

RISK ASSESSMENT: PROTECTION FROM TRANSMISSION OF COVID-19 – SCHOOLS

Date: 03.09.21		School: Our Lady's Bishop Eton		Team:		Location:	
Review Date: at least fortnightly in first instance		Risk Level High: Accident likely with possibility of serious injury or loss Medium: Possibility of accident occurring causing minor injury or loss Low: Accident unlikely with control measures in place		Assessor: Deborah Bostock using LA Pro Forma		Head Teacher: Deborah Bostock	
Hazards		COVID-19: General		List Groups of People at Risk		Staff/Pupils/Visitors/Contractors	
Existing Controls				Risk Level			
<ul style="list-style-type: none"> • All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus. • Staff kept informed via email, online meetings etc. • There is adequate supervision, where required, to ensure procedures are correctly adhered to. • Pupils and staff who are symptomatic will be requested to isolate as per national guidance. • SLT & Safeguarding Team review all of the following applicable individual risk assessments where relevant: <ul style="list-style-type: none"> ○ New and expectant mothers ○ Extended duty of care ○ Stress ○ Individual pupil assessments • SLT & Safeguarding Team regularly update and inform staff re government guidance regarding COVID-19 controls required: <ul style="list-style-type: none"> ○ Gov.uk www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19 ○ Gov.uk Public Health England https://www.gov.uk/government/organisations/public-health-england ○ Health and Safety Executive https://www.hse.gov.uk/ ○ Referring to the following guidance and publications, as applicable: <ul style="list-style-type: none"> ○ HSE COVID19 latest information and advice ○ HSE Working safely during the coronavirus guide ○ Government guidance COVID-19: guidance for schools COVID-19 ○ Government publication COVID-19: cleaning in non-healthcare settings ○ Government publication Best Practice: how to hand wash ○ Government guidance for food business on Coronavirus (COVID-19) ○ Government guidance COVID-19: Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) • Due to the changing advice on COVID-19, SLT & Safeguarding Team review safe working procedures and protocols regularly, until such time when it is unnecessary. • Staff undertake twice weekly home tests whenever they are due on site until the end of September when advice will be reviewed. • There is an adequate supply of disposable PPE, as per specific task requirements, and all staff provided with instruction in the correct use and fitment: Public 							

Health England and NHS YouTube video, COVID-19: putting on and removing personal protective equipment (PPE) – a guide for care homes

- PPE provided, as required following specific current guidance for the protection of COVID-19 detail type and standard, as applicable:
 - Disposable half face mask
 - Disposable gloves
 - Disposable aprons
 - Where personal care is to be provided eye protection/surgical face mask
- All used PPE is double bagged and disposed of appropriately – store safely and securely for at least 72hrs before disposing via the normal waste stream.
- All staff informed that hands should be washed regularly as per Government guidance.
- Pupils regularly reminded, in age appropriate ways, that hands should be regularly washed as per Government guidance.
- Signage around school encouraging staff and pupils to maintain good hand hygiene.
- School encourages good respiratory hygiene by promoting ‘catch it, bin it, kill it’. Posters displayed in prominent areas and toilets.
- Post-incident de-briefing carried out for anyone involved in an incident of suspected contamination, with the aim of providing support and preventing incident recurrence. Further support provided to all staff members affected by the incident.

All incidents reported to the Health and Safety Unit as per the school accident and incident reporting procedure using the LCC online accident and incident report form. Reference made to HSE guidance for reporting under RIDDOR: HSE RIDDOR reporting of COVID-19

Hazards	COVID-19; General school environment	List Groups of People at Risk	Staff/Pupils/Visitors/Contractors
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Existing Controls	Risk Level
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- School first aid risk assessment reviewed.
- School access control system reviewed and appropriate steps taken e.g. hand sanitizer located at entrance for staff/visitors to cleanse hands after use, wipes available to cleanse keypads and touchscreens.
 - Hand sanitizer located at:
 - Entrances to building
 - Classrooms/entrances to classrooms
 - Corridors
 - Staff rooms
 - Toilets
- Face masks no longer need to be worn. School has advised staff to continue to wear a face mask in crowded corridors, poorly ventilated areas or areas where close contact with others is unavoidable.
- Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance.
- Staff verbally reinforce controls in corridors, walkways and stairwells where necessary.
- Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc.
- Water fountains to only be used with refillable bottles.

Hazards	COVID-19: School reception and offices	List Groups of People at Risk	Pupils/Visitors/Contractors
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Existing Controls	Risk Level
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- Staff maximise sending information electronically.
- All returned visitor passes, keys or fobs are kept stored separately from other items and cleaned and sanitised before reissue.
- Windows are opened where practical, to encourage as much natural ventilation as possible
- Staff clean and sanitise their workstation (including chair arms) at the beginning and end of their daily shift.
- Telephones are not shared. Staff transfer calls rather than pass handsets to colleagues. Where this is not possible, callers are provided with an alternative number to call back.
- The use of copiers, printers and shredders is for essential school use only. Where it is essential to use such devices, they are cleansed after each use. Appropriate signage is installed to advise users accordingly and cleaning materials are available.

Hazards	COVID-19: Meetings	List Groups of People at Risk	Staff/Pupils/Visitors/Contractors
Existing Controls		Risk Level	
<ul style="list-style-type: none"> • Attendance at meetings is limited to those essential attendees only. Critical information is cascaded to other staff. • Wherever possible, meeting rooms are adequately ventilated with external windows opened during meetings. • Whole school meetings (e.g. inset day) to be held in as large a space as possible to allow for adequate distancing of attendees: <ul style="list-style-type: none"> ○ Attendees encouraged to take LFT test on the morning of the meeting prior to attending. ○ If adequate spacing between attendees cannot be achieved, the wearing of face coverings is encouraged. • Meeting room users are advised not to share equipment during meetings i.e. pens, stationery etc. Attendees to remove all items following the meeting. • Meeting room users to wipe down surfaces (including any buttons on IT equipment and remote controls) following meetings. Additional cleaning materials will be provided in all meeting rooms for use by staff and replenished as required. • Meetings take place promptly and conclude fully in the meeting room to avoid attendees congregating in adjoining areas prior to and following meetings. • Meeting room are aired thoroughly on completion of the meeting e.g. opening windows fully. <p>Parent group meetings:</p> <ul style="list-style-type: none"> • Parent group meetings will be held in as large a space as possible to allow for adequate distancing between attendees. • If adequate spacing between attendees cannot be achieved, the wearing of face coverings is encouraged. • School encourages the use of outdoor space for parent groups where appropriate. • Indoor parent groups numbers are restricted appropriate to room size etc. • Attendees encouraged to take LFT test on the morning of the parent group prior to attending. 			
Hazards	COVID-19: Classrooms	List Groups of People at Risk	Staff/Pupils
Existing Controls		Risk Level	
<ul style="list-style-type: none"> • For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own which are not shared. • Cleaning of hands is encouraged when changing classrooms for different activities. • Classroom windows are opened, where practical, to encourage as much natural ventilation as possible. • Classrooms are aired thoroughly when empty e.g. opening windows fully. 			
Hazards	COVID-19: Dining areas	List Groups of People at Risk	Staff/Pupils
Existing Controls		Risk Level	

<ul style="list-style-type: none"> Dining room tables and chairs will be wiped down between sittings. Dining room windows will be opened to allow natural ventilation. 			
Hazards	COVID-19; Cleaning	List Groups of People at Risk	Staff/Pupils/Visitors/Contractors
Existing Controls		Risk Level	
<ul style="list-style-type: none"> All cleaning staff are experienced and have received appropriate training. Any new cleaning products brought on site in response to the current COVID-19 pandemic will have a COSHH risk assessment undertaken prior to use. Cleaners have appropriate PPE in line with COSHH risk assessments Classroom play equipment are wiped down and cleansed at the end of the school day and between activities where possible. Cleaning is undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings. School will be fully cleaned daily. Cleaner is on site throughout the school day and regularly touched items such as door handles, handrails etc. will be regularly wiped down and cleaned. Classrooms where a pupil or staff member has become symptomatic during the school day will be deep cleaned along with other areas the person may have been. 			
Hazards	COVID-19 Ventilation	List Groups of People at Risk	Staff/Pupils/Visitors/Contractors
Existing Controls		Risk Level	
<ul style="list-style-type: none"> Staff are encouraged to open windows and doors (not fire doors) to encourage as much natural ventilation as possible. When leaving a classroom empty, windows are opened fully to purge the room then left ajar when the room is re-occupied. <p>Prior to the receipt of CO2 monitor re Government roll out: potentially poorly ventilated areas will be identified, including all areas where people work/teach and have large groups within, that have no mechanical or natural ventilation.</p> <p>Steps will be taken to improve ventilation or reduce occupancy/use of the area:</p> <p><i>List poorly ventilated rooms and detail controls taken to reduce risk: ICT Suite: Not used until new windows installed.</i></p>			
Hazards	COVID-19; Pupils and staff who become symptomatic during the school day	List Groups of People at Risk	Staff/Pupils/Visitors/Contractors
Existing Controls		Risk Level	
<ul style="list-style-type: none"> Pupils who become symptomatic during the school day will be isolated from the rest of the pupil group and their parents will be called to come and collect them. Staff who become symptomatic during the school day will be sent home to self-isolate/follow public health advice. If a symptomatic pupil is awaiting collection, appropriate PPE will be used if close contact is necessary. Any areas, items and surfaces the symptomatic person has come into contact with will be thoroughly cleaned as soon as possible. Symptomatic pupils and staff are advised to engage with NHS Test and Trace and get tested and to follow the current advice. Staff and pupils with a positive LFT test result will self-isolate in line with COVID-19 guidance for household with possible coronavirus infection. A PCR test will be required to check the LFT test result. If PCR test is taken within 2 days of the positive LFT test, and is negative, it overrides the LFT test and they can return to school, as long as they are not symptomatic. 			

- School will complete online MDS form if there is a confirmed case associated with their setting <https://www.smartsurvey.co.uk/s/covid-19-schools/>
- School will contact local authority SPOC team if they have a positive case. They will liaise local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. Further advice is available through the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response.

Hazards	COVID-19; Outbreaks	List Groups of People at Risk	Staff/Pupils/Visitors/Contractors
Existing Controls		Risk Level	
<ul style="list-style-type: none"> • School has an outbreak management plan covering the possibility that bubbles and all previous social distancing controls may be reintroduced locally due to raised COVID cases locally. • School will complete online MDS form if there is a confirmed case associated with their setting https://www.smartsurvey.co.uk/s/covid-19-schools/ • School will contact local authority SPOC team if they have outbreak concerns. They will liaise with the local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. Further advice will be sought through the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response 			