

RISK ASSESSMENT

A. Outline of activity or task to be assessed: Managers to use these generic controls to assist in documenting their local approach to the use of offices/buildings.

Group/Service Area: SGET

Work Activity School general working ('step down') procedures during Covid 19 Autumn 2020

Workplace/Team: All Schools

Date of Assessment: Updated 16/08/21

Date for Re-assessment: 01/01/22

Name of Assessors: Head teachers / Tom White

Signature: 

Additional info: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Hazard is something with the **potential** to cause **harm**. **Risk** is the **likelihood** of someone being hurt multiplied by the **severity** of the occurrence.

Level of risk = likelihood x severity

B. Risk Matrix – This section is used for guidance to complete section C.

5 x 5 RISK ASSESSMENT MATRIX

| | | | | | | |
|--------------------------------------|---|------------|------------|------------|------------|---------|
| Increasing consequence or severity ↑ | 5 | 5 low | 10 med | 15 med | 20 high | 25 high |
| | 4 | 4 very low | 8 low | 12 med | 16 med | 20 high |
| | 3 | 3 very low | 6 low | 9 low | 12 med | 15 med |
| | 2 | 2 very low | 4 very low | 6 low | 8 low | 10 med |
| | 1 | 1 very low | 2 very low | 3 very low | 4 very low | 5 low |

1 2 3 4 5

Increasing likelihood or probability →

PRIORITY OF ACTION

High 17 - 25 Unacceptable – Stop work or activity until immediate improvements can be made.

Medium 10 – 16 Tolerable but need to improve within a reasonable timescale, e.g., 1-3 months depending on the situation.

Low 5 - 9 Adequate but look to improve by next review.

Very Low 1 – 4 Residual risk acceptable and no further action will be required all the time the control measures are maintained.

| Score | Likelihood / Probability | Description |
|-------|------------------------------|--|
| 5 | Very likely / Almost certain | Event is expected to occur in most circumstances |
| 4 | Likely | Event will probably occur in most circumstances |
| 3 | Fairly likely / Possible | Event could occur at some time |
| 2 | Unlikely | Event is not likely to occur in normal circumstances |
| 1 | Very unlikely | Event may occur only in exceptional circumstances |

| Score | Consequence/Severity | Description |
|-------|----------------------------------|--|
| 5 | Catastrophic / Severe / Fatality | Death or permanent disability to one or more persons |
| 4 | Major injury / ill health | Hospital admission required, eg, broken arm or leg |
| 3 | Moderate (over 7-day injury) | Medical treatment required, over 7-day injury |
| 2 | Minor injury / ill health | First aid is required |
| 1 | Insignificant / no injury | Injuries not requiring first aid treatment |

C. Use information from section B to identify level of risk for each hazard

| What are the Hazards? | Who might be harmed and how the hazard could cause harm | What are you already doing? (Existing Controls) | Risk Level Low/Med/High | Additional controls | Residual Risk Level Low/Med/High | Action | |
|---|---|--|--|--|--|--------|----------------|
| | | | | | | Who | When |
| 1 Catching or spreading of Coronavirus | Staff, pupils and visitors | <ul style="list-style-type: none"> Staff, pupils, and visitors should stay away from the school site if they show signs of any symptoms Covid-19. They should not come into school if they have tested positive in the last 10 days. If there is someone in the household with symptoms/positive test, you will not be required to self-isolate if any of the following apply: <ul style="list-style-type: none"> you are fully vaccinated you are below the age of 18 years 6 months you have taken part in or are currently part of an approved COVID-19 vaccine trial you are not able to get vaccinated for medical reasons You may also consider: <ol style="list-style-type: none"> limiting close contact with other people outside your household, especially in enclosed spaces wearing a face covering in enclosed spaces and where you are unable to maintain social distancing limiting contact with anyone who is clinically extremely vulnerable taking part in twice weekly LFD testing <p>This advice applies while the person in your household with COVID-19 is self-isolating.</p> <ul style="list-style-type: none"> Children and young people aged under 18 years 6 months who usually attend an education or childcare setting and who have been identified as a close contact should | Low – to be reviewed in light of local control measures and guidance | <ul style="list-style-type: none"> See coronavirus outbreak plan and previous risk assessments that maybe reinstated. Any members of staff with underlying health issues should make their condition known to the school. Please consult with PHA for up-to-date information. They should seek and act on the advice of their GP/Consult | Low – to be reviewed in light of local control measures and guidance | HT | As appropriate |

| | | | | | | | | |
|--|--|--|---|--|---|--|--|--|
| | | | <p>continue to attend the setting as normal. They do not need to wear a face covering within the setting, but it is expected and recommended that these are worn when travelling on public or dedicated transport.</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <ul style="list-style-type: none"> • If anyone in the school becomes unwell with a new, continuous cough, temperature (or hot to touch) or anosmia , they must be sent home and advised to follow advice (PCR test and isolation): <ul style="list-style-type: none"> ○ https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/ ○ Testing – school does have tests for vulnerable who may not be able to access tests – national system is the preferred/more efficient route ○ Anyone with Covid-19 symptoms will go to the medical room (old kitchen). Arrangements should be made for them to go home and follow the test and trace as soon as possible. People’s confidentiality will be respected. Areas they have been will be thoroughly cleaned. Results from test and trace will inform further actions. • Ensure robust hand and respiratory hygiene measures are in place – • Staff, pupils, and visitors should clean hands by adopting good hand hygiene (wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered) <ul style="list-style-type: none"> ○ Hand sanitiser stations will remain available on each class entrance and the hall ○ All classes have access to hand washing facilities at sinks or toilets. | | <p>ant/Midwife/PHA or current government advice.</p> <ul style="list-style-type: none"> • In the event of a school closure, SGET executive headteacher, Darren Reynolds, Chair of Governors, and Shropshire County Council notified. | | | |
|--|--|--|---|--|---|--|--|--|

- | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|
| | | | <ul style="list-style-type: none"> ○ Supervise hand sanitiser use and beware of risks around ingestion ○ Skin friendly skin cleaning wipes will be available to clean workstations, touch points and laptops to support hygiene if necessary e.g. after sneezing (if catch it, bin it, kill it not successful); if a case has been suspected; if the headteacher advises. ○ Staff may continue to use portable belt handsanitiser. Lunchtime staff may find this particularly helpful. <ul style="list-style-type: none"> ● Supporting good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach – we will provide adequate tissues (recommend a set on each desk). <ul style="list-style-type: none"> ● Ensuring appropriate cleaning arrangements are in place – use Covid 19 cleaning products, (with a COSHH risk assessment). Guidance recommends 'regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces'. <ul style="list-style-type: none"> ○ Toilets - daily cleaning regime is considered enough unless the headteacher/trust advises otherwise (e.g. potential cases/outbreak management): ○ A thorough clean of any spaces used by anyone who displays Covid 19 symptoms. <ul style="list-style-type: none"> ● Keeping occupied spaces well ventilated: <ul style="list-style-type: none"> ○ All rooms of have access to windows which should be opened and balance the need for increased ventilation whilst maintaining a comfortable temperature. | | | | | |
|--|--|--|--|--|--|--|--|--|

- **Requiring active engagement with the NHS Test and Trace/Shropshire PH and the DFE as appropriate**
 - Test and Trace are responsible for contact tracing but we will support in anyway required. If pupils, staff, visitors, parents are contacted by NHS test and trace as a closed contact they will not have to self isolate (conditions above) and will be advised to take a PCR test. We will also encourage this.
 - We will keep contact details of all visitors, staff and pupils
 - We will issue testing kits to symptomatic staff and pupils if they display symptoms at school and are vulnerable/unable to access a test by the national route.
 - Staff will engage in the twice weekly LFD testing. Any positive LFD tests will be followed up with isolation and a PCR test to confirm next steps.
 - If someone tests positive, (even if they are asymptomatic) they should stay at home and follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'
 - If we have several confirmed cases within 14 days we will implement our outbreak plan, contact the DFE helpline: 08000468687 and Shropshire Public Health Team: 01743 251234 9am-5pm 7 days a week / shropshirepublichealth@shropshire.gov.uk

VACCINE

- **We encourage and support vaccine/booster take up to protect and reduce transmission of this virus**

CEV

- All **clinically extremely vulnerable** children and young people should attend their setting unless they are one of the very small number under paediatric or other specialist

care who have be advised by the clinician or other specialist not to attend.

- Clinically extremely vulnerable people are advised, as a minimum to follow the same guidance as everyone else. Further information can be found here:

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Please make the headteacher aware of any conditions/needs to risk asses further.

Use of Personal protective equipment (PPE) in School settings against COVID -19

- **Wearing a face covering or face mask in schools or other education settings is not advised.** It is recommended where you may come into contact with people you don't normally meet e.g. public transport or dedicated school transport
- **The majority of staff in education settings will not require PPE beyond what they would normally need for their work.** PPE is only needed in a very small number of cases including:
 - children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way
 - if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the

| | | | | | | | | |
|--|--|--|--|--|--|--|--|--|
| | | | <p>supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn (The office is set up to be used for those unwell and HT will lead on this. PPE in the cupboard should only be used for this.)</p> <p>Policies and Procedures</p> <ul style="list-style-type: none"> • All staff know where to find all up to date policies (website) including the SGET H&S policy, safeguarding policy, behaviour policy etc • The H&S policy and Covid-19 risk assessment should always be visible on the school website for parents/carers to view. The Covid 19 risk assessment will be updated in line with the current guidance. • Measures will be shared with staff, pupils, parents, visitors and contractors. • Remote education will be used to support where appropriate (see website and policy) | | | | | |
|--|--|--|--|--|--|--|--|--|

D. Safe Systems of Work to be outlined below by using the information in Section C once completed:

- Continue monitoring and review risk assessments and other health and safety advice for children, young people and staff in light of recent government advice and our outbreak management plan/risk assessments to 'step back up' to.
- Ensure that all health and safety compliance checks e.g. premise, safety and security systems have been undertaken before opening and sufficient staff are available to undertake these tasks
- All building equipment is deemed safe to use and has received appropriate checks by competent persons. Including all fire safety related equipment (emergency lights, fire detection equipment, fire extinguishers etc.) passenger lifts, etc.
- Site staff to manage the risk from legionella on site before schools open and then continue the test regimes.
- Lone working in parts of the building is managed – use of radios and regular check in etc etc. No higher risk activities e.g. work at height to be undertaken unless necessary.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Communication to all parties is essential:

- tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the [COVID-19: guidance for households with possible coronavirus infection](#))
- consider engaging parents and children in education resources such as [e-bug](#) and [PHE schools resources](#)
- ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the [Coronavirus \(COVID-19\): safer travel guidance for passengers](#)
- talk to staff about the plans

