

## RISK ASSESSMENT FORM



### Risk Assessment Method

In order to evaluate the risk level associated to a hazard, two factors need to be considered:-

1) the likelihood of the outcome to occur

How likely is it that the hazard will be realized and result in harm? Five categories are defined: -

|   |                      |
|---|----------------------|
| 1 | <b>Very Unlikely</b> |
| 2 | <b>Unlikely</b>      |
| 3 | <b>Fairly Likely</b> |
| 4 | <b>Likely</b>        |
| 5 | <b>Very Likely</b>   |

2) the possible Consequence of the outcome

Realistically, what is the worst likely outcome? This method defines five categories of Consequence: -

|   |  |
|---|--|
| 1 | <b>Insignificant – No injury</b>                       |
| 2 | <b>Minor – minor injuries needing first aid</b>        |
| 3 | <b>Moderate – up to three days absence</b>             |
| 4 | <b>Major – more than seven days absence</b>            |
| 5 | <b>Catastrophic – Fatality or permanent Disability</b> |

Once those two factors are assessed, the matrix on the next page can be used to determine the level of risk. Measure the Likelihood (L) X the Consequence (C) which will give the school a numerical score. Using the table the school can convert this score into a qualitative value for example (L) fairly likely X (C) Major = 12 = Medium Risk Level

This information will then be used to prioritise any control measures necessary to eliminate or reduce the risk to an acceptable level.

# RISK ASSESSMENT FORM



Risk Assessment Method (continuing).

## Matrix

| Consequence   |               |          |               |        |             |
|---------------|---------------|----------|---------------|--------|-------------|
| Catastrophic  | 5             | 10       | 15            | 20     | 25          |
| Major         | 4             | 8        | 12            | 16     | 20          |
| Moderate      | 3             | 6        | 9             | 12     | 15          |
| Minor         | 2             | 4        | 6             | 8      | 10          |
| Insignificant | 1             | 2        | 3             | 4      | 5           |
| Likelihood    | Very Unlikely | Unlikely | Fairly Likely | Likely | Very Likely |

## Action Level

|                 |   |
|-----------------|---|
| 20-25 VERY HIGH | Unacceptable risk - immediate action required                               |
| 10-16 HIGH      | Risk reduction required - high priority                                     |
| 4-9 MEDIUM      | Medium risk - action required so far as is reasonably practicable           |
| 2-3 LOW         | Low priority - further risk reduction may not be feasible or cost effective |
| 1 Very Low      | Low risk - no further action required                                       |

# RISK ASSESSMENT FORM



|  |   |  |
|--|---|--|
| <b>Service:</b> <input type="text"/>   | <b>Location:</b> <input type="text"/>           | <b>Assessment Completed by:</b> <input type="text"/> |
| <b>Description of Activity/Task Assessed:</b><br>Full opening of schools post 8 <sup>th</sup> March 2021 | <b>Date of Assessment:</b> <input type="text"/> | <b>Review Date:</b> <input type="text"/>             |

## Introduction and Instruction

Education settings must be able to achieve the following controls as defined by the Department for Education for opening the school to a wider population. The Risk Assessment must be reviewed by Head Teachers point by point and where actions are implemented, they must be reworded to show how the controls have been applied.

Where points are not completed but will need to be addressed, they should be placed in the Further Actions Required column with a time frame for completion. Items that are not applicable to the school's specific settings should be deleted.

As of 8th March 2021, schools will be reopening to a full population. The Department of Education (DfE) along with the Department for Health and Social Care (DHSC) and Public Health England (PHE) have issued a set of guidelines for schools which must be followed, and which will provide a safe and Covid Secure environment for staff and pupils. The following template provides guidance for Headteachers to risk assess their settings and apply the Government guidance issued on the 22<sup>nd</sup> of February 2021. The full guidance can be found using this link

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/964351/Schools\\_coronavirus\\_operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf)

The required date for accepting pupils back into school is the 8<sup>th</sup> of March and schools must have reviewed their current risk assessments and protocols and must have introduced the controls recommended by the government before that date to ensure the school is a safe environment.

The Risk Assessment is in two sections – Prevention and Response to Infection.

## Self-isolation and shielding

A small number of pupils will still be unable to attend in line with public health advice to self-isolate because they:

- have symptoms or have had a positive test result
- live with someone who has symptoms or has tested positive and are a household contact
- are a close contact of someone who has coronavirus (COVID-19)

## Staff who are clinically extremely vulnerable

CEV staff are advised not to attend the workplace. Staff who are CEV will previously have received a letter from the NHS or their GP telling them this (no new letter is required), and there is guidance for everyone in this group. It provides advice on what additional measures individuals in this group can take.

Employers should talk to their staff about how they will be supported, including to work from home.

**Commented [CI1]:** Please insert the service you are under

**Commented [CI2]:** Please insert your location and complete address

**Commented [CI3]:** Please insert your names and job title

**Commented [CI4]:** Insert date of this risk assessment

**Commented [CI5]:** Insert a date the risk assessment will be reviewed.

# RISK ASSESSMENT FORM



Those living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings.

### Children who are Clinically Extremely Vulnerable

We know from growing evidence that many children identified at the start of the pandemic as clinically extremely vulnerable (CEV) are not at increased risk of serious outcomes from coronavirus (COVID-19) and children are gradually being removed from the shielding patient list (SPL) as appropriate, following review with a clinician. The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally. All 16- to 18-year-olds with underlying health conditions which put them at higher risk of serious disease and mortality will be offered a vaccine in priority group 6 of the vaccination programme. At present, these children should continue to shield, and self-isolate if they have symptoms or are identified as a close contact of a positive case, even if they have been vaccinated.

For more information on CEV individuals please use this link <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>

| No                            | What is the Hazard?<br><small>(i.e. potential causes of injury/damage)</small> | Who might be harmed                    | How might people be harmed?                                      | Existing Risk Control Measures   | Risk Rating * |   |   | Additional Controls | Residual Risk Rating |   |   | Action monitored by whom? | Action Completed by When? |
|-------------------------------|--|--|--|--|---------------|---|---|---------------------|----------------------|---|---|---------------------------|---------------------------|
|                               |  |  |  |  | L             | C | R |                     | L                    | C | R |                           |                           |
| <b>Section 1 – Prevention</b> |  |  |  |  |               |   |   |                     |                      |   |   |                           |                           |
| 1                             | Infection of Covid-19 Virus  | Staff, Students Visitors, contractors. | Ill health, possible long term health effects, possible fatality | <p><b>Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school</b></p> <p>Visitors to the school will be temperature checked and face masks will be worn in the foyer</p> <p>When an individual develops coronavirus (COVID-19) symptoms or has a positive test Pupils, staff, and other adults will be told that they must not come into the school if:</p> <ul style="list-style-type: none"> <li>they have one or more coronavirus (COVID-19) symptoms</li> <li>a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms</li> </ul> | 2             | 4 | 8 |                     |                      |   |   |                           |                           |

# RISK ASSESSMENT FORM



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|--|--|--|---|--|--|--|--|--|--|
|  |  |  | <ul style="list-style-type: none"> <li>• they are required to quarantine having recently visited countries outside the Common Travel Area</li> <li>• they have had a positive test</li> </ul> <p>They must immediately cease to attend and not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"> <li>• the start of their symptoms</li> <li>• the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test)</li> </ul> <p>If anyone in the school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), the school:</p> <ul style="list-style-type: none"> <li>• will send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days</li> <li>• advise them to follow the <a href="#">guidance for households with possible or confirmed coronavirus (COVID-19)</a> infection</li> <li>• advise them to arrange to have a PCR test as soon as possible to see if they have coronavirus (COVID-19).</li> </ul> <p>Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device</p> |  |  |  |  |  |  |
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# RISK ASSESSMENT FORM



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|   |                             |  |  | (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. If a member of the household starts to display symptoms while self-isolating they will need to restart the 10-day isolation period and book a PCR test. If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10-day isolation period from the day they developed symptoms.  |   |   |   |  |  |  |  |  |  |
| 2 | Infection of Covid-19 Virus | Staff, Students Visitors, contractors. | Ill health, possible long term health effects, possible fatality | <p><b>If a pupil displays coronavirus (COVID-19) symptoms, or has a positive test, while at their school</b></p> <p>They should avoid using public transport and wherever possible, be collected by a member of their family or household. If a pupil is awaiting collection:</p> <ul style="list-style-type: none"> <li>• they will be taken to the medical room where they can be isolated behind a closed door, a window will be opened for fresh air and ventilation.</li> <li>• if they need to use the toilet while waiting to be collected, the toilet will be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• personal protective equipment (PPE) will be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained—more information on PPE use can be found in the <a href="#">safe working in education, childcare and children’s social care settings guidance</a>.</li> </ul> | 2 | 4 | 8 |  |  |  |  |  |  |

# RISK ASSESSMENT FORM



|   |                             |  |  |   |   |   |  |  |  |  |
|---|-----------------------------|--|--|---|---|---|--|--|--|--|
|   |                             |  | <p>As is usual practice, in an emergency, 999 will be called if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital, unless advised to.</p> <p>The individual should not use public transport if they are symptomatic. If arranging their return to their family home to isolate, where needed the school will follow advice on transport arrangements in the <a href="#">safe working in education, childcare and children's social care settings guidance</a>.</p>   |   |   |   |  |  |  |  |
| 3 | Infection of Covid-19 Virus | Staff, Students Visitors, contractors. | <p>Ill health, possible long term health effects, possible fatality</p> <p><b>When an individual has had close contact with someone with coronavirus (COVID-19) symptoms</b></p> <p>Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or pupils who have been in close contact with that person, <b>do not need</b> to go home to self-isolate unless:</p> <ul style="list-style-type: none"> <li>• the symptomatic person subsequently tests positive</li> <li>• they develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test)</li> <li>• they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE</li> </ul> | 2 | 4 | 8 |  |  |  |  |

# RISK ASSESSMENT FORM



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|---|-----------------------------|--|--|---|---|---|--|--|--|--|
|   |                             |  | <p>local health protection team if escalated)</p> <ul style="list-style-type: none"> <li>they have tested positive from an LFD test as part of a community or worker programme</li> </ul> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms will be cleaned after they have left, to reduce the risk of passing the infection on to other people. See the guidance on the <a href="#">cleaning of non-healthcare settings</a>.</p> <p>If an individual is contacted by NHS Test and Trace or the school local health protection team and told to self-isolate because they have been a close contact of a positive case, they have a legal obligation to do so.</p> |   |   |   |  |  |  |  |
| 4 | Infection of Covid-19 Virus | Staff, Students Visitors, contractors. | <p>Ill health, possible long term health effects, possible fatality</p> <p><b>Ensure face coverings are used in recommended circumstances</b></p> <p>Face coverings will be worn by staff and adult visitors in situations where social distancing between adults is not possible i.e school foyer, staff room and when moving around in corridors.</p> <p>Parents will be advised to wear face coverings when dropping off and picking up their children</p> <p>Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to</p>  | 2 | 4 | 8 |  |  |  |  |

# RISK ASSESSMENT FORM



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|--|--|--|--|--|--|--|--|--|--|
|  |  |  | <p>wear face coverings in schools or in public places.</p> <p>Face visors or shields will not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They would only be used after carrying out a risk assessment for the specific situation and will always be cleaned appropriately.</p> <p><b>Exemptions</b><br/>Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> <li>• cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties</li> <li>• speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate</li> </ul> <p><b>Safe wearing and removal of face coverings</b><br/>Safe wearing of face coverings requires the:</p> <ul style="list-style-type: none"> <li>• cleaning of hands before and after touching – including to remove or put them on</li> <li>• safe storage of them in individual, sealable plastic bags between use</li> </ul> <p>Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully.</p> |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|

# RISK ASSESSMENT FORM



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|---|-----------------------------|--|--|--|---|---|---|--|--|--|--|--|
|   |                             |  |  | Staff may consider bringing a spare face covering to wear if their face covering becomes damp during the day.  |   |   |   |  |  |  |  |  |
| 5 | Infection of Covid-19 Virus | Staff, Students Visitors, contractors. | Ill health, possible long term health effects, possible fatality | <p><b>Ensure everyone is advised to clean their hands thoroughly and more often than usual</b></p> <p>Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and water or hand sanitiser. Regular hand washing is to be directed - on arrival at school, before and after breaks, when they change rooms, before and after eating, before and after wearing PPE and face coverings, at home time and when they have come into contact with someone who is presenting symptoms. Pupils with complex needs to be supported with this</p> <p>Pupils who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' will be given more opportunities to wash their hands.</p> <ul style="list-style-type: none"> <li>• Soap available in all toilet facilities and classrooms</li> <li>• Hand sanitiser will be available in all key areas e.g. reception, staffroom</li> <li>• Onsite cleaner to replenish stocks of soap throughout the school day</li> <li>• Hand sanitiser is available in all classrooms</li> </ul> | 2 | 4 | 8 |  |  |  |  |  |

E

\*Risk Rating is calculated by multiplying the (L)Likelihood by the (C) Consequence using the matrix at the end of this document

# RISK ASSESSMENT FORM



| No | What is the Hazard?<br>(i.e. potential causes of injury/damage) | Who might be harmed                     | How might people be harmed?                                      | Existing Risk Control Measures  | Risk Rating |   |   | Additional Controls | Residual Risk Rating |   |   | Action monitored by whom? | Action Completed by When? |
|----|---|---|--|---|-------------|---|---|---------------------|----------------------|---|---|---------------------------|---------------------------|
|    |   |   |  |   | L           | C | R |                     | L                    | C | R |                           |                           |
| 6  | Infection of Covid-19 Virus                                     | Staff, Students, Visitors, contractors. | Ill health, possible long term health effects, possible fatality | <p><b>Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach</b></p> <ul style="list-style-type: none"> <li>Pupils to be issued with their own individual packet of tissues</li> <li>Explicit and frequent reminders of 'Catch It, Bin It, Kill It' routines – becomes school culture. <a href="#">The e-Bug coronavirus (COVID-19) website</a></li> <li>All encouraged not to touch their mouth, eyes, and nose</li> </ul>             | 2           | 4 | 8 |                     |                      |   |   |                           |                           |
| 7  | Infection of Covid-19 Virus                                     | Staff, Students, Visitors, contractors. | Ill health, possible long term health effects, possible fatality | <p><b>Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents</b></p> <ul style="list-style-type: none"> <li>Cleaning company asked to focus on surfaces that are a risk of transferring the infection – tables, door handles etc.</li> <li>A cleaner will clean surfaces that pupils are touching, such as desks, chairs, doors, sinks, toilets, light switches, bannisters, at least twice a day.</li> </ul> | 2           | 4 | 8 |                     | •                    |   |   |                           |                           |

# RISK ASSESSMENT FORM



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|---|-----------------------------|---|--|---|---|---|---|--|--|--|--|--|
|   |                             |   |  | <ul style="list-style-type: none"> <li>Toilets cleaned at lunchtime as well as at the end of the day by a cleaner</li> <li>Dining tables cleaned between each sitting by SMSAs</li> <li>Staff to use antiseptic hand wipes to clean the fridge, kettle, microwave etc in the staffroom whenever they use them</li> <li>Any dishware or cutlery used by staff must be put into the dishwasher for immediate washing</li> <li>Staff members to use hand sanitiser every time they enter the staffroom</li> <li>Ensure that bins for tissues are emptied throughout the day</li> <li>Staff to sign in using their swipe cards to stop the use of touch screen signing in</li> <li>Pupils only bring in essential items from home e.g. a water bottle, coat etc.</li> <li>Water fountains to be decommissioned</li> <li>Hand dryers decommissioned</li> <li>Office staff to photocopy most of the materials in order to limit extensive use of the photocopier</li> <li>Photocopier panel to be wiped down after each use</li> </ul> <p>PHE has published <a href="#">guidance on the cleaning of non-healthcare settings</a>. This contains advice on the general cleaning required in addition to the existing advice on cleaning when there is a suspected case.</p> |   |   |   |  |  |  |  |  |
| 8 | Infection of Covid-19 Virus | Staff, Students, Visitors, contractors. | Ill health, possible long term health effects, possible fatality | <p><b>Consider how to minimise contact across the site and maintain social distance wherever possible</b></p> <ul style="list-style-type: none"> <li>Pupils will be in class group of no more than 30, with systems in place to ensure that they do not interact with other pods except at lunchtimes when it will be a</li> </ul>  | 2 | 4 | 8 |  |  |  |  |  |

# RISK ASSESSMENT FORM



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|--|--|--|--|--|--|--|--|--|--|
|  |  |  | <p>year group bubble. Class pods will be maintained when eating</p> <ul style="list-style-type: none"> <li>• Pupils will be encouraged to distance (no physical contact with each other, pupils will sit at desks in pairs facing forward while in class and they will engage in non-contact games in PE lessons.</li> <li>• Pupils sit at the same desk each day</li> <li>• As far as possible adults try to maintain a social distance of 2m between themselves and other adults and between themselves and pupils</li> <li>• Movement of pupils and staff around the school is minimised (No assemblies)</li> <li>• Pupils reminded to walk on the left.</li> <li>• At break times pupils will be encouraged to play non -contact games</li> <li>• Only one year group will be permitted to use the play equipment each week. The equipment will then be wiped over before use by the next year group</li> <li>• Staggered start times, break times, lunch time and finish times to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time</li> <li>• School office closed to all, but office staff</li> <li>• Ensure that toilets do not become crowded by limiting the number of pupils or young people who use the toilet facilities at any one time</li> <li>• Each year group bubble assigned a specific toilet to use and additional adult supervises to ensure social distancing if there is a queue</li> <li>• Adults to only use toilet facilities one at a time</li> </ul> |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|

# RISK ASSESSMENT FORM



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|---|-----------------------------|--|---|--|---|---|---|--|--|--|--|
|   |                             |  | <ul style="list-style-type: none"> <li>• Visitors on site will be discouraged but where necessary should take place out of school hours where possible.</li> <li>• Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff</li> <li>• Where possible parental communication with school will be via telephone or e-mail.</li> <li>• Encourage only one parent to pick up/ drop off their child</li> <li>• Ask parents/carers not to gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</li> <li>• Maximum of 6 staff member permitted in the staffroom at any time.</li> </ul> <p>In the event of a child being so unwell for any reason such that they should not be in school, then parents will be contacted immediately to collect the child. The school does not have capacity to keep a child in a separate area (such as the office) for any significant period of the school day</p> |  |   |   |   |  |  |  |  |
| 9 | Infection of Covid-19 Virus | Staff, Students Visitors, contractors. | Ill health, possible long term health effects, possible fatality  | <p><b>Measures for arriving at, and leaving the setting including parents dropping off and picking up</b></p> <ul style="list-style-type: none"> <li>• Staggered start times, break times, lunch time and finish times to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time</li> </ul> | 2 | 4 | 8 |  |  |  |  |

# RISK ASSESSMENT FORM



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|----|-----------------------------|---|---|---|---|---|--|--|--|--|
|    |                             |   | <ul style="list-style-type: none"> <li>Parents/carers reminded to leave the site promptly after dropping off and picking up their children.</li> <li>Parents/carers asked not to gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</li> </ul> <p><b>Travelling to School</b></p> <p>Pupils and staff may use public transport where necessary, but they will be encouraged to walk, cycle or scoot to and from school wherever it is possible and safe to do so.</p> <p>Where pupils and staff need to use public transport, they should follow the <a href="#">safer travel guidance for passengers</a></p>                       |   |   |   |  |  |  |  |
| 10 | Infection of Covid-19 Virus | Staff, Students, Visitors, contractors. | <p>Ill health, possible long term health effects, possible fatality</p> <p><b>Other considerations</b></p> <p>Some pupils with SEND (whether with EHC plans or on SEN support) will need specific help and preparation for the changes to routine that these measures will involve. Staff will plan to meet these needs, for example using social stories.</p> <p><b>Taught sessions to support all pupils with anxiety</b> to include:<br/>                     Regular PSHCE sessions with pupils to share their worries<br/>                     Worry boxes in each class. (Teachers remove papers using gloves)</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND will</p> | 2 | 4 | 8 |  |  |  |  |

# RISK ASSESSMENT FORM



|    |                             |  |  |  |   |   |   |  |  |  |  |
|----|-----------------------------|--|--|--|---|---|---|--|--|--|--|
|    |                             |  | <p>provide interventions as usual. They, as well as supply teachers, peripatetic teachers or other temporary staff, can move between settings. They will be asked to ensure they minimise contact and maintain as much distance as possible from other staff. Such specialists will be aware of the PPE most appropriate for their role.</p> <p>Where visits can happen safely outside of school hours, they will. A record will be kept of all VISITORS with sufficient detail to support rapid contact tracing if required by NHS Test and Trace.</p> <p>As normal, the school will engage with the school local immunisation providers (Vaccination UK) to provide immunisation programmes on site, ensuring these will be delivered in keeping with the school's control measures. These programmes are essential for children's health and wellbeing and can also provide benefits for staff.</p> |  |   |   |   |  |  |  |  |
| 11 | Infection of Covid-19 Virus | Staff, Students Visitors, contractors. | Ill health, possible long term health effects, possible fatality   | <p><b>Equipment</b></p> <ul style="list-style-type: none"> <li>• Only one year group will be permitted to use the play equipment each week. The equipment will then be wiped over before use by the next year group</li> <li>• Pupils only bring in essential items from home e.g. a water bottle, coat etc. Bags are allowed</li> <li>• Each pupil to be provided with their own resources pack</li> <li>• Years 5 &amp; 6 children will be provided with a labelled plastic sandwich bag to place their phone in before putting them in the phone box</li> </ul> | 2 | 4 | 8 |  |  |  |  |

# RISK ASSESSMENT FORM



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|----|-----------------------------|---|--|---|---|---|---|--|--|--|--|
|    |                             |   |  | <ul style="list-style-type: none"> <li>Laptops/Chrome books to be cleaned after each use prior to another class of children using them</li> <li>Classroom based resources, such as books and games, can be used and shared within the pod. These should be cleaned regularly, along with all frequently touched surfaces.</li> <li>Resources that are shared between classes or bubbles, such as sports, arts, and science equipment will be cleaned frequently.</li> </ul> <p>When sharing equipment between different bubbles, the school will either:</p> <ul style="list-style-type: none"> <li>clean and disinfect with an appropriate disinfectant before it is moved between bubbles</li> <li>allow them to be left unused for a period of 48 hours (72 hours for plastics)</li> </ul> <p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided.</p> <p>Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</p> |   |   |   |  |  |  |  |
| 12 | Infection of Covid-19 Virus | Staff, Students, Visitors, contractors. | Ill health, possible long term health effects, possible fatality | <p><b>Keep occupied spaces well ventilated</b></p> <p>Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. This happens when people breathe in small particles (aerosols) in the air after someone with the virus has occupied and enclosed area. When the school is in operation, it is important to ensure it is well ventilated and a</p>  | 2 | 4 | 8 |  |  |  |  |

# RISK ASSESSMENT FORM



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|  |                             |   |  | <p>comfortable teaching environment is maintained.<br/>These can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> <li>Where possible, all spaces will be well ventilated using natural ventilation (opening windows)</li> <li>Doors will be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</li> </ul> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following points will be considered:</p> <ul style="list-style-type: none"> <li>opening high level windows in colder weather in preference to low level to reduce draughts</li> <li>increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused)</li> <li>providing flexibility to allow additional, suitable indoor clothing</li> <li>rearranging furniture where possible to avoid direct draughts</li> <li>Heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</li> </ul> |   |   |   |  |  |  |  |
| Section 2 - System of controls - response to any infection |                             |   |  |   |   |   |   |  |  |  |  |
| 13   | Infection of Covid-19 Virus | Staff, Students, Visitors, contractors. | Ill health, possible long term health effects, possible fatality | <p><b>Promote and engage with the NHS Test and Trace process</b></p> <p>Staff members, parents and carers will need to:</p> <ul style="list-style-type: none"> <li><b>book a test</b> if they or their child has symptoms - the main symptoms are:</li> </ul>   | 2 | 4 | 8 |  |  |  |  |

**Commented [CI6]:** This is good and all the measures appeared good. Please find Ventilation Guidance from HSE.  
<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm>

# RISK ASSESSMENT FORM



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|    |                             |   |  | <ul style="list-style-type: none"> <li>o a high temperature</li> <li>o a new continuous cough</li> <li>o a loss or change to your sense of smell or taste</li> <li>• <b>self-isolate</b> immediately and not come to school if:             <ul style="list-style-type: none"> <li>o they develop symptoms</li> <li>o they have been in close contact with someone who tests positive for coronavirus (COVID-19)</li> <li>o anyone in their household or support or childcare bubble who develops symptoms of coronavirus (COVID-19)</li> <li>o they are required to do so having recently travelled from certain other countries</li> <li>o they have been advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation</li> </ul> </li> <li>• <b>provide details</b> of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</li> </ul> |   |   |   |  |  |  |  |  |
| 14 | Infection of Covid-19 Virus | Staff, Students, Visitors, contractors. | Ill health, possible long term health effects, possible fatality | <p><b>Manage confirmed cases of coronavirus (COVID-19) amongst the school community</b></p> <p>The school must take swift action when the school becomes aware that someone who has attended has tested positive for coronavirus (COVID-19) having developed symptoms and taken a PCR test outside of school.</p> <p>The school can access support on the action it should take to respond to a positive case, by contacting the dedicated advice service introduced by Public Health England (PHE)</p>   | 2 | 4 | 8 |  |  |  |  |  |

# RISK ASSESSMENT FORM



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|  |  |  | <p>and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice. Alternatively the school can contact Haringey Public Health <a href="mailto:publichealth@haringey.gov.uk">publichealth@haringey.gov.uk</a></p> <p>The advice service (or PHE local health protection team if escalated) will work with the school to guide them through the actions needed to be taken. Based on their advice, the school must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate immediately and for the next 10 full days counting from the day after contact with the individual who tested positive.</p> <p><b>Close contact means:</b></p> <ul style="list-style-type: none"> <li>• anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)</li> <li>• 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:             <ul style="list-style-type: none"> <li>○ face-to-face contact including being coughed on or having a face to face conversation within 1 metre</li> <li>○ been within 1 metre for 1 minute or longer without face-to-face contact</li> <li>○ been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)</li> <li>○ travelled in the same vehicle or a plane</li> </ul> </li> </ul> |  |  |  |  |  |  |
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# RISK ASSESSMENT FORM



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|  |  |  | <p>The advice service (or PHE local health protection team if escalated) will provide advice on who must be sent home. To support them in doing so, it is recommended the school keep a record of pupils and staff in each group, and any close contact that takes place between pupils and staff in different groups. This should be a proportionate recording process. The school do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <p>Where individuals are self-isolating and are within the definition of vulnerable, it is important that schools put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support.</p> <p>A template letter will be provided to the school, on the advice of the health protection team, to send to parents and staff if needed. The school must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the pupil or staff member who is self-isolating subsequently develops symptoms, unless they have been told to self-isolate by NHS Test and Trace or their public health protection team, in which case they must self-isolate.</p> <p>If someone in a class or group that has been asked to self-isolate develops symptoms</p> |  |  |  |  |  |  |
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# RISK ASSESSMENT FORM



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|    |                             |   |  | <p>themselves within the 10 days from the day after contact with the individual who tested positive, they should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection. They should get a test, and:</p> <ul style="list-style-type: none"> <li>• if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days.</li> <li>• if the test result is positive, they should inform their school immediately, and should isolate from the day of onset of their symptoms and at least the following 10 full days. Their household should self-isolate starting from when the symptomatic person in their household first had symptoms and the next 10 full days, following guidance for households with possible or confirmed coronavirus (COVID-19) infection</li> </ul> |   |   |   |  |  |  |  |
| 16 | Infection of Covid-19 Virus | Staff, Students, Visitors, contractors. | Ill health, possible long term health effects, possible fatality | <p><b>Contain any outbreak by following PHE local health protection team advice</b></p> <p>If the school have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, the school may have an outbreak.</p> <p>The school should call the dedicated advice service who will escalate the issue to the school local health protection team where necessary and advise if any additional action is required. The school can reach them by calling the DfE Helpline on 0800 046 8687 and</p>  | 2 | 4 | 8 |  |  |  |  |

# RISK ASSESSMENT FORM



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|  |  |  | <p>selecting option 1 for advice on the action to take in response to a positive case.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure. This could be the class or year group.</p> <p>If the school are implementing the system of controls, addressing any issues the school have identified and therefore reducing transmission risks, whole site closure will not generally be necessary. The school will not close except on the advice of health protection teams.</p> |  |  |  |  |  |  |  |  |
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