

Risk Assessment Form Version: 1

For further info on risk assessment see: BHCC Risk Assessment Guidance

To calculate Risk Rating (R): assess the likelihood (L) of an accident occurring against the **most** likely impact (I) the accident might have,

Task / Activity Covered by the assessment	Model risk assessment (for local adaptation) for schools during COVID-19 PANDEMIC			Likelihood (L)	X	Impact (I)
				Almost Impossible	1	Insignificant (minor injury, no time off)
Workplace	<ul style="list-style-type: none"> To be read in conjunction with Government guidance - Schools COVID-19 operational guidance and BHCC's dedicated COVID-19 page on BEEM for schools. See also SEND and specialist: additional COVID-19 operational guidance 			Unlikely	2	Minor (non-permanent injury, up to 7 days off)
Date of Assessment	06.03.22	Date Assessment to be reviewed	Weekly	Possible	3	Moderate ((injury causing more than 7 days off)
Person Completing	Luke Lording	Manager/ Head teacher	Luke Lording	Likely	4	Major ((death or serious injury)
Staff involved in assessment				Almost Certain	5	Catastrophic (multiple deaths)
				Low = 1 - 3	Moderate = 4-7	Significant = 8-14
						High = 15-25

How to use this Risk Assessment:

- This RA is used to mitigate the risk from COVID-19 and should be used alongside any other risk assessment for the task being undertaken.
- To calculate Risk Rating (R): assess the likelihood (L) of a member of staff/others contracting COVID-19, taking into account the control measures that will be in place against the **most** likely impact (I) of contracting COVID-19 might have **L x I = R**
- This risk assessments should be completed in consultation with all relevant union colleagues not just individual unions. As a minimum this must always include Unison, the GMB and the NEU. This will ensure that all your staff who are part of a union have been fully consulted on the issues.

What are the significant, foreseeable, hazards? (the dangers that can cause harm)	Who is at Risk?	Current control measures (What is already in place/done)	Risk Rating			What additional controls can be put in place to reduce the risk further?	Revised Risk Rating			Sign as done
			L	I	R		L	I	R	
1 School Site Site not prepared for pupils/staff	Pupils/ staff	<ul style="list-style-type: none"> • Risk assessment(s) regularly reviewed in-line with PH/Government/DfE advice. Shared with staff, Governors and safety representatives. • Usual building checks to ensure school safe and extra considerations (e.g. <u>Legionella</u> water checks, working hot water/heating systems, operating doors/windows, alarms) etc. • School cleaned in line with <u>Cleaning in non-healthcare settings</u> • Bins in classrooms/other locations. • Soap and hot water and hand drying facilities – paper towels and/or (electrical hand-dryers in toilets) and classrooms. • Sanitising wipes for cleaning of equipment. • Hand sanitiser available in appropriate locations. • Ensure good ventilation throughout by opening windows/doors etc. – see 3 below. • Individual & frequently used equipment (ideally) not shared and/or cleaned regularly. • Review on-site signage to reflect current guidance/Covid arrangements. • Review and share Covid-19 and essential induction information with all staff, pupils, visitors (including contractors, peripatetic/supply staff, parents & carers). • A small stock of LFD test kits held on site (for distribution/use) if required, this would be linked to the outbreak management plan. 								

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3	Ventilation Lack of adequate ventilation and/or impact of ventilation on indoor temperatures	All	<ul style="list-style-type: none"> • Well ventilated/comfortable teaching environment maintained as far as possible. • Windows/internal doors opened to improve natural ventilation and assist with creating a throughput of air – windows with ‘restrictors’ to prevent full opening for other safety reasons should not be overridden. • Where natural ventilation is relied upon, windows opened ahead of the start of the working day, wherever possible and rooms purged between use/lessons if possible. • Poorly ventilated areas *identified and practical steps taken to improve fresh air flow – extra consideration when holding events/others on site. • CO2 monitors also used to identify poorly ventilated areas. Refer to further information - <u>How to use CO2 monitors</u>. • Where there are sustained high CO2 readings (1500ppm+) and where lengthy remedial works to introduce/improve ventilation are required - in teaching areas and staff rooms - consideration also given to use of/sourcing Air Cleaning Units. • Mechanical ventilation systems adjusted to increase the ventilation rate wherever possible and only fresh outside air is circulated - ventilation started ahead of the working day and continued after classes have finished (where possible) as cleaners and other (maintenance) staff may work in those rooms. • Where full fresh air setting is not possible, system operated as normal – as long as within a single room – and supplemented by outdoor air supply. • Fans – use of fans discouraged, as can spread contaminated air from one person onto another – and only used after considering other ventilation and heat reducing measures. Sited (e.g. under/in an open window) so drawing and pushing fresh air around a room (up in to an unoccupied space) and not directed/blowing air from one person to another. • Opening internal doors to assist with creating a throughput of air and use of DorGuards or Mag-lock devices linked to the fire alarm system. • Fire doors NOT wedged open. • External opening doors used (as long as they are not fire doors and where safe to do so). • Rooms cleaned regularly to reduce recirculation of any virus deposited on surfaces – see CLEANING ARRANGEMENTS at 7 (below). 			Further advice can be found in Health and Safety Executive guidance on <u>air conditioning and ventilation during the coronavirus outbreak</u> and <u>CIBSE coronavirus (COVID-19) advice</u> and <u>also Ventilation of indoor spaces</u> *These can be indicators of poor ventilation: - Areas which smell stuffy or smell unpleasant. - Areas without either natural ventilation – e.g. openable windows and doors - or mechanical ventilation. - Blocked airbricks. - Windows which require attention to properly operate. - Dirty ventilation grids. - Where ventilation facilities are blocked by furniture, curtains/blinds.					
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4	<p>Transmission of the virus/developing symptoms (at the setting) leading to:</p> <ul style="list-style-type: none"> Reduced pupil attendance Impact on learning Reduced staffing Insufficient supervision ratios Insufficient trained staff Possible outbreak 	<p>Infection to Staff, children, families, visitors and contractors</p>	<p>SYMPTOMATIC INDIVIDUALS:</p> <ul style="list-style-type: none"> Pupils, staff and other adults should follow guidance on <u>People with COVID-19 and their contacts</u> if they have COVID-19 symptoms. Symptomatic people should get a <u>PCR test</u> and are advised to stay at home and avoid contact with other people while waiting for the test result. If you have COVID-19, stay at home and avoid contact with other people. If you can, let people who you have been in close contact with know about your positive test result so that they can follow this <u>guidance</u>. People who have been informed by the NHS that they are at highest risk of becoming severely unwell and who might be eligible for new COVID-19 treatments should follow this <u>additional guidance</u> Many people will no longer be infectious to others after 5 days. You may choose to take an LFD test from 5 days after your symptoms started (or the day your test was taken if you did not have symptoms) followed by another LFD test the next day. If both these test results are negative, and you do not have a high temperature, the risk that you are still infectious is much lower and you can safely return to your normal routine. If your day 5 LFD test result is positive, you can continue taking LFD tests until you receive 2 consecutive negative test results. If your LFD tests are still positive after the full 10 days since symptom onset, then you can return to normal activities as long as you are well enough to do so and do not have a high temperature Avoid meeting <u>people at higher risk</u> of becoming seriously unwell from COVID-19, especially those with a <u>severely weakened immune system</u>, for the 10 days after your symptoms started (or the day your test was taken if you did not have symptoms). Discussion to be held with manager to agree arrangements to support a safe return to work if staff member feels well enough to return. 			<p>* If you have any of the main symptoms of COVID-19 or a positive test result, the public health advice is to stay at home and avoid contact with other people.</p> <p>The main symptoms of coronavirus are:</p> <ul style="list-style-type: none"> a high temperature a new, continuous cough a loss or change to your sense of smell or taste <p>Other symptoms linked with COVID-19 include shortness of breath, fatigue, loss of appetite, muscle ache, sore throat, headache, stuffy or runny nose, diarrhoea, nausea and vomiting.</p> <p>Note: any of these symptoms (including the 3 main symptoms) may also have another cause.</p> <p>Settings may continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting (see <u>stepping measures up and down</u> section for more information) or if central government offers the area an enhanced response package, a local director of public health might advise a setting to temporarily reintroduce some control measures.</p>				
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			<ul style="list-style-type: none"> • School tell staff, children, parents, carers, or any visitors (including suppliers/providers) <i>not</i> to come into school if they are displaying any symptoms of coronavirus (however mild) or have tested positive. • Staff to notify SLT as early as possible if they are presenting symptoms and to follow guidance. • School to request that staff/parents/carers of children closely monitor themselves and children for signs of Covid-19 symptoms. • Staff instructed to let SLT know and children instructed to let staff know (immediately) if they start feeling unwell with any of the main Covid-19 symptoms (however mild). • Procedure in place to be followed if staff or children become unwell/symptomatic on site and need to go home – e.g., shortest route taken out of the building etc. • Individuals with symptoms avoid using public transport and arrange to be collected by member of same household (where possible). • Pupil/staff awaiting collection, to remain in the outdoor area or if this is not possible due to the weather, left in a room with window open, on their own (if possible) and safe to do so. • Isolation room and other potentially contaminated areas ventilated and surfaces cleaned and disinfected after use, in line with guidelines. • If it is not possible to isolate child, moved to an area, which is at least 2 metres from others. • Symptomatic child to use a separate toilet - thoroughly cleaned after - in line with guidelines. • Supervising staff to wear appropriate PPE if close contact is necessary – see Use of PPE guidance – and wash their hands thoroughly afterwards. • Symptomatic person's household (including any siblings) should follow the People with COVID-19 and their contacts guidance. • If (as a close contact) you develop symptoms you should arrange to have a COVID-19 PCR test. If your test result is positive, follow the People with COVID-19 and their contacts • If you live in the same household as someone with COVID-19 or have stayed overnight with someone, you are 			Additional information on PCR test kits for schools and further education providers is available.				
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			<p>CLOSE CONTACT TRACING:</p> <ul style="list-style-type: none"> • Contact tracing has ended. • Contacts of a person who has tested positive for COVID-19 need to follow <u>People with COVID-19 and their contacts guidance</u>. <p>FACE COVERINGS:</p> <ul style="list-style-type: none"> • Face coverings are no longer advised for pupils, staff and visitors in classrooms or communal areas. Staff and pupils should follow <u>wider advice on face coverings</u> outside of school, including on transport to and from school. • Schools to keep small contingency supply of face-covering/masks • Settings should be sensitive/supportive to individuals who choose to continue-wearing face masks/coverings and consideration given to clear/see-through style (to aid communication). • There is no longer a legal requirement to wear a face covering when travelling on public transport and dedicated transport to and from school. However, operators are free to set their own requirements. • Pupils/transport crew are encouraged to wear face-coverings on dedicated Home to School Transport. <p>OTHER:</p> <ul style="list-style-type: none"> • Emergency cover arrangements in place – e.g. key holder, safeguarding, first-aid, cleaning, administration etc. to ensure safe opening/operation. • Flexibility amongst teaching staff to teach/lead different year. • School to check that external providers/contractors (e.g. catering providers) have robust COVID-19 arrangements in place. • Ensure key contractors/visitors etc. are aware of the school's control measures and ways of working. 			<p>*Public health advice for People with COVID-19 and their contacts changed from 24 February 2022. Contacts are no longer required to self-isolate or advised to take daily tests and contact tracing has ended.</p> <p>*The legal requirement to wear a face covering no longer applies. However, the government suggests that you continue to wear a face covering in crowded and enclosed spaces where you may come into contact with people you do not normally meet.</p>				
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			<ul style="list-style-type: none"> Continue to maximise use of outdoor space for learning/meetings/events, where possible. 									
5	<p>People previously identified as Clinically Extremely Vulnerable (Pre-CEV) and others considered at higher risk of serious illness from COVID-19</p> <p>Exposure to Covid-19</p>	Previously CEV staff & pupils	<ul style="list-style-type: none"> Advised to follow medical advice and latest government guidance for People previously considered CEV Pregnant women are advised to follow latest Government guidance for pregnant employees and guidance from the Royal College of Gynaecologists. [A 'New and Expectant Mothers & Birthing Parents' risk assessment and 'COVID-19 Individual risk assessment' should be in place]. Pre-CEV & others at higher risk attend work subject to agreed Individual Risk Assessment (RA) in place/reviewed - see also (HSE) guidance on protecting vulnerable workers, including advice for employers and employees on how to talk about reducing risks in the workplace People previously CEV/at higher risk continue to consider additional precautions they can take. School support/encourage vaccine take up and enable all staff who are eligible for a vaccination to attend booked vaccine appointments, where possible. All previously CEV children and young people attend school unless they are under paediatric or other specialist care and have been advised by their GP or clinician not to attend – see also Supporting pupils with medical conditions. Some people with characteristics who may be at comparatively increased risk from COVID-19 can attend school, subject to Individual RA. 				<p>Note:</p> <p>Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. Children and young people who were previously identified as being in one of these groups, are advised to continue to follow the guidance contained in Coronavirus: how to stay safe and help prevent the spread. Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population. In some circumstances, a child or young person may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice.</p>					

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	<p>Inadequate health and hygiene (continued)</p>		<p>HAND HYGIENE</p> <ul style="list-style-type: none"> • Anyone entering the building should sanitise/wash their hands. • Clear instructions for visitors on where to wash/availability of hand sanitiser and dedicated toilet facilities. • Hand washing facilities and hand sanitiser available in appropriate locations and products stored securely. • Frequent and thorough hand cleaning routines now regular practice and continual reminders for all to wash/sanitise hands effectively – 20 seconds etc. • Supervised use of hand sanitiser, where required. • Anyone handling food, treating a cut/wound etc. must wash their hands before and afterwards. • Remind children not to touch their eyes, nose and mouth with unwashed hands. • Posters displayed showing effective hand washing and good hygiene advice etc. <p>RESPIRATORY HYGIENE</p> <ul style="list-style-type: none"> • Good respiratory hygiene – “Catch it, Bin it, Kill it” approach. • Use of The e-Bug Covid-19 website for good hand/respiratory hygiene resources. • Staff and children reminded to use tissues or cover their mouth and nose with a bent elbow, when coughing or sneezing – washing/sanitising hands afterwards. • Tissues to be disposed of in lidded bins and emptied regularly/end of each day. • Support for pupils who struggle to maintain good respiratory hygiene (e.g. who spit uncontrollably or use saliva as a sensory stimulant) and the staff who work with them - reviewing individual pupil RAs and any PPE requirements. 			<p>Note: Supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative.</p>				
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8	Wrap-around & Extra-curricular provision – transmission of the virus	Staff/ children/ providers /parents/ carers	<ul style="list-style-type: none"> • Wraparound provision and extra-curricular activity Guidance followed and RA in place. • Where school hires out its premises for use by external wraparound childcare providers – checks made to ensure these organisations have: <ul style="list-style-type: none"> - Covid arrangements in place, in line government guidance for their sector. - Are aware of the school's Covid arrangements and protocols. 							
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10	Staff Wellbeing - Staff with Covid-19 related anxieties	All Staff including SLT	<ul style="list-style-type: none"> Governing bodies and school leaders promote work-life balance and wellbeing. Headteacher wellbeing monitored by Governing Body and support provided. Staff have access to BHCC wellbeing pages and school wellbeing plan. Regular staff meetings and open-door policy for staff to discuss any wellbeing concerns. Regular SLT wellbeing checks with staff. SLT to monitor who is ill/self-isolating and make regular contact – esp. with those that live alone. Regular updates and consultation with staff on changes to Covid arrangements. Regular breaks programmed in for all staff. Mental Health and Wellbeing training and support available on BEEM and on the Learning Gateway. Bereavement support and guidance available. DfE additional support for both pupil and staff wellbeing in the current situation & information about the extra mental health support for pupils and teachers available. The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing. 							
11	Children's wellbeing Children with Covid-19 anxieties.	Children	<ul style="list-style-type: none"> Staff monitor emotional wellbeing of children. Continue to provide opportunity for each child to share their negative and positive experiences during the pandemic. Availability of school learning mentors. BHISS to be contacted to offer support for children who have experienced trauma/anxiety during pandemic. Bereavement Resources for Educational Settings BEEM Other LA specialist support sought where required. Wellbeing updates encouraged from home. Children's mental health and wellbeing support available. See also other useful links and sources of support on promoting and supporting mental health and wellbeing in schools. 							

12	Staff working from home DSE related ill-health or injury & isolation	Staff	<ul style="list-style-type: none">• Staff to follow Display screen equipment advice• Staff complete DSE eLearning and update DSE Self-Assessments for working at home, where required.• Staff provided with DSE equipment if needed.• Regular wellbeing checks with staff working from home.• Staff encouraged to take regular DSE breaks.• Staff aware of the corporate guidance for ‘working well at home’.								
13	Nappy/pad changing, intimate care and clinical and offensive waste removal	Staff may be exposed to the virus	<ul style="list-style-type: none">• Children whose routine care already involves the use of PPE for toileting and/or intimate care continues in the same way and staff provided with same levels of PPE.• Schools current toileting/intimate care procedures are followed.• Clinical waste arrangements/facilities already in place.				Most staff in schools will not require PPE beyond what they would normally need for their work. The guidance on the use of PPE in education, childcare and children’s social care settings provides more information on the use of PPE for COVID-19.				
14	Catering Contractor unable to provide a school meals service/or are operating a reduced service	Pupils/ (staff having meals)	<ul style="list-style-type: none">• Kitchens expected to be fully open and normal legal requirements apply to the provision of food for pupils, including ensuring food meets the standards for school food in England.• Assurance sought that school kitchen operation and Contractor/Caterer Covid arrangements in place (and monitored) for safe service delivery.• Follow guidance/information on providing school meals during coronavirus (COVID-19).• Continued provision of free school meal support to pupils who are eligible for benefits-related free school meals and who are learning at home during term time.• Liaison with Susie Haworth, School Meals Manager, where provision of school meals may be compromised due to Covid-related/other reasons.• Robust contingency arrangements in place for safe provision of special diet meals/those with allergens at all times, esp. when service may be disrupted.• From October 2021, Secondary Schools/Colleges will need to consider UK Food Information Amendment, also known as Natasha’s Law.• If only reduced/alternative menu available, parents/carers informed to ensure allergies considered.								