p>	Med-increased rates in the community, particularly in those aged under 18

9	COVID-19; Pupils and staff who become symptomatic during the school day	Staff Pupils Visitors Contractors	<p>Pupils and Staff who become symptomatic during the school day will be isolated from the rest of the pupil group and their parents (pupils) will be called to come and collect them. Staff will be sent home to self-isolate/follow public health advice.</p> <p>If a symptomatic pupil is awaiting collection, appropriate PPE should be used if close contact is necessary.</p> <p>Any areas, items and surfaces the symptomatic person has come into contact with should be thoroughly cleaned as soon as possible.</p> <p>Symptomatic pupils and staff are advised to engage with NHS Test and Trace and get tested and to follow the current advice.</p> <p>Staff and pupils with a positive LFT test result should self-isolate in line with COVID-19 guidance for household with possible coronavirus infection. A PCR test will be required to check the LFT test result.</p> <p>If PCR test is taken within 2 days of the positive LFT test, and is negative, it overrides the LFT test and they can return to school, as long as they are not symptomatic.</p> <p>School should complete online MDS form if there is a confirmed case associated with their setting https://www.smartsurvey.co.uk/s/covid-19-schools/</p> <p>School should contact local authority SPOC team if they have a positive case. They will liaise local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. Further advice is available through the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response.</p>	Med-increased rates in the community, particularly in those aged under 18
10	COVID-19; Outbreaks	Staff Pupils Visitors	<p>Schools has an outbreak management plan covering the possibility that bubbles and all previous social distancing controls may be reintroduced locally due to an raised COVID cases locally.</p> <p>School will complete online MDS form if there is a confirmed case associated</p>	Med-increased rates in the community, particularly in those aged

		Contractors	with their setting https://www.smartsurvey.co.uk/s/covid-19-schools/ School should contact local authority SPOC team if they have outbreak concerns. They will liaise local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. Further advice is available through the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response	under 18
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Risk Level: High: Accident likely with possibility of serious injury or loss
Medium: Possibility of accident occurring causing minor injury or loss
Low: Accident unlikely with control measures in place

D	Controls (Ser N° to correspond with Hazard Ser N°)	E To be completed by the Manager			
Ser N°	Additional Controls Required	Action to be Taken	By Whom	Target Completion Date	Task Completed (Signed & Dated)
1					

F	<p>Once additional controls are implemented, what will the overall risk level be:</p> <p style="text-align: center;">High Medium Low</p>	<p>Risk assessment signed off by:</p> <p>Signature: Marion Hughes</p> <p>Date: 1 September 2021</p> <p><i>Please note an electronic signature will suffice.</i></p>
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