



RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

Document reference: 502_V: 4
 Document Type: Form
 Authorised by: C. Leach
 Date: 14.04.2022

Academy: Nantwich Primary Academy and Nursery		Activity/Workplace: Novel Coronavirus (COVID-19)		Next Review Date: 19-04-25 or change in guidance									
		RA Number: 610		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Residual Risk</th> <th style="width: 50%;">Review Period</th> </tr> </thead> <tbody> <tr> <td style="background-color: #FFD700;">High, Medium & Low</td> <td style="background-color: #FFD700;">1 Year</td> </tr> <tr> <td style="background-color: #FFFF00;">Low & Medium</td> <td style="background-color: #FFFF00;">2 Years</td> </tr> <tr> <td style="background-color: #90EE90;">Low Only</td> <td style="background-color: #90EE90;">3 Years</td> </tr> </tbody> </table>		Residual Risk	Review Period	High, Medium & Low	1 Year	Low & Medium	2 Years	Low Only	3 Years
		Residual Risk	Review Period										
High, Medium & Low	1 Year												
Low & Medium	2 Years												
Low Only	3 Years												
Revision: 24													
Prepared By: Chris Leach Date: 19-04-2023		Made Specific By IOSH Managing Safely Trained Staff:		Authorised By IOSH Managing Safely									
Staff Member Agreement of Individual Risk Assessment Sign: NA Date: NA		Date: 27.04.23 Subject/activity Lead Staff: NA Date: NA		Trained Staff: Mrs S Spence Date: 27.04.23									
School Appointed Person (where applicable): NA		Contractor (where applicable): NA Contact Name (where applicable): NA											
Revision	Revised By	Details of change											
24	Chris Leach	Amended in accordance with GOV.UK Coronavirus (COVID-19) England as of 19-04-2023											

Assessment Key = Severity x Likelihood

S E V E R I T Y	FATALITY (5)	5	10	15	20	25
	SEVERE (4)	4	8	12	16	20
	MAJOR (3)	3	6	9	12	15
	MINOR (2)	2	4	6	8	10
	NEGLIGIBLE (1)	1	2	3	4	5
		IMPROBABLE (1)	REMOTE (2)	OCCASIONAL (3)	PROBABLE (4)	FREQUENT (5)
	LIKELIHOOD					

Risk Rating	17-25 UNACCEPTABLE RISK, STOP ACTIVITY AND MAKE IMMEDIATE IMPROVEMENTS
	10-16 HIGH TOLERABLE RISK, LOOK TO IMPROVE IF POSSIBLE WITHIN TIMESCALE. SEEK FURTHER ADVICE FROM MANAGER OR TRUST CRM
	5-9 MEDIUM ADEQUATE RISK, IF RISK CANNOT BE LOWERED FURTHER CONSIDER RISK AGAINST BENEFIT, LOOK TO IMPROVE AT NEXT REVIEW
	1-4 LOW ACCEPTABLE RISK, NO FURTHER ACTION REQUIRED, <u>BUT</u> , ENSURE CONTROL MEASURES ARE MAINTAINED

Calculate Using

THE SEVERITY		X	THE LIKELIHOOD	
1	NEGLIGIBLE (No Injury)	1	IMPROBABLE (Very Un-Likely)	
2	MINOR (Needs First Aid)	2	REMOTE (Un-Likely)	
3	MAJOR (Up to 3 Days Absence)	3	OCCASIONAL (Possible)	
4	SEVERE (More Than 3 Days Absence)	4	PROBABLE (Likely)	
5	FATALITY (Death)	5	FREQUENT (Very Likely)	



RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

Document reference: 502_V: 4

Document Type: Form

Authorised by: C. Leach

Date: 14.04.2022

How COVID-19 is spread

COVID-19 spreads very easily through close contact with people who have the virus.

When someone with COVID-19 breathes, speaks, coughs or sneezes, they release small droplets containing the virus. You can catch it by breathing in these droplets or touching surfaces covered in them.

You are more likely to catch it indoors and in crowded places.

You can still catch or spread COVID-19 if you:

- do not have symptoms
- are fully vaccinated
- have had the virus before
-

Many people will no longer be infectious to others after 5 days, but you can be infectious for up to 10 days.

Symptoms of COVID-19

COVID-19 symptoms can include:

- a high temperature or shivering (chills) – a high temperature means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours
- a loss or change to your sense of smell or taste
- shortness of breath
- feeling tired or exhausted
- an aching body
- a headache
- a sore throat
- a blocked or runny nose
- loss of appetite
- diarrhoea
- feeling sick or being sick

The symptoms are very similar to symptoms of other illnesses, such as colds and flu.

Most people feel better within a few days or weeks of their first COVID-19 symptoms and make a full recovery within 12 weeks. For some people, it can be a more serious illness and their symptoms can last longer.



RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

Document reference: 502_V: 4
 Document Type: Form
 Authorised by: C. Leach
 Date: 14.04.2022

Hazard, Initial risk and Controls measures sections to be reviewed and amended where required by staff holding a IOSH Managing Safety training certificate and subject/activity lead and where appropriate HR guidance					Action plan and residual risk sections to be completed by staff holding a IOSH Managing Safety training certificate and subject/activity lead						
Hazard		Initial risk		Controls measures			Action plan			Residual risk	
Details of hazard	Who is affected and how?	Likelihood	Consequence	Risk L/M/H	What controls are already in place	Further action required	By whom	By when	Likelihood	Consequence	Risk L/M/H
Awareness and understanding Transmission / Spread of Germs and Novel Coronavirus (COVID-19)	<ul style="list-style-type: none"> Staff Pupils Parents Visitors Contractors Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	3	4	HIGH	<ul style="list-style-type: none"> Latest PHE Coronavirus (COVID-19) information posters displayed in staff areas/visitor areas, entrances, classrooms and toilets for guidance on vaccinations, hand hygiene, respiratory hygiene, surface cleaning and ventilation. Regular briefings of GOV.UK Coronavirus (COVID-19) latest information give to all staff. COVID-19 risk assessment and revisions communicated to staff. Pupils reminded regularly to tell a member of staff if they feel unwell. e-Bug resources used to teach pupils and parents about hygiene. Pupils with SEND provided with specific help in preparation for changes. Staff provided with increased control measure information when transmission rates are high. 	Reminder to staff, pupils and parents regularly e.g. meetings or emails, lessons and as required As above No further action As required As required As required	SS Admin SLT JLB Staff SS Staff Staff Staff JM SS Admin SLT	Ongoing ½ termly or as required Regularly Regularly As required As required	1	4	LOW



RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

Document reference: 502_V: 4
 Document Type: Form
 Authorised by: C. Leach
 Date: 14.04.2022

					<ul style="list-style-type: none"> Guidance provided to visitors, parents and contractors before entry to the school building around persons with COVID-19 symptoms, COVID-19 positive persons, hand hygiene, respiratory hygiene. Additional COVID-19 control measure training given to school hosts. 	As required	Admin SS BS	As required			
						As required	Admin SS BS ALL	As required			
Pupil attendance	<ul style="list-style-type: none"> Pupils Effects Loss of learning Loss of social development Safeguarding concern Stress	4	3	HIGH	<ul style="list-style-type: none"> Pupil attendance is mandatory for all pupils, unless they have tested positive for COVID-19 or are unwell and have a high temperature. Where a pupil is unable to attend because they are following clinical and/or public health advice, they are offered access to remote education immediately. Any concerns from staff, parents and pupils about being at school are discussed with the SLT and individuals. Pupils who are reluctant or anxious to attend school are identified and SLT develop plans to re-engage these pupils. 	No further action	Staff	As required	1	1	LOW
						No further action	SS Admin Staff	As required			
						As required	Staff	As required			
						As required	Staff SLT JLB	As required			
Staff at higher risk of becoming seriously unwell from COVID-19	<ul style="list-style-type: none"> Staff Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	4	5	VERY	<ul style="list-style-type: none"> Staff should attend school unless advised to shield by a medical professional. COVID-19 Individual Risk Assessment completed with staff. COVID-19 Individual Risk Assessment reviewed, action plan updated and 	No further action	Staff SS	As required	1	5	MEDIUM
						As required	SS Staff	As required			
						As required	SS Staff	As required			



RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

Document reference: 502_V: 4
 Document Type: Form
 Authorised by: C. Leach
 Date: 14.04.2022

					<p>agreed as guidance or health conditions change.</p> <ul style="list-style-type: none"> • Additional support provided for hand hygiene, surface cleaning and ventilation through increased communication, facilities and materials. • Concerns discussed with SLT when shown by staff. • Staff recommended not to: <ul style="list-style-type: none"> a. deliver first aid b. provide personal or intimate care to pupil's c. supervise pupil's showing COVID-19 symptoms or virus symptoms or high temperatures. • SLT to encourage staff compliance with disclosed medical advice. • Unvaccinated or partially vaccinated staff advised to take a more precautionary approach. • Avoid close contact with staff and pupils showing who are unwell and have a high temperature. • Pregnancy risk assessment for new and expectant mothers carried out and additional precautions to be taken considered. • Pregnancy risk assessment to be reviewed when guidance or medical conditions change. 	<p>No further action</p> <p>No further action</p> <p>As above</p> <p>As above</p> <p>As above</p> <p>As above</p> <p>As above</p> <p>As required</p> <p>As above</p>	<p>SS Staff</p> <p>Staff SS SLT</p> <p>Staff SS SLT</p> <p>Staff SS SLT</p> <p>Staff SS SLT</p> <p>Staff SS SLT</p> <p>Staff SS SLT</p>	<p>As required</p> <p>As required</p> <p>As required</p> <p>As required</p> <p>As required</p> <p>As required</p> <p>As required</p> <p>As required</p>			
--	--	--	--	--	--	--	---	---	--	--	--



RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

Document reference: 502_V: 4
 Document Type: Form
 Authorised by: C. Leach
 Date: 14.04.2022

Pupils at higher risk of becoming seriously unwell from COVID-19	<ul style="list-style-type: none"> •Pupils Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	4	5	VERY HIGH	<ul style="list-style-type: none"> •Pupils should attend school unless advised to shield by a medical professional. •Pupil Care Plans reviewed and amended to reduce the risk of COVID-19 infection in accordance with the latest guidance or when medical conditions change. • Additional support provided for hand hygiene, surface cleaning and ventilation through increased communication, facilities and materials. •Concerns discussed with SLT when shown by pupils or parents. •Pupils encouraged by staff to follow good hand and respiratory hygiene practises. •Staff to encourage pupil compliance with disclosed medical advice. 	No further action As required As identified / required As required Ongoing As required	Staff JM Staff Staff Staff Staff JM SLT		1	5	MEDIUM
Unvaccinated members of staff Transmission / Spread of Germs and Novel Coronavirus (COVID-19)	<ul style="list-style-type: none"> •Staff Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	4	5	VERY HIGH	<ul style="list-style-type: none"> •All eligible staff are upon request provided with information for NHS vaccine guidance. •Staff eligible for vaccination are allowed to attend booked appointments. •The vaccination status of staff should be shared with the School Principal so consideration can be given where needed to protect staff and pupils. •Any communications produced by the school regarding vaccination are retained, in line with the Data Protection Policy. 	As requested Inform SS Inform SS No further action	SS SS Staff Admin SS	As required As required As required As required	1	4	LOW



RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

Document reference: 502_V: 4
 Document Type: Form
 Authorised by: C. Leach
 Date: 14.04.2022

					<ul style="list-style-type: none"> Staff who are not fully vaccinated should pay particular attention to the school's existing COVID -19 controls around ventilation, hand washing, cleaning of surfaces etc. School Principal to consider additional measures to protect staff who are not fully vaccinated case-by-case. In all cases, the school does not discriminate against any member of staff who has not being fully vaccinated for any reason, and adheres to its duties under the Equality Act 2010. The NHS website provides information about available vaccines and when to have them. 	Staff inform SS	Staff	As required			
						As required	Staff	As required			
						No further action					
						Staff access as needed	Staff	As required			
Staff confirmed COVID-19 positive or showing symptoms Transmission / Spread of Germs and Novel Coronavirus (COVID-19)	<ul style="list-style-type: none"> Staff Pupils Parents Visitors Contractors Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	5	4	VERY HIGH	<ul style="list-style-type: none"> Staff with mild symptoms such as a runny nose, sore throat, or mild cough, who are otherwise well, can continue to attend work. Staff who are unwell and have a high temperature should avoid contact with other persons and remain at home when possible until they feel well enough to attend and their temperature has returned to normal. Staff who are unwell and have a high temperature who choose to take a COVID-19 test and test positive should avoid contact with others and stay at home for 5 days after the day of the initial positive test result. 	No further action	Staff	As required	2	4	MEDIUM
						As above	Staff	As above			
						As above	Staff	As above			



RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

Document reference: 502_V: 4
 Document Type: Form
 Authorised by: C. Leach
 Date: 14.04.2022

					<ul style="list-style-type: none"> Staff who have tested positive for COVID-19 who then test negative within the 5 day stay at home period may return to work. Staff who become unwell and have a high temperature whilst at school should inform a member of SLT and return home. Unwell staff should wear a well-fitting face covering made with multiple layers or a surgical face mask whilst on the school premises. COVID-19 positive staff should avoid contact with higher risk persons regardless of vaccination status for 10 days after the day the positive test result. Where required relevant parents and staff are informed of confirmed COVID-19 cases; however, the name of the individual is not shared. 	No further action No further action Staff remind regularly No further action	Staff Staff Staff SLT	As required As required As required As required			
Pupils confirmed COVID-19 positive or showing symptoms Transmission / Spread of Germs and Novel Coronavirus (COVID-19)	<ul style="list-style-type: none"> Staff Pupils Parents Visitors Contractors Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	5	4	VERY HIGH	<ul style="list-style-type: none"> Pupils with mild symptoms such as a runny nose, sore throat, or mild cough, who are otherwise well, can continue to attend school. Pupils who are unwell and have a high temperature should avoid contact with other persons and remain at home when possible until they feel well enough to attend and their temperature has returned to normal. Pupils who are unwell and have a high temperature who choose to take a COVID-19 test and test positive should 	No further action As above As above	Staff Staff Admin Staff Admin	As required As above As above	2	4	MEDIUM



RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

					<p>avoid contact with others and try to stay at home for 3 days after the day of the initial positive test result.</p> <ul style="list-style-type: none"> Pupils who become unwell and have a high temperature whilst at school should be placed in an isolated location and parents contacted to collect the pupil. Careful consideration given to refuse a pupils access to school who are unwell and have a high temperature. Decisions made using latest PHE guidance. Where required relevant parents and staff are informed of confirmed COVID-19 cases; however, the name of the individual is not shared. 	No further action	Staff	As required			
					<ul style="list-style-type: none"> Careful consideration given to refuse a pupils access to school who are unwell and have a high temperature. Decisions made using latest PHE guidance. 	No further action	Staff Admin	As required			
					<ul style="list-style-type: none"> Where required relevant parents and staff are informed of confirmed COVID-19 cases; however, the name of the individual is not shared. 	No further action	SLT	As required			
<p>Pupil isolation at school</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> Staff Casualty Pupils Parents Visitors Contractors <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	5	4	VERY HIGH	<ul style="list-style-type: none"> Supply of disposable tissues, a foot operated bin with bin bag, anti-bacterial wipes, sink with liquid soap and disposable hand towels or hand sanitiser 60% alcohol, face masks with an FFP2 or FFP3 rating where available or fluid resistant surgical masks, latex free disposable gloves, disposable aprons, face visor or safety goggles. Use of a separate bathroom if possible. Isolated pupils reminded <ul style="list-style-type: none"> a. not to touch people, surfaces and objects b. cover their mouth/nose with a tissue when they cough or sneeze c. put used tissues in a bin or in a bag or their pocket for disposing in a bin later d. if tissues are not available to cough 	Check isolation location and resources	SS Clean Team	Weekly			
					<ul style="list-style-type: none"> Single Art Bay toilet – place out of use sign if used 	Single Art Bay toilet – place out of use sign if used	Staff	As required	2	4	MEDIUM
					<ul style="list-style-type: none"> As required 	As required	Staff	As required			



RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

Document reference: 502_ V: 4
 Document Type: Form
 Authorised by: C. Leach
 Date: 14.04.2022

					<p>and sneeze into the crook of their elbow</p> <p>e. wear a face covering when possible</p> <ul style="list-style-type: none"> •Emergency assistance is called immediately if the pupil's symptoms worsen, and they require further medical care. •Where direct personal care is needed and staff cannot maintain a distance of two metres staff to wear: <ul style="list-style-type: none"> a. FFP2, FFP3 tight-fitting face mask where available or fluid resistant surgical face mask. b. face visor or goggles to be worn if the isolated person is coughing, sneezing, vomiting or spitting. c. latex free gloves and disposable apron if physical contact is necessary. •Staff to receive training on the correct method required to put on and remove PPE. •Once vacated places of isolation, toilets and other locations such as classrooms or offices used by the symptomatic person will be cleaned and disinfected in accordance with PHE "Decontamination in non-healthcare settings guidance" using standard cleaning products. •Staff should wear as a minimum disposable gloves and apron. Additional PPE (FFP2, FFP3 tight-fitting face mask if available or fluid resistant surgical face mask and face visor or goggles worn when a risk assessment indicates a higher level of virus may be present. 	<p>As required</p> <p>As required</p> <p>See video as per prior RAs</p> <p>Full clean including fogging</p> <p>As required</p>	<p>SLT First Aiders Admin Staff</p> <p>Staff</p> <p>Clean Team</p> <p>Staff Clean Team</p>	<p>As required</p> <p>As required</p> <p>As required</p> <p>As required</p> <p>As above</p>			
--	--	--	--	--	---	--	---	---	--	--	--



RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

Document reference: 502_ V: 4
 Document Type: Form
 Authorised by: C. Leach
 Date: 14.04.2022

					<ul style="list-style-type: none"> •All waste that has been in contact with the symptomatic person, including used tissues and PPE, all PPE worn by staff in close contact with the person and all cloths and mop heads used to disinfect areas are put in a plastic rubbish bag and tied when full. The plastic bag then placed in a second bin bag and tied. Waste put in a secure safe place and marked for storage for at least 72 hours before putting into usual external household waste bin. •Staff to wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser following cleaning of or areas, removal of PPE and after any contact with someone who is unwell. 	No further action	Clean Team Staff	As required			
					<ul style="list-style-type: none"> •Staff to wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser following cleaning of or areas, removal of PPE and after any contact with someone who is unwell. 	Staff responsible for adherence	Staff	As required			
Hand hygiene Transmission / Spread of Germs and Novel Coronavirus (COVID-19)	<ul style="list-style-type: none"> •Staff •Pupils •Parents •Visitors •Contractors Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	3	4	HIGH	<ul style="list-style-type: none"> •Adequate handwashing (soap and running water) and hand sanitising facilities provided. •Skin-friendly sanitising wipes used for pupils who may ingest hand sanitiser. •Hand dryers or disposable paper towels provided for drying hands. •Waste bins with remote/foot operated lids and lined with a bin bag provided for paper towels disposal. •Visual aids displayed reminding pupils, staff, and visitors, parents to wash or sanitise their hands regularly. •Pupils using hand sanitiser are appropriately supervised to avoid ingestion. 	No further action Discuss with parents No further action No further action Updated posters required Staff to use as a regular	Clean Team Staff Clean Team Clean Team Admin Clean Team Staff	Daily/ Weekly checks As required Daily/ Weekly checks Daily/ Weekly checks As required At all times	1	4	LOW



RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

Document reference: 502_V: 4
Document Type: Form
Authorised by: C. Leach
Date: 14.04.2022

					<ul style="list-style-type: none"> Younger pupils and those with complex needs are supported to practice good hand cleaning. Hand sanitiser COSHH Assessment communicated to staff. 	reminder in class Administered by staff to EYFS/ KS1 and observed by staff in KS2 Available from School Office	Staff Admin	At all times At all times			
Respiratory hygiene Transmission / Spread of Germs and Novel Coronavirus (COVID-19)	<ul style="list-style-type: none"> Staff Pupils Parents Visitors Contractors Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	3	4	HIGH	<ul style="list-style-type: none"> Adequate amounts of tissues provided in occupied areas. Waste bins with remote/foot operated lids and lined with a bin bag provided for used tissue and face coverings disposal. Visual aids displayed reminding pupils staff, visitors, parents to follow the 'catch it, bin it, kill it' approach. Younger pupils and those with complex needs supported to practice good respiratory hygiene. Individual risk assessments conducted for pupils with complex needs who struggle to maintain good respiratory hygiene. 	No further action No further action No further action Regular modelled reminders Review half termly	Clean Team As above Admin Clean Team Staff JM	Daily/Weekly As above As above As above Half termly	1	4	LOW
Cleaning Rooms Shared spaces Materials Equipment	<ul style="list-style-type: none"> Staff Pupils Parents Visitors Contractors 	3	4	HIGH	<ul style="list-style-type: none"> Deep clean using fogging equipment and disinfectant solution at School Principal or SBMAT CLT request. A cleaning schedule maintained for frequent cleaning of rooms, equipment 	As required As required	SS SLT SS SLT	Half termly As required	1	4	LOW



RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

Document reference: 502_ V: 4
 Document Type: Form
 Authorised by: C. Leach
 Date: 14.04.2022

Transmission / Spread of Germs and Novel Coronavirus (COVID-19)	Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality Effects of using hazardous cleaning substances Irritation of skin and respiratory system, damage to eyes and internal organs				and materials using standard cleaning products, detergents or anti-bacterial products. <ul style="list-style-type: none"> •Anti-bacterial wipes/sprays available and securely stored to prevent pupil access. •Waste bins emptied frequently to suit usage. •Staff wear latex free gloves when cleaning and handling waste such as used tissues and PPE and wash hands after use. •Staff read and follow cleaning products COSHH Assessments. •Cleaning contractors asked to provide copies of their risk assessment for managing exposure to COVID-19. •School information sharing with contracted cleaning services to reduce exposure to COVID-19. •GermDefence website used to identify ways to protect against COVID-19. 	Secured in storerooms At least daily No further action No further action As required Not applicable Not applicable Access website regularly to maintain updated knowledge	Clean Team As above As above ALL	On delivery/use Daily As required As required Half termly			
Ventilation Transmission / Spread of Germs and	<ul style="list-style-type: none"> •Staff •Pupils •Parents •Visitors •Contractors 	3	4	HIGH	<ul style="list-style-type: none"> •Use of outside space wherever possible and appropriate. •Ventilation increased and adequate room size when hosting events. 	No further action Regular reminders to maintain	ALL	Ongoing			LOW



RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

Document reference: 502_V: 4
 Document Type: Form
 Authorised by: C. Leach
 Date: 14.04.2022

Novel Coronavirus (COVID-19)	Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality				<ul style="list-style-type: none"> • Annual inspections of ventilation systems in accordance with manufacturer's recommendations to confirm fully operational. • Ventilation systems remain in use in normal operating mode. • Mechanical ventilation re-circulatory systems adjusted to full fresh air. • Windows and trickle vents in windows open when rooms are occupied. • Classrooms rearranged to minimise the discomfort caused by draughts from open windows, e.g. by moving desks and chairs. • High level windows opened in preference to low level windows, to reduce draughts. • Ventilation increased while the space is unoccupied, e.g. during break and lunchtimes. • Staff and pupils allowed to wear additional indoor clothing in cooler temperatures. • Heating used as necessary to ensure comfort levels are maintained in occupied spaces • CO2 monitors used in accordance with the manufacturers operating instructions to assess ventilation levels. • Where the CO2 monitor reading exceeds 800ppm, ventilation is increased in the necessary spaces. 	good ventilation. Check CO2 monitors. No further action No further action No further action No further action No further action No further action No further action As required			1	4
------------------------------	--	--	--	--	--	--	--	--	----------	----------



RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

Document reference: 502_V: 4
 Document Type: Form
 Authorised by: C. Leach
 Date: 14.04.2022

					<ul style="list-style-type: none"> •School Principal considers the use of air cleaning units where consistently high CO2 readings of 1,500 particles per million (ppm) or higher for at least one week while the room is occupied and where increasing ventilation such as opening of windows and doors is not possible. 	Not applicable					
Catering Missed meals Transmission / Spread of Germs and Novel Coronavirus (COVID-19)	<ul style="list-style-type: none"> •Staff •Pupils <p>Effects Hunger Depression Poor nutrition Chronic illness Poor performance Delayed physical and mental development</p> <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	4	HIGH	<ul style="list-style-type: none"> •FSM or food parcels are provided for eligible pupils who are not attending school during term time where they: <ul style="list-style-type: none"> - Are self-isolating. - Have COVID-19 symptoms or a positive test result. •Catering contractors asked to provide copies of their risk assessment for managing exposure to COVID-19. •School information sharing with contracted catering services to reduce exposure to COVID-19. •Plates and cutlery thoroughly washed at 70°C between each use. •Tables regularly cleaned / disinfected by staff. •Staff wash hands for at least 20 seconds with soap and water before serving food and before/after cleaning down. 	No further action KB to update as required No further action No further action No further action No further action	SS Admin Admin SS SS Kitchen Staff Kitchen Staff	As required As required Check termly Ongoing Daily Daily			



RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

Document reference: 502_ V: 4
Document Type: Form
Authorised by: C. Leach
Date: 14.04.2022

<p>Remote learning</p> <p>Pupils following clinical or government guidance to avoid contact with others.</p> <p>Pupils who are COVID-19 positive or are unwell and have a high temperature.</p>	<ul style="list-style-type: none"> •Pupils <p>Effects</p> <p>Loss of learning Loss of social development</p>	4	3	HIGH	<ul style="list-style-type: none"> •Pupils given access to remote education as soon as reasonably practicable. •School provision of remote education equipment and learning resources in accordance with Department of Education guidance. 	<p>Provided as required if well enough</p> <p>As above</p>	<p>SLT JLB Admin</p> <p>As above</p>	<p>As required</p> <p>As required</p>	1	1	LOW
<p>Providing personal or intimate care to pupils</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> •Staff •Pupils <p>Effects</p> <p>Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	4	HIGH	<ul style="list-style-type: none"> •Staff at higher risk of becoming seriously unwell from COVID-19 advised not to provide close contact personal or intimate care. •PPE provided for staff use including disposable latex free gloves, disposable apron, fluid resistant surgical face mask, face visor or safety goggles. • Staff instructed on the safe “donning and doffing” of PPE. •Review of Care Plans for pupils who spit uncontrollably or use saliva as a sensory stimulant to be carried out to determine PPE requirements based on individual circumstances. 	<p>No further action</p> <p>Staff to request from Admin / Clean team Refer to previous guidance videos</p> <p>As required</p>	<p>SS Staff</p> <p>ALL</p> <p>ALL</p> <p>JM</p>	<p>As required</p> <p>As required</p> <p>Ongoing</p> <p>Half termly</p>	2	4	MEDIUM



RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

Document reference: 502_ V: 4
 Document Type: Form
 Authorised by: C. Leach
 Date: 14.04.2022

					<ul style="list-style-type: none"> Hand washing or sanitising by staff and pupils receiving support before and after care is provided. 	No further action	ALL	As required			
Providing first aid Transmission / Spread of Germs and Novel Coronavirus (COVID-19)	<ul style="list-style-type: none"> Staff Casualty Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	4	4	HIGH	<ul style="list-style-type: none"> Staff at higher risk of becoming seriously unwell from COVID-19 advised not to provide first aid. If the casualty is capable, first aider to instruct casualty to self administer treatment. First aiders to wash/sanitise hands before and after treating a casualty. Disposable gloves, disposable apron, fluid resistant surgical mask worn when administering first aid to a COVID-19 symptomatic person. Safety goggles or face visor worn where there is a risk of respiratory droplets splashing into eyes due to repeated coughing or vomiting. First aiders instructed on the safe “donning and doffing” of PPE. When performing CPR phone an ambulance and use compression only CPR until the ambulance arrives. Use a resuscitation face shield whilst performing mouth to mouth resuscitation. In an emergency call 999 and inform the emergency services if the injured person is showing COVID-19 symptoms. 	No further action No further action No further action Staff to request from Admin / Clean team as needed No further action Refer to previous guidance videos As required No further action No further action	SS Staff ALL ALL ALL ALL First Aiders First Aiders First Aiders SLT Admin	As required As required As required Ongoing As required As required As required As required As required	2	4	MEDIUM



RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

Document reference: 502_V: 4
 Document Type: Form
 Authorised by: C. Leach
 Date: 14.04.2022

					<ul style="list-style-type: none"> •Assessment of First Aid requirements reviewed as COVID-19 guidance changes. 	No further action	First Aiders				
Staff administration of medicines or supervision of pupils who self-administer. Transmission / Spread of Germs and Novel Coronavirus (COVID-19)	<ul style="list-style-type: none"> •Staff •Pupils Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	4	4	HIGH	<ul style="list-style-type: none"> •Staff to wash/sanitise hands before and after administering medication to each pupil. 	No further action	First Aider ALL	As required	2	4	MEDIUM
Availability of equipment and PPE Transmission / Spread of Germs and Novel Coronavirus (COVID-19)	<ul style="list-style-type: none"> •Staff •Pupils Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	4	4	HIGH	<ul style="list-style-type: none"> •Alcohol-based hand sanitiser containing at least 60% alcohol available where hand wash sinks are not available such as isolation rooms, first aid rooms, shared spaces, entrance and exit points. •Latex free gloves available in classrooms and isolation locations and first aid rooms. •Face masks with an FFP2 or FFP3 rating if available or fluid resistant surgical mask in isolation rooms. • Fluid resistant surgical mask available in first aid rooms and classrooms. 	Regular checks on PPE stocks Sanitation Stations restocked regularly and staff to request as needed	Clean Team Admin Clean Team ALL	Weekly Daily Weekly Daily	2	4	MEDIUM



RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

Document reference: 502_ V: 4
 Document Type: Form
 Authorised by: C. Leach
 Date: 14.04.2022

					<ul style="list-style-type: none"> Face visors or safety goggles available in isolation locations and first aid rooms. Disposable aprons available in isolation locations and first aid rooms. Replenishment of stocks of hand sanitising gel, liquid soaps and PPE. 	No further action Each member of staff issued with visor	Clean team ALL ALL	Weekly Weekly check			
Educational visits Transmission / Spread of Germs and Novel Coronavirus (COVID-19)	<ul style="list-style-type: none"> Staff Pupils Volunteers Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	3	4	HIGH	<ul style="list-style-type: none"> A full and thorough risk assessment including the spread or transmission of COVID-19 is made in relation to all educational visits to ensure they can be undertaken safely, and all trips are conducted in line with their risk assessment. 	Discuss with Principal RA checked by EVC and Principal Additional information provided through Evolve No further action	SS SLT ALL SS EVC ALL ALL EVC	As required As required As required As required	1	4	LOW
Stress	<ul style="list-style-type: none"> Staff Pupils Symptoms Anxiety Excessive drinking Overeating Sleeping poorly Shaking, chills or hot flushes	4	4	HIGH	<ul style="list-style-type: none"> SBMAT Stress Policy communicated to all staff. Awareness about all types of stress and its causes raised through discussions, literature and training. Changes to work-related practices to reduce the factors which may lead to stress in the workplace. 	No further action No further action Wellbeing Leads to action and monitor	SS ALL JM JLB JM JLB SLT	Ongoing Ongoing Ongoing	2	3	MEDIUM



RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

Document reference: 502_ V: 4
Document Type: Form
Authorised by: C. Leach
Date: 14.04.2022

	<p>A tingling sensation in your arms or legs Headaches Muscle tension Dizziness High blood pressure Indigestion Constipation or diarrhea Shallow breathing or hyperventilating</p> <p>Effects Poor emotional and physical wellbeing</p>				<ul style="list-style-type: none"> • Opportunities for staff and employees to maintain and promote their health and well-being. • A culture of open communication throughout the organisation. • Good management and team building practices for those with management and supervisory responsibilities. • Supportive environment in which issues and concerns can be raised and dealt with appropriately. • Guidance for managers to assist in the sensitive management of staff likely to encounter stressful situations. • Appropriate training interventions to help alleviate the stress. • Assist and advise staff suffering from work-related stress. • Internal and external sources of assistance for staff with clearly identified work-related stress issues. • Access to a free helpline for school staff and targeted support for mental health and wellbeing available at The Education Support Partnership and Wellbeing for Education Return programme. 	<p>As above No further action No further action</p> <p>No further action</p> <p>Maintain up to date information As above</p> <p>No further action Display board and specific as required</p> <p>Display details in Staffroom</p>	<p>As above As above As above As above As above As above As above</p> <p>As above As above As above As above</p> <p>As above</p>	<p>As above As above As above As above As above As required Ongoing</p>			
<p>Contingency planning</p> <p>Transmission / Spread of Germs and</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors 	4	4	HIGH	<ul style="list-style-type: none"> • The school has a Coronavirus (COVID-19): Contingency Plan that can be implemented if restrictions need to be stepped up due to coronavirus, including the reintroduction of face coverings. 	<p>No further action</p>	<p>SS SLT ALL</p>	<p>As required</p>	2	4	MEDIU



RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

Document reference: 502_V: 4
Document Type: Form
Authorised by: C. Leach
Date: 14.04.2022

Novel Coronavirus (COVID-19)	Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality											
------------------------------------	--	--	--	--	--	--	--	--	--	--	--	--



RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

Document reference: 502_V: 4
 Document Type: Form
 Authorised by: C. Leach
 Date: 14.04.2022

Risk Assessment Register of Communication

By completing the register I am confirming that I have read, had the opportunity to seek clarification, understood the contents and agree to follow the risk control measures of risk assessment title Novel Coronavirus (COVID-19) Revision 24

Date of Communication	Name	Signature



RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

Document reference: 502_V: 4
Document Type: Form
Authorised by: C. Leach
Date: 14.04.2022