

## COVID-19: Health and Safety Risk Assessment

Please note: this risk assessment has been undertaken in conjunction with the guidance on school reopening issued by the Department for Education.

<b>School name:</b>	St Richard's VC Academy	<b>Assessment conducted by – name:</b>	Emma Cook
<b>Covered by this assessment:</b>	Staff, pupils, contractors, visitors, volunteers, vulnerable people	<b>Assessment conducted by – job title:</b>	Head of School
<b>Assessment date:</b>	28/02/2022	<b>Review interval:</b>	Regularly
		<b>Date of next review:</b>	In light of guidance

**Note:** Risk assessments must be reviewed at least, whenever there is a significant change in the activity and following any incident. Risk assessments must be retained for a period of 6 years.

Related documents	
<b>Trust/Local Authority documents:</b>	<p><b>Government guidance:</b></p> <p><a href="#">Safe working in education, childcare and children's social care</a></p> <p><a href="#">Coronavirus (COVID-19) Collection: guidance for schools and other educational settings</a></p> <p><a href="#">Actions for schools during the coronavirus outbreak</a></p> <p><a href="#">COVID-19: cleaning in non-healthcare settings</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p>

**Risk matrix**

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	M
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L
Area for concern	Risk rating prior to action (H/M/L)	Control measures in place	Residual risk rating (H/M/L)	
Spread of COVID-19 due to poor hygiene and infection control.	H	<ul style="list-style-type: none"> <li>Current government guidance is being observed, and additional local controls are in place in response to public health advice for schools in Kingston upon Hull. These include the possible wearing of face masks if advised, <b>currently mask wearing will be personal choice.</b></li> <li><b>1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, do not attend school.</b> information below is included in the school's reopening plan. This information is issued at staff briefings and pupil lessons (age appropriate) and in letters home to parents: <ul style="list-style-type: none"> <li>Anyone with symptoms must remain at home and self isolate and PCR test as soon as possible (if an LFT is positive there is no need to have a PCR). Isolation may be reduced to 5 days after a negative LFT on day 5 and the start of day 6 and if the individual does not have a temperature. If you continue to test positive you must continue to isolate until you have two negative LFT or you have reach the end of your 10 day isolation.</li> <li>People who are fully vaccinated, or children and young people aged between 5 and 18 years and 6 months, who live in the same house as someone with COVID-19, should take an LFD test every day for seven days and continue to attend their setting as normal, unless they have a positive test result or develop symptoms at any time.</li> <li>Children under 5 are not advised to take part in daily testing of close contacts. If a child under 5 is a contact of a confirmed case, they are not required to self-isolate and should not start daily testing. If they live in the same household as someone with COVID-19 they should limit their contact with anyone who is at higher risk of severe illness if infected with COVID-19, and arrange to take a PCR test as soon as possible. They can continue to attend an education or childcare setting while waiting for the PCR result. If the test is positive, they should follow the stay at home: If the test is positive, they should follow the stay at home: guidance for households with possible or confirmed COVID-19 infection.</li> </ul> </li> </ul>	L	

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		<ul style="list-style-type: none"> <li>• A child with symptoms awaiting collection needs to be isolated and kept at a distance of 2 metres from the supervising staff member, ideally in a well-ventilated place. PPE is required if this distance cannot be maintained or there is a risk of contaminated bodily fluids.</li> <li>• If the child uses the bathroom, it must be thoroughly disinfected before use by anyone else.</li> <li>• 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 must be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people.</li> </ul> <p>In addition:</p> <ul style="list-style-type: none"> <li>• Staff are reminded that they have received training on infection control that gives them a good understanding of how the spread of coronavirus occurs and can be mitigated.</li> </ul> <p><b>2. Face Coverings</b></p> <ul style="list-style-type: none"> <li>• Are personal choice for staff members and for parents on site</li> <li>• Children in primary school do not need to wear a face covering.</li> </ul> <p><b>3. Clean hands thoroughly more often than usual</b></p> <ul style="list-style-type: none"> <li>• Handwashing / sanitising is scheduled into the school day. It takes place <b>as a minimum</b>: when pupils, staff or visitors enter the school; at break; before and after lunch; before leaving school; whenever the toilet is used.</li> <li>• Handwashing / sanitising should be managed safely by staff to ensure that the areas are not overcrowded. • Handwashing routines are re-taught to pupils using suitable video. •</li> <li>• Checks are scheduled during the day on stocks of hand sanitiser, soap and paper towels. Steps are taken to ensure that there is sufficient supply in school.</li> </ul> <p><b>4. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.</b></p> <ul style="list-style-type: none"> <li>• Posters remind students and staff about the importance of the approach and handwashing and are displayed around the school, particularly by washbasins/ toilets and at entry/exit points.</li> <li>• Primary pupils are supported to ensure hygiene routines are undertaken regularly and effectively.</li> <li>• The location of bins around the school is checked and more are ordered if necessary.</li> <li>• A schedule for bins to be emptied / disinfected is in place and is adhered to.</li> <li>• A stock of masks is maintained and made available for staff who cannot socially distance and wish to wear one (for use if they are required to provide first aid / intimate care to pupils with COVID-19 symptoms)</li> </ul> <p><b>5. Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents</b></p>	

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		<ul style="list-style-type: none"> <li>• The school's office or site manager ensures delivery of the induction package to cleaning staff so they fully understand their role in preventing the spread of coronavirus.</li> <li>• The cleaning schedule is reviewed and if necessary additional staff hours are provided to ensure that high standards of cleanliness are maintained. •</li> <li>• Stock checks and stock control are maintained</li> </ul> <p>• <b>Minimise contact between individuals and maintain social distancing wherever possible.</b></p> <ul style="list-style-type: none"> <li>• Pupils can gather for activities such as assemblies, however if there is a significant outbreak this will be reviewed</li> <li>• Individuals are encouraged to maintain safe distances where possible.</li> <li>• Some staggered arrangements remain in place such as the start of the school day and others may be put in place in order to reduce student contact further if required</li> <li>• Children are taught in age-appropriate ways about coronavirus, how it is spread and how they can play their part in keeping everyone safe.</li> <li>• Resources which are shared across classes sanitised where required.</li> </ul> <p><b>6. Where necessary, wear appropriate personal protective equipment (PPE)</b></p> <ul style="list-style-type: none"> <li>• The school continues to maintain and monitor stocks of PPE and has access to supplier lists.</li> <li>• Staff are supplied with PPE when supervising a pupil who has symptoms of COVID-19 (if 2m social distancing cannot be ensured) and for the provision of routine intimate care to pupils that involves the use of PPE.</li> <li>• Gloves and aprons are provided for cleaning staff.</li> <li>• Face masks are worn by staff when cleaning visible bodily fluids from suspected COVID-19 case.</li> <li>• Stocks of PPE are regularly monitored and replenished.</li> <li>• Staff are referred to the trust PPE guidance document.</li> </ul> <p><b>7. Keeping occupied spaces well ventilated</b></p> <p><b>Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.</b></p> <p>This can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> <li>• Natural ventilation – opening windows (in cooler weather windows are opened to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Internal doors are opened where necessary natural ventilation – external opening doors are also opened (if they are not fire doors and where safe to do so).</li> </ul>	

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		<ul style="list-style-type: none"> <li>• School has access to and observes Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice.</li> <li>• The government is providing schools with CO2 monitors to check on air quality across the site. These have been deployed at the school and are regularly monitored.</li> <li><b>8. Engage with Lateral Flow Device Testing</b></li> <li>• School leaders understand the importance of twice weekly lateral flow testing for staff.</li> <li>• All staff and parents must engage with NHS Test and Trace immediately.</li> <li>• Local health protection advice will be followed in the event of a local outbreak.</li> <li>• All relevant information is available on the school website.</li> <li><b>9. Manage confirmed cases of coronavirus (COVID-19) amongst the school community.</b></li> <li>• Contact details for the local Public Health England team and local authority health and safety team are readily to hand.</li> <li>• In line with current guidance, a clear process is in place to notify the appropriate authorities of any cases that test positive (e.g., the Trust, the Local Authority, the DfE/Local Health Protection Team as required).</li> <li>• A spreadsheet is maintained to record all staff and pupils who are self-isolating who have tested positive. These spreadsheets are kept up to date.</li> <li>• Use is made of any template letters provided by Public Health England / local authority as directed locally.</li> <li>• The Toolkit/Action Plan for confirmed COVID-19 cases in school is followed for all confirmed cases.</li> <li>• Support and advice are sought from the Trust for any queries/complex cases. Further advice is sought from the Local Authority/DfE/PHE as required.</li> <li><b>10. Contain any outbreak by following local health protection team advice.</b></li> <li>• The school responds immediately to advice provided by the local health protection team.</li> <li>• Good working relationships are established and maintained, enabling rapid communication with local authorities and local Public Health England.</li> </ul>	
Pupils operate in reduced contact class groups but these classes mix at certain times		<ul style="list-style-type: none"> <li>• Current government guidance is being applied.</li> <li>• Pupils observe hygiene guidance and wash hands frequently.</li> <li>• Teachers moving between groups comply with social distancing and hygiene guidance.</li> <li>• Staggered arrival and different doorways in use.</li> <li>• Assemblies can resume from Feb 28th 2022. This will be reviewed in circumstances such as an outbreak.</li> </ul>	
Maintaining effective social distancing to prevent spread of COVID-19		<ul style="list-style-type: none"> <li>• Current government guidance is being applied...</li> <li>• Classrooms are well-ventilated.</li> <li>• Outdoor learning is incorporated into the curriculum where possible.</li> <li>• During whole staff meetings distancing should be applied where possible</li> <li>• Communication is in place to deter parents from gathering on the playground</li> <li>• Access to toilets is planned and managed to avoid large groups/queues from forming.</li> <li>• Activities that involve shared resources/equipment are reduced.</li> </ul>	

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		<ul style="list-style-type: none"> <li>• Breaks/lunches will be staggered in an outbreak situation</li> <li>• Senior management closely monitor compliance with the arrangements and adjust procedures where necessary</li> </ul>	
<p><b>There is a member of staff or student with suspected COVID-19 symptoms in school.</b></p>		<ul style="list-style-type: none"> <li>• Current government guidance is being applied.</li> <li>• The school engages fully with the NHS Test and Trace process and staff and parents understand and act on their obligations under NHS Test and Trace to get tested if they show symptoms of COVID-19</li> <li>• Appropriate guidance is followed according to the result of the test.</li> <li>• Staff, pupils and parents have been briefed regarding the need to self-isolate with symptoms and take a PCR test as soon as possible in accordance with the latest government guidance.</li> <li>• Procedures are in place to ensure that staff, pupils or visitors do not enter the school if: they have COVID-19 symptoms/ have been told to self-isolate by a healthcare professional until is safe to do so according to the latest government guidance.</li> <li>• Any staff/pupils who become unwell with one of the three main symptoms at school must be isolated immediately and sent home as soon as possible with arrangements made for them to take a PCR test under NHS Test and Trace.</li> <li>• A room and separate toilet have been designated to accommodate any suspected case whilst they are waiting to be collected. Additional spaces have been identified in the event of multiple simultaneous cases arising. •</li> <li>• Arrangements are in place for staff supervision of any pupil displaying COVID-19 symptoms (2m distancing should be observed and where this is not possible, they should wear suitable PPE).</li> <li>• Staff and pupil absence related to COVID-19 is monitored and carefully tracked so that no pupils or staff are accepted back into school before the incubation timeline has elapsed as set out in the latest government guidance. •</li> <li>• Arrangements are in place to notify the Trust/Local Authority of any pupils or staff who test positive for COVID-19. •</li> <li>• Pupils suspected of having COVID-19 are sent home until confirmation of a test result under NHS Test and Trace is received. •</li> <li>• The Toolkit/Action Plan for confirmed COVID-19 cases in school is followed for all confirmed cases. •</li> <li>• Support and advice are sought from the Trust for any queries/complex cases. Further advice is sought from the Local Authority/DfE/PHE as required.</li> </ul>	
<p><b>Access to /egress from site</b></p>		<ul style="list-style-type: none"> <li>• Arrangements for egress from site are in place.</li> <li>• The number of entrances and exits to be used has been maximised.</li> <li>• Outside doors are used to access classrooms directly where these are available and can be safely accessed.</li> <li>• Procedure is in place for receptionist to check that no one enters the school who has COVID-19 symptoms.</li> <li>• Deliveries are managed effectively in a timely manner, with recipients adhering to social distancing and wearing PPE where appropriate.</li> </ul>	

Area for concern	Risk rating prior to action (H/M/L)	Control measures in place	Residual risk rating (H/M/L)
<p><b>Lack of / incorrect use of PPE or inappropriate disposal leading to increased risk of infection.</b></p>	<p style="background-color: red; color: black; text-align: center;">H</p>	<ul style="list-style-type: none"> <li>• The latest government guidance on wearing PPE in schools is applied alongside local measures.</li> <li>• Guidance has been issued to staff around need for and how to put on and take off PPE correctly.</li> <li>• The need for PPE in some circumstances, such as providing intimate care, is subject to a thorough individual risk assessment.</li> <li>• Adequate supplies of PPE are secured for staff where risk assessment identifies wearing of PPE is required.</li> <li>• Guidance has been issued regarding the correct disposal of PPE.</li> <li>• Staff will be provided with face masks if specifically required. Gloves and aprons will also be available if required. Visors and goggles will also be made available on request.</li> </ul>	<p style="background-color: #c6e0b4; text-align: center;">L</p>
<p><b>Some staff and students (or close family members) may have increased vulnerability to infection or poorer outcomes from COVID-19.</b></p>	<p style="background-color: red; color: black; text-align: center;">H</p>	<ul style="list-style-type: none"> <li>• The latest government guidance is applied.</li> <li>• Staff and pupils with underlying health issues have been provided with updated guidance and discussions have been held with them regarding attending work/school.</li> <li>• Individual risk assessments take place where appropriate.</li> <li>• All members of staff and pupils with underlying health issues, those within vulnerable groups have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated.</li> <li>• Members of staff and pupils with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice.</li> <li>• Staff and students are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable as set out in the latest government guidance.</li> <li>• For vulnerable staff and pupils, concerns are discussed, procedures explained, and risk assessments offered.</li> <li>• A pregnancy risk assessment is in place for any pregnant staff.</li> <li>• If the risk assessment raises any significant issues for pregnant staff who are not in the third trimester, then the full range of options will be considered including working from home earlier than 28 weeks.</li> </ul>	<p style="background-color: #c6e0b4; text-align: center;">L</p>

Area for concern	Risk rating prior to action (H/M/L)	Control measures in place	Residual risk rating (H/M/L)
<b>Mental health concerns for staff and students due to COVID-19</b>		<ul style="list-style-type: none"> <li>• Wellbeing/mental health issues are managed with the pastoral team and external agencies where appropriate.</li> <li>• Age-appropriate websites/resources are provided for students.</li> <li>• Staff are directed to useful websites and resources that they might find helpful themselves.</li> <li>• Line managers stay in touch regularly with staff and check that they are well.</li> <li>• Staff briefings and training focus on wellbeing, recognising the importance of their own wellbeing and that of their students.</li> <li>• Appropriate work plans are agreed with staff and support is provided where necessary.</li> <li>• Staff working from home help to provide remote learning for any pupils who are not at school.</li> <li>• Staff are considered individuals and managed accordingly.</li> <li>• Wellbeing and work-life balance are promoted with all staff.</li> <li>• The school has access to trained staff who can deliver any bereavement counselling and support.</li> </ul>	
<b>Existing site maintenance regimes are up to date and/or all systems are operational.</b>		<ul style="list-style-type: none"> <li>• Current government guidance is being applied.</li> <li>• Where utility systems have not been maintained in line with required schedules and statutory requirements.</li> <li>• Pest control is utilised where necessary.</li> <li>• Ventilation systems have been tested and any practical improvements to improve ventilation have been put in place.</li> <li>• A health and safety site inspection was undertaken in August 21.</li> <li>• The Good Estates Management toolkit checklist and guidance is in place.</li> </ul>	
<b>Current policies and procedures have been adapted/updated to take account of COVID-19 impact.</b>		<ul style="list-style-type: none"> <li>• Existing policies and procedures have been updated/adapted to take account of COVID-19 impact.</li> <li>• Fire procedures have been reviewed and revised where required.</li> <li>• Staff and students have been briefed and rehearsed on any new evacuation procedures.</li> </ul>	

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<b>Third party contractors on-site whilst school is in operation may pose a risk to social distancing and infection control.</b>		<ul style="list-style-type: none"> <li>Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times.</li> <li>In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction) and these have been reviewed.</li> </ul>	
<b>Staff shortages due to absence may compromise operational safety.</b>		<ul style="list-style-type: none"> <li>The health status and availability of every member of staff is regularly updated so that deployment can be planned.</li> <li>SLT/senior staff members are briefed on each other's roles in order to avoid any single point of failure.</li> <li>Sufficient cover/supply staff are available.</li> <li>Roles have been reallocated to cover any critical functions where appropriate. Staff have appropriate competences and training to fulfil their roles.</li> <li>Staff have been trained /briefed across disciplines to avoid any single points of failure.</li> <li>There are sufficiently qualified first aiders to cover the numbers of staff and students on site.</li> </ul>	
<b>Risk of infection during PE due to lack of COVID secure arrangements</b>		<ul style="list-style-type: none"> <li>Where possible PE is undertaken outdoors.</li> <li>Where lessons take place indoors, ventilation is maximised and where practical doors and windows opened whilst the lesson is taking place.</li> <li>Sports equipment is thoroughly cleaned between each use.</li> <li>Activities are selected that allow for social distancing and small consistent groupings.</li> <li>Hand sanitiser is available in the gym.</li> <li>Pupils attend school in their Pe Kit on their PE day to avoid the need for changing clothes.</li> </ul>	
<b>Music, dance, and drama in school – increased risk of infection due to the nature of the activity</b>		<ul style="list-style-type: none"> <li>Teachers closely monitor and supervise the use of equipment.</li> <li>Music equipment where it is shared is disinfected regularly after every use including accessories.</li> <li>Instruments are cleaned by the pupils, following guidance from teachers.</li> <li>Pick and drop off points are designated for returning equipment with appropriate quarantine/cleaning procedures in place.</li> </ul>	

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<p><b>Transmissions due to asymptomatic cases put students and staff at risk and could result in some transmissions in schools going undetected. This is a particular concern given the high transmissibility of the new variants of Covid-19.</b></p>		<ul style="list-style-type: none"> <li>• Testing is provided in line with current government guidance. (<i>Scientific evidence indicates that lateral flow testing identifies new variants of Covid-19</i>)</li> <li>• Any testing arrangements carried out in school are in line with government guidance and are covered by an appropriate risk assessment, with additional control measures in place as required.</li> <li>• A separate risk assessment for COVID-19 testing in schools is in place to cover testing arrangements (refer to the Trust 'COVID-19 Risk Assessment: School Based Asymptomatic Testing' for further details).</li> </ul>	
<p><b>Increased infection rates due to high levels of community transmission, and impact of new variants.</b></p>		<ul style="list-style-type: none"> <li>• Current government, PHE, DfE, Local Authority guidance is followed.</li> <li>• <u>Contingency Framework</u> implemented if/when additional restrictions are applied to Local Authority area.</li> <li>• DfE System of controls are implemented and regularly reviewed.</li> <li>• Local Authority notified of all positive cases in school.</li> </ul>	
<p><b>Arrangements kept up to date with current guidance.</b></p>		<ul style="list-style-type: none"> <li>• COVID arrangements are regularly reviewed to ensure they are in line with current guidance, including any additional restrictions introduced as part of the Contingency Framework.</li> </ul>	
<p><b>Clinically Extremely Vulnerable (CEV) and clinically vulnerable staff in high transmission areas are at increased risk due to the new variants.</b></p>		<ul style="list-style-type: none"> <li>• Risk assessments are offered / revised for all clinically extremely vulnerable staff, and for all clinically vulnerable staff if required.</li> </ul>	
<p><b>Clinically Extremely Vulnerable (CEV) students in high transmission areas are at increased risk due to the new variants.</b></p>		<ul style="list-style-type: none"> <li>• Risk assessments are offered / revised for all clinically extremely vulnerable pupils, and for all clinically vulnerable pupils.</li> </ul>	