

Health and Safety Risk Assessment – COVID19 Stepping measures up and down

Academy / School	Elmlea Schools Trust Infant School	Assessment No.	RAC 11
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Site	Infant School	Location	Westbury On Trym
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Subject of Assessment	For pupils aged 4 – 11 years old in Reception , Year 1 and Year 2		
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Assessed by	Andrea Bizley	Date	14 th March 2022	Review date	April 2022
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Details of workplace/activity	<p>Assessment of the contingency plans and extra measures for operating in exceptional circumstances, e.g., if the number of positive cases substantially increases in the Junior school. Local spikes in COVID19 are best managed through a dynamic risk assessment approach that is followed by documenting the risk assessment.</p> <p>Given the detrimental impact that restrictions can have on students, any measures should only ever be considered as a last resort, kept to the minimum number of groups possible, and for the shortest amount of time possible. This assessment covers students and employees partaking in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off (where applicable), the provision of First Aid and all visitors to the school.</p>	Persons Affected (Who may be harmed)
		Students, Employees, Volunteers, Contractors and Visitors.

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
1.	<p>Spread/contraction of COVID19 due to the number of positive cases increasing substantially.</p> <p>Staff, students, and visitors could be at risk.</p> <p>From 24/02/22 people are not legally required to self-isolate if they test positive for COVID19, but they</p>	<ul style="list-style-type: none"> The Junior school will monitor infections daily with a view to ensuring the risk of COVID19 transmission is reduced. The Junior school will follow the guidelines set on the Contingency Framework: education and childcare settings and seek public health advice if the number of positive cases substantially increases. 	Medium	x

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
<p>are advised to stay at home if they can and avoid contact with other people.</p>	<ul style="list-style-type: none"> • All staff have been made aware of the government plan for COVID19 Response: Living with COVID19 • The Junior school follows the published UKHSA guidance. • Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. • If anyone in the Junior school develops COVID19 symptoms, however mild, they will be sent home and be advised to follow public health advice. The current guidance is to stay at home if they can and avoid contact with other people. • The Junior school actively recommends all eligible staff and students to take up the offer of a vaccine. • Staff have completed Control of Infections training. • The control measures to prevent COVID19 are documented, explained to all staff and all questions are answered. • All activities are risk assessed and the risk of COVID19 infection is considered. • The Test and Trace Support Payment Scheme will end. People told to self-isolate before 24/02/22 can still make a claim up to 06/04/22. • The Junior school can implement the following in case of a confirmed COVID19 case or an outbreak: <ul style="list-style-type: none"> – Good hand hygiene procedure, e.g., Hand washing /sanitising is completed when entering a classroom and between specific activities – Good respiratory hygiene, ‘catch it, bin it, kill it’ approach. – Maintain appropriate cleaning regimes, in line with the guidance COVID19: cleaning of non-healthcare settings outside the home. – Introduce enhanced cleaning regimes, e.g., additional cleaning focussing on highly touched points and shared equipment. – Keep occupied spaces well ventilated, e.g., ensuring mechanical ventilation draws in fresh air or extract air from a room (rather than circulated old air) – Prompt liaison with public health advice on testing, self-isolation and managing confirmed cases of COVID19. – The Junior school will use the resources from the e-Bug COVID19 website. 		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> - PPE will be provided if it is deemed necessary, e.g. Use of PPE in education, childcare and children’s social care - The Junior school has contingency plans to cover the possibility of having to limit: <ul style="list-style-type: none"> o whole school/academy assemblies o residential educational visits o open days o transition or taster days o parental attendance o live performances o contractor’s works • If a parent/carer insists on a child attending where they have a confirmed or suspected case of COVID19, the school can take the decision to refuse the child if, in their reasonable judgement, it is necessary to protect other children and staff from possible infection with COVID19. • The school has informed parents, students and carers not to enter the school if they are displaying symptoms. This is communicated via the newsletter to parents. • Start Time 8.50am • Finish Time 3.15pm 		
2.	Spread/contraction of COVID-19 due to an individual developing COVID19 systems or has a positive test.	<ul style="list-style-type: none"> • Where an individual exhibits symptom(s) during the school day, the individual will be escorted to the marked Isolation Room to isolate them from the main population until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate; • The door to the isolation room will be closed (where possible). • The isolation room is suitably ventilated by opening a window or by mechanical ventilation. • PPE is used if close contact is necessary. • Staff have completed appropriate training for ‘donning and doffing’ PPE <ul style="list-style-type: none"> - PHE guidance: https://www.gov.uk/government/publications/COVID19- 	Low	x

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<p>personal-protective-equipment-use-for-non-aerosol-generating-procedures</p> <ul style="list-style-type: none"> The isolation room is cleaned after the individual has left. Staff or contractors carrying out the area clean should be provided with a minimum of disposable gloves, aprons, mop heads or paper towels. All building users advised re monitoring their own health, reporting symptoms and self-isolating. First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor. First aiders have completed appropriate training for 'donning and doffing' PPE. PPE is disposed of in accordance with NHS COVID19 waste management guidance; principles of cleaning after a case has left the setting or area. 		
3.	Student or member of staff becoming unwell with COVID19 and being hospitalised.	<ul style="list-style-type: none"> The Junior school will seek public health advice if a student or staff member is admitted to a hospital with COVID19. Hospitalisation could indicate increased severity of illness or a new variant of concern. Public health support will assist the school in managing risk assessments and communicating with staff and parents. 	Low	x
4.	People at a higher risk of COVID19 infection	<ul style="list-style-type: none"> Clinically extremely vulnerable (CEV) individuals follow the DHSC and UKHSA advice for people whose immune system means they are at higher risk from Covid-19 and also the guidance on how to stay safe and help prevent the spread of COVID19. CEV individuals have been asked to seek advice from their health professional on whether additional precautions are right for them. CEV staff that have received personal advice from their specialist or clinician on additional precautions continue to follow that advice. The school/academy follows the specific guidance for pregnant employees. COVID19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding and will consider allowing staff post 28 weeks to work from home when possible 	Medium	x

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
5.	Lack of suitable premises management	<ul style="list-style-type: none"> The Executive Headteacher/DFO will liaise with the Premises Team to ensure that arrangements are in place for the effective management of the premises. The Premises Team have a written contingency plan for sudden premises staff absence. 	Low	x
6.	Students or staff stress, anxiety, or student's poor behaviour due to the ongoing changes and challenges caused by the pandemic.	<ul style="list-style-type: none"> The Junior school has communication channels available to staff, students, and parents. All concerns will be addressed in line with government or other relevant official guidance. SLT discuss H&S weekly at the Monday SLT meetings . Staff briefings are held weekly on a Monday and H&S / Covid concerns are discussed and any concerns can be addressed promptly. To ensure the wellbeing of students, attendance restrictions will only be considered as a last resort short-term measure. Students will have access to lessons if they have tested positive for COVID-19 but are well enough to learn from home. The school is utilising all the advice and resources available on the Pupil wellbeing and support section of the DfE guidance Schools coronavirus (COVID19) operational Guidance Students are referred to resources of support on the MindEd learning platform The control measures to prevent COVID19 are discussed with staff and all staff are given an opportunity to discuss any concerns they may have. Staff have access to an employee assistance programme or similar service. SLT has an open-door policy. The Junior school has systems to keep in touch with students or staff that are absent from the school. 	Low	x
7.	Spread/contraction of COVID-19 during an educational visit.		Medium	x

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> • Domestic local, residential, and international education visits are planned in line with the Educational Visits Policy. • Under Health Protection Team advice, residential educational visits will be limited where possible • Only students who are attending learning at school will go on approved educational visits and remote learners will not attend • The school will liaise with the visit provider and the insurance provider to assess the protection available and ensure the safety and wellbeing of staff and students. 		

Please note:

The hazards and controls noted above are an example of those that may be present when completing such a task. This assessment template is an example only and should either be used as a reference only or amended to reflect the actual hazards and controls identified on-site by the assessor.

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 an √ in the box and note the action in the action plan.

ACTION PLAN (Additional Control Measures Required/Recommended Actions)				
Hazards and Risks	Recommended Actions	Target Date	Completed by	Date Completed

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

Reviewed / Approved By	Andrea Bizley	Job Title	Director of Finance and Operations	Date	14 th March 2022
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By signing this risk assessment, I confirm the assessment has been shared / made available to all relevant staff to review. All staff have been asked to confirm they have read and understood the control measures.

Appendix – Assess the Level of Risk

In this risk assessment the level of risk is expressed qualitatively as **Low, Medium, High or Very High**. Underlying these descriptors of risk is a probabilistic model which factors the **likelihood** of an accident or event against the **severity** of harm that may occur. The **risk rating**, calculated as **likelihood x severity**, maps into the qualitative terms used as follows:

		Severity			
		Minor Injury	Reportable Injury	Serious Injury	Critical
Likelihood	Unlikely	Low	Low	Low	Medium
	Possible	Low	Medium	High	High
	Probable	Medium	High	High	Very High

Reportable Injury is an important threshold and refers to UK legislation in this respect, often referred to as **RIDDOR**. A reportable injury or occurrence includes:

- major injuries as defined in RIDDOR,
- accidents that resulted in more than 7 days off work,
- an injury to a member of the public, a customer or visitor, or a school pupil or student, that required hospital treatment.

(See <https://www.hse.gov.uk/pubns/edis1.pdf> for more information on RIDDOR).