

COVID-19: Health and Safety Operational Risk Assessment, 2022-2023

Assessment conducted by:	Tom Beveridge	Job title:	Headteacher	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	01/11/22	Review interval:	Termly	Date of next review:	2023

Risk	Control measures	In place? (Yes/No)	Comments/ Outstanding action
Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information on how infection risks are controlled in the school.	<ul style="list-style-type: none"> Government guidance is being reviewed regularly to ensure the latest available information is put into practice. 	Y	
	<ul style="list-style-type: none"> Members of staff, pupils, and visitors to the school are reminded of the symptoms of coronavirus (COVID-19) at the point of entry to the site by posters displayed at site entrances and/or site rules displayed on visitor checking in systems 	Y	
	<ul style="list-style-type: none"> Vaccination is the single, most effective means we have for protecting people from Covid-19 and reducing transmission risk in educational settings. 	Y	
	<ul style="list-style-type: none"> Parents receive guidance on school times for their child and protocols set out for attending the school 	Y	
	<ul style="list-style-type: none"> COVID-19 guidelines are published on the school's website 	Y	
	<ul style="list-style-type: none"> When needed, meetings will take place remotely via videoconferencing, phone, email or post. Risk assessments and plans are consulted and discussed with relevant staff, including on a one-to-one basis for some to enable staff to speak about their own situation and reasonable adjustments to be made 	Y	

Risk	Control measures	In place? (Yes/No)	Comments/ Outstanding action
Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene	<ul style="list-style-type: none"> • Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively; • Students and staff have been shown how to wash hands properly; • Help is available for children and young people who have trouble cleaning their hands independently; • Wash stations have single use paper towels for drying hands; • Hand washing sinks are located within each toilet provision; • Signage and communication clear for 'catch it, bin it, kill it'; Have bins (lidded where possible) in place in toilets and classrooms. • Students have been encouraged to bring their own tissues to school to promote the catch it, bin it, kill it advice. 	Y Y Y Y Y	
Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<ul style="list-style-type: none"> • A cleaning schedule has been implemented for all areas of the school. • Equipment used by the students and staff will be suitably cleaned • Hard surfaces in classrooms will be cleaned regularly • If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be subject to a hard surface deep clean, using disposable cleaning materials and the associated waste will be double bagged to be stored securely for 72hours before disposal. 	Y Y Y Y	

Risk	Control measures	In place? (Yes/No)	Comments/ Outstanding action
Spread/contraction of COVID-19. This includes: <ul style="list-style-type: none"> • Dealing with general First aid; • Lack of trained first aiders; • Dealing with a suspected case of Covid-19; • Inappropriate handling/removal of clinical waste • Intimate care procedures. 	<ul style="list-style-type: none"> • Where the risk of contact with droplets to the face, e.g. from coughing or vomiting, face protection will be provided • Where visible contamination, e.g. saliva droplets, is present face protection in the form of mask, goggles or face shield will be provided. • All building users advised re monitoring their own health and use government guidance on Covid 19. • The first aid room is cleaned frequently and after each use (when first aid care has been provided). • Staff dispensing medication to students will minimise contact and wash their hands before and after dispensing the medication. • Where appropriate, students will be given the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc. • First Aid training for staff - to ensure sufficient numbers of First Aiders are trained and on-site in the event of staff absences and training refreshers and full first aid training courses will be arranged as required on expiration of first aid training held by named staff. 	Y Y Y Y Y Y Y	
Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including: <ul style="list-style-type: none"> • Parents; • Maintenance contractors; • External Teachers; • Inspectors; • Delivery personnel 	<ul style="list-style-type: none"> • Screens will separate receptionist from visitors to the site • Cold calls (sales) will not be processed beyond the reception area of the school. • Door control pads will be regularly cleaned. • Supply teachers will be briefed of our procedures both before and upon arrival at the school • All visitor passes will be issued using <i>clip badges that are cleaned each time and recycled</i> so no touch required. • A record of all visitors, including contractors, to site will be kept and maintained; • ITT trainees, supply teachers, peripatetic teachers and volunteers all receive an induction to inform them of the school's risk assessment and controls to prevent infection risks in the school, when pertinent, relevant training is also provided. • Essential visits such as those concerned with the management of fire safety, legionella, gas safety, electrical safety, and examinations of ventilation systems will be pre-arranged with the relevant contractor. The following measures will be adopted, where possible: <ul style="list-style-type: none"> • The contractor will attend the site out of hours to minimise opportunity for contact between all parties • Where contractor visits attend site during hours of school operation, contractors will work in rooms that are not in use by teaching staff or pupils where possible • The room will be well ventilated, where possible. 	Y Y Y Y Y Y Y Y Y	

Risk	Control measures	In place? (Yes/No)	Comments/ Outstanding action
Spread/contraction of COVID-19 due to unsuitable use of toilets.	<ul style="list-style-type: none"> Toilets checked and cleaned regularly during the school day Year groups allocated toilets for break and lunch. Students and staff are encouraged to close toilet lids where applicable before flushing. 	Y Y Y	
Lack of staffing / insufficient staff ratios	<ul style="list-style-type: none"> Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation; Students are suitably supervised at all times. Suitable contingency plans are in place to maintain adequate premises management 	Y Y	
Ventilation	<ul style="list-style-type: none"> Good ventilation can help reduce the risk of spreading coronavirus, where possible windows doors (unless fire doors) will be opened to improve general ventilation through fresh air, when this is not possible, the Premises Manager will look at improving mechanical systems. 		
Hazardous substances management, unsuitable COSHH management and unsafe use of chemicals leading to ill-health, environmental contamination or fire.	<ul style="list-style-type: none"> Suitable storage and management of flammable hand sanitiser is in place; All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately; Material safety data sheets are held for all chemicals and readily available to all staff; All cleaning chemicals are stored safely and securely in accordance with requirements; Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment 	Y Y Y Y Y	
Fire and evacuation procedures being inadequate at this time due to lack of trained	<ul style="list-style-type: none"> Safe exit via the nearest fire exit; Training occupants of any changes to evacuation; Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of the school; 	Y Y Y Y	

Risk	Control measures	In place? (Yes/No)	Comments/ Outstanding action
fire wardens or occupants being spread around the building without suitable procedures in place.	<ul style="list-style-type: none"> Disabled students who have to access upper floors and are unable to make their own way out of the building will be evacuated by Evac Chair. All other fire system testing and maintenance has continued as normal. 	Y	
		Y	
Transmission of Covid-19 via food preparation, handling, storage, contact surfaces or packaging.	<ul style="list-style-type: none"> The Kitchen/Catering Manager has reviewed and implemented the Guidance for food businesses on coronavirus (COVID-19) The Kitchen/Catering Manager has reviewed and implemented FSA guidance on good hygiene practices in food preparation and PHE guidance Good hand hygiene practices will be followed, including washing hands with soap and water for at least 20 seconds, routinely including: before and after handling food/when moving between different areas of the school 	Y	Details of which Year groups to use each canteen have been confirmed with the catering team
		Y	
		Y	
Development of high numbers of legionella bacteria within the water system, leading to increased risk of legionellosis.	<ul style="list-style-type: none"> The school has a legionella risk assessment in place. Plans for recommissioning of water system following a period of absence will be implemented; 	Y	
Spread/contraction of COVID-19 during an educational visit.	<ul style="list-style-type: none"> A risk assessment – in line with the school's policy will be carried out for all educational visits. 	Y	

Risk	Control measures	In place? (Yes/No)	Comments/ Outstanding action
Stress or anxiety caused to staff due to lack of support, information or staff consultation.	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. 	Y	
	<ul style="list-style-type: none"> Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. 	Y	
	<ul style="list-style-type: none"> Staff briefings and training have included content on wellbeing. 	Y	
	<ul style="list-style-type: none"> Staff have been signposted to useful websites and resources. 	Y	
Stress or anxiety caused to students due to lack of support or information	<ul style="list-style-type: none"> All members of staff will be briefed on the advisory self-isolation process. Self-isolation includes the day of a positive test was taken (whether by PCR test or lateral flow test), and the following 5 days. 		
	<ul style="list-style-type: none"> Assemblies to be held for all year groups (single year groups only) on return to school to share all information. 	Y	
	<ul style="list-style-type: none"> Pastoral managers to be with year groups each break and lunch time to offer additional support. 	Y	
	<ul style="list-style-type: none"> Pastoral systems have been adapted to ensure all students have immediate access to support 	Y	
	<ul style="list-style-type: none"> Additional mental health support for students through school agencies, local authority and government initiative. 	Y	