

Health and Safety Risk Assessment – Opening of school September 2021 - COVID-19

Academy / School	St John's Primary School	Assessment No.	
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Site		Location	
Subject of Assessment	Updated COVID Risk Assessment for January 2022		
Assessed by	CW/SB/NH	Date	5.1.22
		Review date	By End of Feb '22
Details of workplace/activity	Students and employees partaking in school activities within the school premises and those students learning from home and staff working at home.		Persons Affected <i>(Who may be harmed)</i>
			Students, Employees, Contractors and Visitors.

Hazards and Risks	Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions √/X <i>(If √ See Actions)</i>
1. 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"> The school has informed parents, students, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus, or have had a positive test; School has reminded parents of symptoms and what to do if child displays any of these; In line with most recent guidance, close contacts of a case of COVID-19 should do lateral flow tests for 7 	low	

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		<ul style="list-style-type: none"> days but does not need to isolate; • Parents issued specific school protocols for school attendance to explain to their children; • Staff are briefed and consulted on school procedures. • Employees have had sufficient training and briefing regarding infection control and school protocols; • Staff are testing themselves twice weekly using lateral flow tests. 		
2	Stress or anxiety caused due to lack of support, information or staff consultation.	<ul style="list-style-type: none"> • Staff are up to date on other related guidance and support in relation to themselves and students such as stress and wellbeing including: https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak • In relation to mental health and stress support organisations, details are available to staff including confidential employee helplines • Staff can access the free helpline provided by Health Assured for school staff and targeted support for mental health and wellbeing • Communication, consultation and support networks are in place for staff and if there are particular concerns staff can raise them quickly and effectively; • SLT to regularly review workload and work/life balance of staff, with particular focus on those working in school. 	low	

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		<ul style="list-style-type: none"> • Hazard reporting mechanisms are in place and are easily accessible; • COVID-19 guidelines are published on the school's website • Parents/Carers are informed of the general arrangements being made and what is expected of them; • Where appropriate, meetings will take place remotely via videoconferencing or phone, and letters and emails are also used for communications • Governing body to monitor the well-being of senior leaders and review regularly Regular staff surveys to monitor wellbeing. • Risk assessments are shared with staff and opportunities to ask questions or feedback are given • The school will follow the guidance in terms of CEV or otherwise vulnerable people where appropriate 		
3	Those who are clinically extremely vulnerable or vulnerable becoming ill.	<ul style="list-style-type: none"> • The school will ensure they continue to review guidance and advice relating clinically extremely vulnerable staff on any restrictions. • Pregnant staff should follow the guidance on COVID 19 and those who are 28+ weeks pregnant should work from home. • Individual risk assessments to be put in place where necessary 	Low	
4	Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: <ul style="list-style-type: none"> • Pickup / leaving the school. 	<ul style="list-style-type: none"> • Social distancing will take place where possible e.g. meeting in larger rooms and keeping a distance; staff have options to take breaks in more than one room. 	Low	

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	<ul style="list-style-type: none"> Parents not in school building. 	<p>Drop off and Pick up Drop-off and collection points for each group have been identified, this information has been cascaded to parents.</p> <p>Leaving the school:</p> <ul style="list-style-type: none"> Parents/Guardians are NOT permitted to enter the school buildings; Exit doors are held open, reducing the number of occupants touching the doors; 		
5.	Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.	<ul style="list-style-type: none"> All those entering the school are required to wash/sanitise their hands; Hand washing sinks are located within each toilet provision; 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; Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> ➤ Entry and exit from the school; ➤ After using the toilet; ➤ When returning from breaks ➤ On entry to the dining hall; ➤ Before and after eating; ➤ After coughing, sneezing or blowing nose 	low	

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		<ul style="list-style-type: none"> • Unnecessary touching of the face is discouraged. • Teachers will remind students to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm, 'catch it, bin it, kill it'; • Toilets and wash stations have single-use paper towel for drying hands or have air dryers. 		
6.	Spread/ contraction of COVID-19 due to lack of mask wearing in crowded spaces.	<ul style="list-style-type: none"> • Staff to wear masks in communal areas/crowded or areas of school or if confined spaces. This does not apply in the classroom unless staff choose to do so. 		
7.	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<ul style="list-style-type: none"> • The school has implemented additional cleaning regimes. This includes the following: <ul style="list-style-type: none"> ➢ Twice daily cleaning of classrooms, Toilets, common areas and dining halls; ➢ Twice daily cleaning of all touched surfaces, such as door handles, handrails, table tops, play equipment and toys. • If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom, or the room where child with suspected symptoms waits for collection), the room will be subject to a hard surface clean with disposable cleaning materials and the associated waste will be double bagged to be stored securely for 72hours before disposal as per the guidance set on COVID-19: cleaning un non-healthcare settings. 	low	
8.	Spread/contraction of COVID-19 due to poor arrangements when dealing with a	<ul style="list-style-type: none"> • The school will make a the meeting room available for suspected cases of COVID-19; 	low	First aid risk assessment

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<p>suspected case of Covid-19;</p> <ul style="list-style-type: none"> • Inappropriate handling/removal of clinical waste • Intimate care procedures. 	<ul style="list-style-type: none"> • Where an individual exhibits symptoms during the school day, the individual will be escorted to the meeting room to isolate them from the main population. The door to the isolation room will be closed (where possible). Windows within the isolation room will be open. • Staff escorting the individual will be provided with disposable gloves and apron if the 2-metre social distancing rule cannot be maintained Where the risk of contact with droplets to the face, e.g. from coughing or vomiting, face protection should be provided • The classroom area or workspace the individual leaves will be subject to a hard surface clean with appropriate disinfectant products and all waste double bagged and stored securely for 72 hours before disposal. • Staff or contractors carrying out the area clean should be provided with a minimum of disposable gloves, aprons and face shield, mop heads or paper towels. • Where available, the school may provide individual displaying symptoms with a home testing kit – where the individual is a pupil, the kit will be provided to their parent or carer • First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor; • PPE is disposed of in accordance with NHS COVID-19 waste management guidance; https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare- 		<p>to be completed</p>

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		<p>settings/covid-19-decontamination-in-non-healthcare-settings</p> <ul style="list-style-type: none"> • The room used is cleaned frequently and after each use (when first aid care has been provided). • Staff dispensing medication to students should minimise contact and their wash hands before and after dispensing the medication. If required, gloves will be worn by staff when giving medication • Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc. <p>Waste disposal measures Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> • Put in a plastic rubbish bag and tied when full; • The plastic bag is placed in a second bin bag and tied; • It is put in a suitable and secure place and marked for storage until the individual's test results are known; • Waste is stored safely and kept away from children; • Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours; • If the individual tests negative, this can be put in with the normal waste; • If the individual tests positive, then waste is stored for at least 72 hours and then put in with the 		

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		<p>normal waste;</p> <ul style="list-style-type: none"> If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment. 		
9.	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; Children are suitably supervised at all times; Staff sickness/absence cover plan from Sept 2020 to be reviewed. In the event of insufficient staff, a class may need to switch to home learning In the event of no available 1:1 TA for individual children, alternative arrangements may need to be made with parents. 	Low	
10.	Lack of suitable premises management including insufficient ventilation	<ul style="list-style-type: none"> The school has applied the series of guidance documents and advice sent out by Judicium regarding continued premises management at this time; Premises staff levels are maintained and suitable for the use of the building; Appropriate cleaning and premises staffing levels are in place; Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated 	Low	

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		<ul style="list-style-type: none"> waste; Contingency in place for sudden premises staff absence; The guidance provided in Judicium Education Newsletters 'Managing School Premises during COVID-19 outbreak', a six-part series of guidance documents (in the form of newsletters) and a 'Managing Premises Functions' separate risk assessment has been completed; 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. Staff will open windows wider for breaks and lunchtimes when children are not present, to allow full circulation of air. Use high level windows where possible. CO2 monitors are in each classroom and checked regularly by staff. Children to be taken outside and rooms further ventilated if levels become too high. Good condition – less than or equal to 800ppm (display green); Normal condition – 800ppm-1500ppm (display yellow); Poor condition – more than 1500ppm (display red) 		
11.	Hazardous substances management, unsuitable COSHH management and unsafe use of chemicals leading to ill-health, environmental contamination or	<ul style="list-style-type: none"> Suitable storage and management of flammable hand sanitizer is in place; e.g. a cool cupboard rather than hot car seat. All chemicals used for the cleaning of school 	Low	0

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	fire.	<p>buildings and equipment are COSHH assessed and managed appropriately;</p> <ul style="list-style-type: none"> • 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; • COSHH safety training has been completed by all those using chemicals for cleaning; • Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment. • Remind staff that cleaning sprays need to be stored out of the reach of children. 		
12.	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 	Low	Check risk assessment for kitchen
13.	Spread/contraction of Covid-19 due to not acting appropriately when a case is suspected or confirmed.	<ul style="list-style-type: none"> • If anyone becomes unwell in school with a new, continuous cough, a high temperature or change or loss of sense of taste or smell, they are sent home/their parents or carer are contacted to collect them and they are advised to follow COVID-19: guidance for households with possible coronavirus infection • Parents/Carers are informed that a responsible adult should be on standby in order to collect their child 	Low	

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		<p>from school if they become unwell during the school day. The name of the person who will collect the child needs to be provided and recorded for safeguarding</p> <ul style="list-style-type: none"> • The school keeps informed of Government and Department for Education guidance and updates • To avoid attendance to the school, remote education plans are in place for students or groups that need to self-isolate • A contingency plan is in place for a local outbreak, and if the school is asked to close temporarily by HPT or local authority to help control transmission 		
	Spread/contraction of COVID-19 due to an increase in numbers of cases in school	<ul style="list-style-type: none"> • In the event of an increase in numbers of cases, the school will consider further measures including: <ul style="list-style-type: none"> - reintroducing strict bubbling of classes - restricting movement of staff around school - closing a class bubble - staggered break times - zoning the playground - not sharing equipment - staggered drop off and pick up - no visitors into school 		
14.	Safety and well being of pupils not in school	<ul style="list-style-type: none"> • Staff to check in with children who are isolating at home e.g. by monitoring submission of work, phone calls if necessary. 	Low	
15,	Spread or contraction of COVID-19 due to cases in visitors to school	<ul style="list-style-type: none"> • Limit visitors to school except where necessary/beneficial to learning e.g. parent librarians, Y12 mentors, ARCH volunteer reader. • Visitors to carry out lateral flow tests prior to visiting school and wear masks when in school. 		

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ACTION PLAN (Additional Control Measures Required/Recommended Actions)	
Hazards and Risks	Recommended Actions

Please note:

All controls are subject to government guidance being reviewed due to changes to the 'R' rate. This could be amended on a daily basis. Government and DfE guidance MUST be regularly reviewed. The risk assessment must be reviewed if there is a significant change.

In order to calculate the risk level please use the Judicium Education 'Guide to risk assessment'. This document is available on our template site and includes a risk matrix. If required, you have unlimited access to the Judicium e-learning library including 'Risk Assessment Training for Schools – General'.

Following assessment if no further actions are assessed to be required please mark an X in the "Further Actions" box. If however additional controls or actions are assessed to be required please place a √ in the box and note the action in the action plan.

Any further actions identified should be completed before the assessed task is carried out.