


RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



Academy: Whitchurch CE Junior Academy					Prepared By: C Leach Completed By: Sarah Walsh, Acting Principal			Date: 10-09-21			
Activity Workplace: Novel Coronavirus (COVID-19) Revision: 17 08-09-2021. Minor changes following receipt of comments.					Manager: Sarah Walsh, Acting Principal			Next Annual Review Date: 08-09-2022 or change to guidance			
Hazard		Initial risk			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	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors 	4	4	RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY	Amended risk assessment to be emailed to all staff and placed on Federation website. Staff to sign to say that they have read and understood	SW/CM	w/c 13/09/21	1	4	
<p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<p>Main symptoms Continuous cough High temperature (over 37.8 degrees) on chest or back Loss of, or change to the sense of smell (anosmia)</p> <p>Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>			<p>HIGH</p> <p>1. Staff, pupils, parents, visitors and contractors are advised through verbal and written communication including signs that they MUST not attend the school, they must stay at home, self-isolate and follow PHE Stay at Home guidance and NHS Test and Trace process if:</p> <p>a. they currently have Coronavirus (COVID-19) symptoms or</p> <p>b. they have tested positive for COVID-19 and are in their self-isolation period</p> <p>2. Staff advised they must self-isolate if they live in the same household as someone with COVID-19 or are confirmed by NHS Test and Trace as a close contact of someone with COVID-19, unless any of the following applies:</p> <p>a. fully vaccinated (2 jabs) b. below the age of 18 years and 6 months c. currently part of or have taken part in an approved COVID-19 vaccine trial d. unable to get vaccinated for medical reasons</p> <p>3. Staff/pupils advised where any of the following applies: a. fully vaccinated (2 jabs), b. below the age of 18 years and 6 months, c. have taken part in or are currently part of an approved COVID-19 vaccine trial or d. are not able to get vaccinated for medical reasons pupils, when contacted by NHS Test</p>	<p>Re-print and laminate up to date signs re Coronavirus Symptoms and display in classroom windows / gates / main reception door.</p> <p>Regular reminders in newsletter x 1 per fortnight</p> <p>Staff reminded during weekly briefings by SW</p> <p>Vice Principal to brief lunchtime staff fortnightly</p> <p>Up to date Covid (PHE) information to be displayed in the staffroom</p>	<p>NM / Admin</p> <p>KW/SS /RP</p> <p>SW</p> <p>KW</p> <p>NM/ Admin</p>	<p>w/c 13/09/21</p> <p>Fortnightly</p> <p>Weekly</p> <p>Fortnightly</p> <p>w/c 13/09/21</p>			<p>LOW</p>
										<p>Page 2 of 24</p>



Staff/pupils who are confirmed clinically vulnerable or clinically extremely vulnerable.	<ul style="list-style-type: none"> Staff Pupils 	4	5	RISK ASSESSMENT FORM	<ol style="list-style-type: none"> COVID 19: Individual Risk Assessment completed for staff who fall into these vulnerable, from a Black, Asian or Minority Ethnic origin (BAME) or pregnant. CEV staff have their existing COVID 19: Individual Risk Assessment reviewed, and action plan updated and agreed as guidance changes. Where a child has been confirmed clinically extremely vulnerable (CEV), the school advice that the child should attend unless a medical professional confirms that shielding is required. Pupils and staff are supported to follow increased good hand hygiene practises through increased communication and facilities/materials. Pupils are monitored by staff for increased hand hygiene practises. Monitoring of pupils and staff compliance with clinical advice regarding attending school Pupils Care Plans reviewed and amended to ensure child is not put at risk of coronavirus (COVID-19) infection. Staff instructed not to supervise children in isolation at school for showing coronavirus infection (COVID-19) symptoms. Concerns discussed with SLT when shown by staff, pupils, and parents especially for pupils and staff with significant risks. 	Principal to review all individual risk assessments.	SW	w/c 13/09/21	2	5	HIGH
<p>Staff/pupils who live with someone who is confirmed clinically vulnerable or clinically extremely vulnerable.</p> <p>Staff/pupils who are from Black, Asian and Minority Ethnic (BAME) backgrounds</p> <p>Long-term conditions like diabetes, cancer and chronic lung disease. Conditions such as obesity. Underlying health problems</p> <p>Expectant mothers</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<p>Main symptoms</p> <p>Continuous cough</p> <p>High temperature (over 37.8 degrees)</p> <p>Loss of, or change to the sense of smell (anosmia)</p> <p>Milder symptoms</p> <p>Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects</p> <p>Mild flu symptoms</p> <p>Respiratory infection</p> <p>Breathing difficulties</p> <p>Asthma</p> <p>Fatality</p>			VERY HIGH		<p>Children regularly reminded to wash hands and supervised during handwashing if child with additional needs</p> <p>All classrooms to ensure stock of anti-bacterial gel and hand washing facilities</p> <p>Pupil care plans / individual risk assessments updated and reviewed where appropriate by SENDCO / SEN Assistant</p> <p>Open door policy - all staff welcome to speak to SW/KW/SGi</p> <p>All staff to read and sign that they have understood RA and contents</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>Pregnant staff to</p>	<p>All staff</p> <p>NM</p> <p>SGi</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>w/c 13/09/21</p> <p>Ongoing</p> <p>w/c 13/09/21</p> <p>Ongoing</p> <p>Ongoing</p>			

Travel to and from school

Transmission / Spread of Germs and Novel Coronavirus (COVID-19)

Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.

- Staff
- Pupils
- Parents
- Visitors
- Contractors

Main symptoms
Continuous cough
High temperature (over 37.8 degrees)
Loss of, or change to the sense of smell (anosmia)

Milder symptoms
Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.

Affects
Mild flu symptoms
Respiratory infection
Breathing difficulties
Asthma
Fatality

4 4

RISK ASSESSMENT

HIGH

1. Non-essential use of public transport avoided when possible.

2. Travel alone using own transport / cycle or walk when possible

3. When the use of shared transport is unavoidable persons are advised to:
a. travel with as few people as possible, b. avoid travelling with persons outside of own household or support bubble, c. wash hands with soap and water or hand sanitiser before using transport, d. persons over the age of 11 wear face coverings over the nose and mouth, e. sit as far away from other persons as possible, f. try to face away from other persons, g. open windows to give good ventilation, h. avoid touching anything, i. cough or sneeze into a tissue and put it in a bin, j. wash hands with soap and water or hand sanitiser after using transport,

4. Cleaning and disinfecting of shared vehicle interiors carried out on a regular basis using standard cleaning products.

5. When the use of public transport is required persons aged 11 and over to use a face covering and try to maintain 2- meter distance or maintain 1- meter distance with mitigation, where possible check in using NHS COVID-19 app and use precautions as follows:
a. avoid peak travel where

Any staff travelling by public transport or lift sharing to and from school

All staff

Ongoing


1 4




LOW

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>Pupils and staff access and egress and moving around the school</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors 	4	4	<p style="color: yellow; font-weight: bold; font-size: 24px;">HIGH</p>	<p>1. Infrared temperature checks of pupils and staff carried out where they feel unwell or show symptoms. Testers wear a fluid resistant surgical mask and disposable latex free gloves whilst testing. Pupils and staff with high temperature readings are isolated, sent home to self-isolate and required follow PHE Stay at Home guidance and NHS Test and Trace process.</p> <p>2. Optional for staff to wear face masks / face covering or visors over the nose and mouth during movement around school and in communal areas and enclosed spaces.</p> <p>3. Staff to participate in the schools COVID-19 rapid testing programs.</p>	<p>Staff to continue to participate in the LFT programme and report results to DfE and lft@email address</p>	<p>SW/ CM</p>	<p>w/c 13/09/21 and ongoing</p>	1	4	<p style="color: green; font-weight: bold; font-size: 24px;">LOW</p>
<p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<p>Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p>										
<p>Coronavirus can be passed through close contact with persons infected by the virus.</p>	<p>Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p>										
	<p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>										

Visitors, Parents Delivery drivers	• Staff • Pupils	4	4	HIGH	General	Anti bac gel on arrival for external visitors	NM/ Admin	Ongoing	2	4	MEDIUM
<p>Contractors</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Parents • Visitors • Contractors <p>Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	RISK	ASSESSMENT	FORM	<p>MANAGING HEALTH AND SAFETY</p> <p>a. currently have Coronavirus (COVID-19) symptoms b. have tested positive for COVID-19 in the last 10 days c. have been contacted by NHS Test and Trace and told to self-isolate unless they been double vaccinated and also have a PCR test negative result. Adults who not been double vaccinated must isolate even if they have a PCR test negative result. d. have been in a country or territory on the red list or government specified amber list countries in the 10 days before arriving in England. e. are waiting for COVID-19 PCR test result, unless symptom free and they been double vaccinated.</p> <p>If any questions are answered yes, access is denied and they are advised that they MUST not attend the school, they must stay at home, self-isolate and follow PHE Stay at Home guidance and NHS Test and Trace process.</p> <p>2. School guidance on hygiene, optional wearing of face masks/face coverings/face visors over the nose and mouth provided on arrival. 3. Hand washing/sanitising requested on arrival, before and after using attendance recording devices and using toilets. 4. Infrared temperature checks</p>	<p>Stock of facemasks to be available in reception office</p> <p>Admin staff to create script / laminated sheet for visitors to read and confirm in respect of point1 a-e.</p> <p>Admin staff to advise visitors of option to wear face mask and undertake temperature check on arrival.</p> <p>Ensure admin staff have PPE for temperature checks</p> <p>All visitors to be requested to wash hands before progressing through school building.</p>	<p>NM/ Admin</p> <p>Admin/ CM</p> <p>Admin/ CM</p> <p>Admin/ CM</p> <p>Admin</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>			

Asymptomatic staff	<ul style="list-style-type: none"> Staff Casualty 	5	4		1. Staff to carry out COVID-19 rapid testing at home twice per week and isolate at home	Principal/SBM to monitor testing and ensure staff	SW/CM	Twice weekly	2	4
<p>Staff, pupils showing Coronavirus infection (COVID-19) symptoms whilst at school.</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<p>Main symptoms</p> <p>Continuous cough</p> <p>High temperature (over 37.8 degrees)</p> <p>Loss of, or change to the sense of smell (anosmia)</p> <p>Milder symptoms</p> <p>Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects</p> <p>Mild flu symptoms</p> <p>Respiratory infection</p> <p>Breathing difficulties</p> <p>Asthma</p> <p>Fatality</p>			<p>RISK ASSESSMENT FORM</p> <p>MANAGING HEALTH AND SAFETY</p>	<p>arrange a confirmatory PCR test.</p> <p>2. Careful consideration given to refuse a child access to school who is showing COVID-19 symptoms to avoid potential risk to others. Decisions made using latest PHE guidance.</p> <p>3. Staff at school who develop symptoms of coronavirus infection (COVID-19), inform a member of the SLT, self-isolate at home in accordance with government guidance and arrange a COVID-19 PCR test. Government supplied home PCR test kits provided by the school in exceptional circumstances when a symptomatic staff member has barriers accessing testing by the usual routes. School arrange posting or remote drop off of test kits.</p> <p>4. R17 Pupils at school who develop symptoms of coronavirus infection (COVID-19) are placed in a safe isolation location and parents informed to collect the child. Households including siblings should follow PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. Household members who do not have symptoms or have not tested positive and who are fully vaccinated (2 jabs) or aged under 18 years and 6</p>	<p>and ensure staff</p> <p>ift@ email</p> <p>account.</p> <p>Principal/SBM to follow up non-compliance.</p> <p>Area allocated for pupils developing symptoms – School Library</p> <p>Isolation room to provide all resources including masks, visors, gloves, wipes etc.</p> <p>Cleaners to be advised if room used so required level of cleaning / fogging if necessary can be undertaken</p>	<p>SW/CM</p> <p>SW/CM</p> <p>NM/Admin</p> <p>SW/CM/MB</p>	<p>Twice Weekly</p> <p>Ongoing</p> <p>Ongoing</p> <p>As appropriate</p>		
										
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Hand and respiratory hygiene

- Staff
- Pupils
- Parents
- Visitors
- Contractors

4 4

HIGH

PROVISION

1. Work with parents to ensure a stock of skin friendly hand and safety

All staff

Ongoing

1 4

LOW



Transmission / Spread of Germs and Novel Coronavirus (COVID-19)

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Affects
Mild flu symptoms
Respiratory infection
Breathing difficulties
Asthma
Fatality

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

Hand wash facilities stocked with liquid soap.
Hand dryers or disposable paper towels for drying hands
2. Hand and safety held in relevant classrooms

3. Hand sanitiser gel dispensers where sinks are not available e.g. shared spaces, signing in and out locations, entrance and exit points

4. Skin friendly skin cleaning wipes for children with skin conditions and children with complex needs.

5. Supply of disposable tissues available in classrooms, offices, shared spaces.

6. Bins with lids or remote/foot operated lids where available lined with a bin bag in classrooms, offices, shared spaces.

7. Covered bin at entrance for disposal of face coverings

8. PHE "Wash your hands" signs posted in pupil, staff and visitor toilets.

9."Catch it, Bin it, Kill it" posters displayed in toilets, classrooms and staff areas.

10. Support provided for pupils who spit uncontrollably or use saliva as a sensory stimulant. Risk assessment carried out and suitable controls implemented.

11. COSHH Assessment for hand sanitiser communicated to staff.

12. Supply of individual, sealable plastic bags for staff to store face coverings

Remind staff / visitors / contractors to wash hands as enter school

Staff must advise admin team when stocks of tissues /gel are becoming low to support re-ordering

Return covered bin to entrance.

Ensure wash your hands posters and Catch it, Bin it, Kill it posters are laminated and displayed in main entrance, toilets incl staff and staffroom

Ensure COSHH assessment for sanitiser is posted in staff room

Admin

All staff/
CM/
NM

CM/
Admin

NM/
Admin

CM

Upon arrival – ongoing

Weekly check

w/c 13/09/21

w/c 13/09/21

w/c 13/09/21

Cleaning	Staff	4	4	HIGH	General	1.	Contact to be	CM/ SW	w/c 13/09/21	1	4	LOW	
Classrooms Shared spaces Offices Staffrooms Meeting rooms	<ul style="list-style-type: none"> • Pupils • Parents • Visitors • Contractors 				RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY Cleaning schedules reviewed and increased cleaning implemented. 2. Anti-bacterial wipes/sprays securely stored in classrooms and staff occupied rooms. 3. Frequently touched surfaces e.g., handrails, door handles, light switches, work surfaces, remote controls and electronic devices cleaned and disinfected using standard cleaning products such as detergents or anti-bacterial products as a minimum twice a day, before or after school and during the day. 4. Bins emptied frequently to suit usage. 5. Staff wear latex free gloves when cleaning, disinfecting surfaces and handling waste such as used tissues, used PPE. 6. Staff using cleaning and disinfecting products read COSHH Assessments and follow measures including wearing PPE specified. 7. Staff wash hands thoroughly after removing used PPE and using cleaning and disinfecting products. 8. Cleaning contractor provide COVID-19 Risk Assessment to School Principal. 9. Clutter, rarely used and difficult to clean items removed and stored to make cleaning easier. 10.	1. Contact to be made with Chartwells re Hand Safety							
Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting. 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					Staff to clean surfaces and touch points in classrooms and provision areas throughout the day Staff to monitor bin usage during day and alert admin /premises officer if they require emptying Reminder to staff to ensure all areas are free from clutter particularly desks tops of lockers, shared areas, photocopier areas, corridors etc	All staff All staff/ MB All staff	Daily – ongoing Daily – ongoing Daily – ongoing					
					Water fountains cleaned regularly and after heavy use at break and lunch times								



Use of occupied spaces

- Staff
- Pupils
- Parents
- Visitors
- Contractors

4 4

HIGH

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



LOW

Transmission / Spread of Germs and Novel Coronavirus (COVID-19)

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Main symptoms
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High temperature (over 37.8 degrees)
Loss of, or change to the sense of smell (anosmia)

Milder symptoms
Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.

Affects
Mild flu symptoms
Respiratory infection
Breathing difficulties
Asthma
Fatality

1. Pupils and staff provided with own stationery to prevent sharing.
2. Pupils limited on items brought into school to essentials such as lunch boxes, hats, coats, books, stationery, water bottles and bags.

3. Resources cleaned before being taken home and on return.
4. Contactless drop off points used for issue of materials such as stationery supplies.
5. Outside space used for education where possible following a full and thorough risk assessment.

6. Use of increased space areas when possible.
7. Ventilation in the building maximised while a comfortable environment is maintained.

8. Poorly ventilated spaces identified through the use of state funded CO2 monitors and steps taken to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example school plays.
9. Mechanical ventilation systems

a. adjusted to increase the ventilation rate wherever possible
b. adjusted to full fresh air ventilation unless used to ventilate a single room along with an additional fresh air supply.

Each pupil has a box / bag containing stationery

Ventilation continuous throughout the day – windows and internal doors opened by premises officer / staff members at start of day

Vice Principal to include in newsletter to parents – children attending school are allowed to wear additional clothing under their uniform once colder weather

All staff

All staff / MB

KW/RP

w/c 13/09/21

Daily – ongoing

Fortnightly newsletter from Aut 2

Use of Offices Staffrooms Meeting rooms	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors 	4	4	HIGH	General	1.	Ventilation continuous	All staff //MB	Daily – ongoing	1	4	LOW
<p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<p>Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>				<p>Ventilation maximised by using ventilation units and or opening windows, doors without compromising staff or pupil safety.</p> <p>2. Small offices and storerooms and cupboards accessed by one person at a time.</p> <p>3. Locker rooms, changing areas and toilets avoided when occupied by other persons.</p> <p>4. Use of hot desks and workspaces avoided</p> <p>5. Meetings / discussions with others held when it is necessary and remote contact cannot be used. Meetings/discussions held either outdoors or in open spaces with good ventilation with open windows and for short durations.</p> <p>6. Screens used to protect reception staff</p> <p>7. Shared equipment cleaned before and after use.</p> <p>8. Restrict movement around the school between departments and rooms and use of electronic devices to communicate.</p> <p>9. Staff optional wearing of face masks / face coverings / face visors over the nose and mouth encouraged in communal areas, enclosed spaces and when meeting with parents, contractors, and visitors.</p> <p>10. Poorly ventilated spaces identified through the use of state funded CO2 monitors</p>		<p>throughout the day</p> <p>opened by premises officer / staff members at start of day</p> <p>Ensure cleaning materials remain in staffroom for kettle / toaster / microwave / water heater cleaning between use</p> <p>ALL staff must tidy up own food waster. Food must not be left on staff room tables</p>	<p>NM</p> <p>All staff</p>	<p>Weekly check</p> <p>At all times</p>			

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>Lunch service</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> Staff Pupils Visitors Parents Contractors <p>Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	4	HIGH	<ol style="list-style-type: none"> 1. Pupils wash hands before eating. 2. Plates and cutlery thoroughly washed at 70°C between each use. 3. Tables regularly cleaned / disinfected by staff 4. Staff wash hands for at least 20 seconds with soap and water before serving food and before/after cleaning down 5. Catering contractor provide COVID-19 Risk Assessment to School Principal. 6. Staff optional wearing of face masks/ face coverings / face visors over the nose and mouth encouraged in communal areas. 7. Water fountains cleaned regularly and after heavy use at break and lunch times. 	Chartwells catering RA to be obtained	CM/ SW	w/c 13/09/21	1	4	LOW
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>Break time</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> Staff Pupils Visitors Parents Contractors <p>Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma</p> <ul style="list-style-type: none"> Fatality 	4	4	HIGH	<ol style="list-style-type: none"> 1. Play equipment cleaned regularly 2. Water fountains cleaned regularly and after heavy use at break and lunch times. 3. Pupils wash hands before and after break time 	<p>Water fountains to remain closed. Water bottles available and filled from drinking water taps</p>	<p>All staff</p>	<p>Ongoing</p>	1	4	LOW
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>Providing personal or intimate care to pupils</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils <p>Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	4	HIGH	<ol style="list-style-type: none"> 1. Clinically extremely vulnerable or clinically vulnerable staff advised not to provide close contact personal or intimate care 2. PPE provided for staff use includes disposable latex free gloves, disposable apron, fluid resistant surgical face mask, face visor or safety goggles. 3. Staff providing personal or intimate care instructed on the safe “donning and doffing” of PPE. Putting on PPE video https://youtu.be/-GncQ_ed-9w Taking off PPE video https://youtu.be/-GncQ_ed-9w 4. Review of Care Plans for pupils who spit uncontrollably or use saliva as a sensory stimulant to assess PPE requirements based on individual circumstances. 5. Hand washing or sanitising by staff and pupils receiving support before and after care is provided. 6. Temperature check of staff and pupil before providing care. 7. When working with a child and close contact (less than 2-metres) cannot be avoided staff wear face visors. 	Intimate Care not to be provided unless under an agreed Intimate Care Plan	SGi/ SGo	Ongoing	2	4	MEDIUM
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Providing first aid	<ul style="list-style-type: none"> Staff Casualty 	4	4	HIGH	1. Clinically extremely vulnerable or clinically vulnerable staff advised not to provide first aid.	Ensure sufficient stocks of PPE	NM/CM	Ongoing	2	4	MEDIUM
<p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<p>Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	RISK ASSESSMENT	RISK ASSESSMENT	HIGH	<p>First aiders wash/sanitise hands before and after treating a casualty.</p> <p>3. Disposable gloves, disposable apron, fluid resistant surgical mask worn when administering first aid.</p> <p>4. Safety goggles or face visor worn where there is a risk of respiratory droplets splashing into eyes due to repeated coughing or vomiting.</p> <p>5. First aiders instructed on the safe “donning and doffing” of PPE. Putting on PPE video https://youtu.be/-GncQ_ed-9w</p> <p>Taking off PPE video https://youtu.be/-GncQ_ed-9w</p> <p>6. When performing CPR phone an ambulance and use compression only CPR until the ambulance arrives.</p> <p>7. If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available.</p> <p>8. In an emergency 999 to be called and the emergency services advised if the injured person is showing COVID-19 symptoms.</p> <p>9. Assessment of First Aid requirements reviewed.</p> <p>10. If the casualty is capable, tell them to do things for you.</p>	<p>Email to all staff providing additional links to donning and doffing PPE</p> <p>VP to review First Aid rota at playtimes / lunchtimes</p>	SW	w/c 13/09/21	KW	w/c 13/09/21	MEDIUM



RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>Staff administration of medicines or supervision of pupils who self-administer.</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils <p>Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	4	HIGH	<p>1. Review medication plans to assess if additional PPE requirements for staff administering medication are required. 2.</p> <p>Staff in close contact with the child whilst administering medication have the option to wear face mask / visor.</p> <p>3. Staff to wash/sanitise hands before and after administering medication to each pupil. 4.</p> <p>Medication packaging and equipment used to administer medication cleaned / disinfected after use.</p>	Ensure visors available to staff administering medicine.	SGo	Ongoing	2	4	MEDIUM
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Transport of pupils and staff using school minibus and coach travel.	<ul style="list-style-type: none"> Staff Pupils Vehicle drivers 	4	4	HIGH	2. FORMS - MANAGING HEALTH AND SAFETY	No further action		2	4	MEDIUM
<p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<p>Main symptoms</p> <p>Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>				<p>transport providers that drivers do not work if they are displaying any symptoms of coronavirus or have tested positive in the last 10 days or have been requested to self-isolate by NHS Test and Trace.</p> <p>3. Checks carried out to ensure transport providers, as far as possible, follow hygiene/cleaning rules.</p> <p>4. Thorough clean of vehicle interiors before and after use and clean of frequently touch items during use.</p> <p>5. Infrared temperature checks of pupils and staff who feel unwell or show symptoms before travel. Staff wear a fluid resistant surgical mask and disposable latex free gloves whilst testing. Persons with high temperature readings are isolated, sent home to self-isolate, and required to follow PHE Stay at Home guidance and NHS Test and Trace process.</p> <p>6. Organised queuing and boarding</p> <p>7. Hand washing/use of hand sanitising gel before entering vehicle and again after travel.</p> <p>8. Staff optional wearing of a face mask or visor when working close contact of less than 2 meters with an adult cannot be avoided.</p> <p>9. Through ventilation of fresh air (from outside the vehicle) maximised by opening windows and ceiling vents.</p>					



RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>Availability of Equipment and PPE</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils <p>Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	5	4	VERY HIGH	<ol style="list-style-type: none"> 1. 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. 2. Latex free gloves available in classrooms and isolation locations and first aid rooms. 3. Face masks with an FFP2 or FFP3 rating available in isolation rooms. 4. Fluid resistant surgical mask available in first aid rooms and classrooms. 5. Face visors or safety goggles available in isolation locations and first aid rooms. 6. Disposable aprons available in isolation locations and first aid rooms. 7. Replenishment of stocks of hand sanitising gel, liquid soaps and PPE. 	Staff to inform NM/CM in advance if stock is running low. DO NOT LEAVE UNTIL LAST ITEM BEFORE REPORTING.	All staff	Ongoing	2	4	MEDIUM
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>Safely occupying buildings and using equipment that have not been in use for long periods.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors • Parents • Contractors <p>Risk to health and safety from poorly maintained building systems and equipment including heating, water, fire safety exits, emergency lighting, fire alarms, electrical wiring, gas, portable electrical equipment, passenger lifts, ventilation, access and security, catering equipment</p>	<p>5</p>	<p>4</p>	<p>VERY HIGH</p>	<ol style="list-style-type: none"> 1. Wider risk assessments reviewed and updated having considered the implications of coronavirus (COVID-19). 2. Valid test, inspection and maintenance of systems and equipment in place. 3. Water fountains mains fed water supplies managed through regular flushing and through cleaning to prevent bacterial growth. 4. Fire safety management plans reviewed and checked in line with operational changes. 5. Ongoing in-house safety checks of escape routes, fire alarm system, emergency lighting and fire extinguishers maintained. 6. Ongoing fire drills carried out. 	<p>PCS contract in place</p>			<p>1</p>	<p>4</p>	<p>LOW</p>
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>Educational visits</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents <p>Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	5	4	VERY HIGH	<ol style="list-style-type: none"> 1. COVID-secure measures in place at the destination. 2. Full and thorough risk assessments prior to the trip. 3. Obtain and follow wider advice on visiting indoor and outdoor venues. Outdoor Education Advisory Panel (OEAP). 	Visit leader to review guidance when visit planned	Visit Leader	As and when visits are planned	2	4	MEDIUM
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p>Music, dance and drama</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors • Parents • Contractors <p>Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	<p>5</p>	<p>4</p>	<p>VERY HIGH</p>	<ol style="list-style-type: none"> 1. Use of outside space wherever possible 2. Ensuring good ventilation and adequately sized rooms are used 3. Clean and disinfect instruments between shared use 4. Close contact demonstrating partnering work avoided. 5. Increased handwashing before and after handling equipment 6. Limited handling of music scores and scripts 7. Hired equipment cleaned before and after use. 8. Latest advice in the DCMS performing arts guidance 9. Peripatetic teaching staff across multiple groups or individuals advised to follow self-isolation guidance when they have COVID-19 symptoms even if tested negative for COVID-19, still have a high temperature after the isolation period has ended 	<p>Ensure cleaning of instruments between use</p> <p>VP to ensure Rock Steady contractor aware of specific Music actions and wider Academy RA</p>	<p>CT</p> <p>KW</p>	<p>Ongoing</p> <p>On arrival of first session as part of induction</p>	<p>2</p>	<p>4</p>	<p>MEDIUM</p>
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Stress	<ul style="list-style-type: none"> Staff Pupils 	4	4	HIGH	<p>1. SBMAT Stress Policy communicated to all staff.</p> <p>2. Awareness of stress and its causes raised through discussions, literature and training.</p> <p>3. Changes to work-related practices to reduce the factors which may lead to stress in the workplace.</p> <p>4. Opportunities for staff and employees to maintain and promote their health and wellbeing</p> <p>5. A culture of open</p>	<p>Ensure Stress Policy available in staff and safety</p>	SW	w/c 13/09/21	2	3	MEDIUM
	<p>Symptoms</p> <p>Anxiety</p> <p>Excessive drinking</p> <p>Overeating</p> <p>Sleeping poorly</p> <p>Shaking, chills or hot flushes</p> <p>A tingling sensation in your arms or legs</p> <p>Headaches</p> <p>Muscle tension</p> <p>Dizziness</p>			HIGH		<p>Open door policy and each member of staff knows who their line manager is.</p> <p>Wellbeing Ambassadors in place</p>	<p>All staff</p> <p>GM/NA/CT/TY/LJ/</p>	<p>Ongoing</p> <p>Ongoing</p>			MEDIUM
<p>Physical activity</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<p>High blood pressure</p> <p>Indigestion</p> <p>Constipation or diarrhoea</p> <p>Shallow breathing or hyperventilating</p> <p>Main symptoms</p> <p>Continuous cough</p> <p>High temperature (over 37.3 degrees)</p> <p>Loss of, or change to the sense of smell (anosmia)</p> <p>Milder symptoms</p> <p>Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects</p> <p>Mild flu symptoms</p> <p>Respiratory infection</p> <p>Breathing difficulties</p> <p>Asthma</p> <p>Fatality</p>	5	4	VERY HIGH	<p>1. Sports equipment throughout the thorough cleaned regularly</p> <p>2. Outdoor sports prioritised where possible</p> <p>3. Large indoor games used where only responsible</p> <p>4. Suitable environment in which cleaning/disinfecting of can be space allowed</p> <p>5. Appropriate washing/sanitising before and after activity</p> <p>6. Work with external coaches/managers to do staff likely to</p> <p>7. Additional stress/vibrations</p> <p>8. Appropriate training</p> <p>9. Intervention to help alleviate the stress</p> <p>10. Ventilation systems where available</p> <p>11. Internal and external sources of assistance for staff with clearly identified work-related stress issues</p> <p>12. Access to a free helpline for school staff and targeted support for mental health and wellbeing available at The</p>	<p>Wipes / spray to be available to clean PE equipment after use / after lesson</p> <p>Outdoor PE whenever possible</p>	<p>NM/CM</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p>	2	4	MEDIUM
					<p>Education Support Partnership and Wellbeing for Education Return programme.</p>				Page 22 of 24		

Close contact means:

A close contact is a person who has been close to someone who has tested positive for COVID-19. You can be a contact anytime from 2 days before the person who tested positive developed their symptoms, and up to 10 days after. This is when the virus can be passed to others.

A risk assessment may be undertaken to determine this, but a contact can be:

- anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)
- anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:
 - face-to-face contact including being coughed on or having a face-to face conversation within 1 metre
 - been within 1 metre for 1 minute or longer without face-to-face contact
 - sexual contacts
 - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
 - travelled in the same vehicle or a plane

Examples of close mixing:

- A form group or subject class
- A friendship group mixing at break times
- Sports team
- A group in an after-school activity
- A private tutor or coach offering one-to-one tuition to a child, or to multiple children at the same time
- Staff and children taking part in the same class or activity session together
- Children who have slept in the same room or dormitory together

The level of risk is calculated by:

The likelihood

x

The Consequence

- 1- *Very unlikely*
- 2- *Unlikely*
- 3- *Fairly likely*
- 4- *Likely*
- 5- *Very likely*

- 1- *Insignificant* *(no injury)*
- 2- *Minor* *(minor injury needing first aid)*
- 3- *Moderate* *(up to 3 days absence)*
- 4- *Major* *(more than 3 days absence)*
- 5- *Catastrophic* *(death)*

Risk rating:

1 – 4	Low (acceptable)	<i>No further action required</i>
5 – 9	Medium (adequate)	<i>If risk cannot be lowered any further, consider risk against benefit. Monitor and look to improve at next review</i>
10 – 16	High (tolerable)	<i>Identify further control measures to reduce risk rating. Seek further advice e.g. line manager, H&S team, etc.</i>
17 - 25	Very High (unacceptable)	<i>Do not undertake the activity. Implement immediate improvements</i>