

Ryecroft C.E. Middle School Risk Assessment Record Form

1. **Section/Service/Team**..... 2. **Assessor(s)**.....T Evans.....

3. **Description of Task/Activity/Area/Premises etc.** ...COVID-19

Covid-19 is an illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

RA and procedure in place of the importance of infection control procedures (staff and pupils).

Handy links

<https://www.gov.uk/government/publications/covid-19-response-summer-2021-roadmap/moving-to-step-4-of-the-roadmap>

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19>

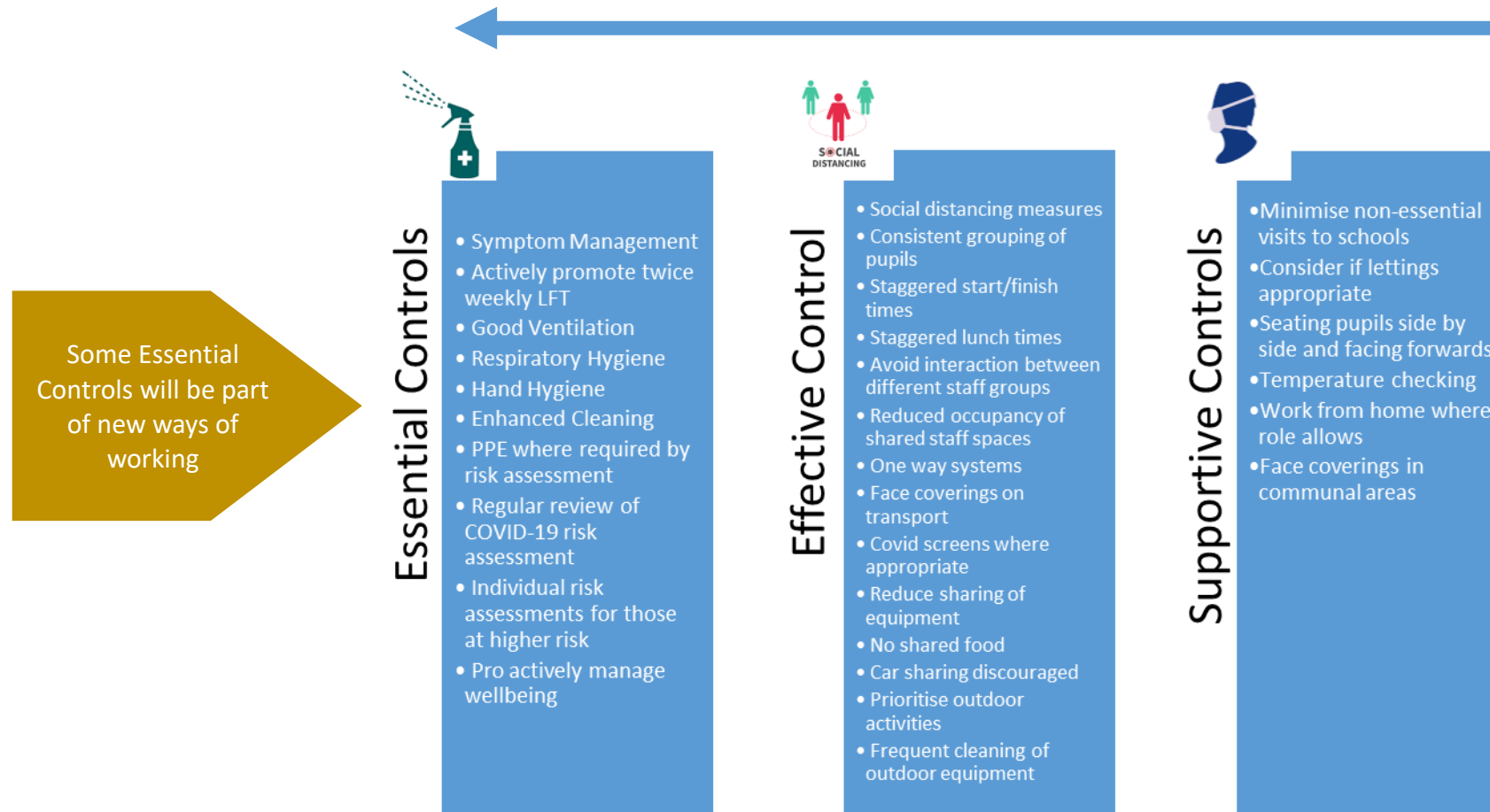
<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response>

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

Remove as prevalence decreases, vaccination of working age completed, no new VOC issues and inline with Government guidance.

Reintroduce controls if prevalence increases, local outbreaks, VOC.



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<p>1. Spread of Covid-19 Coronavirus</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p>	<p>➤ Pupils</p> <p>➤ Staff</p> <p>➤ Visitors to our premises</p> <p>➤ Cleaners</p> <p>➤ Contractors</p> <p>➤ Vulnerable groups - Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>General transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces</p>	<p>Hand Washing</p> <ul style="list-style-type: none"> ✓ Stakeholders informed of importance of this key control measure – hand hygiene ✓ Hand washing facilities available and fully stocked with antiviral soap and hand towels ✓ Stringent hand washing taking place. ✓ See hand washing guidance. ✓ https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ ✓ Drying of hands with disposable paper towels and/or hand driers. ✓ Posters, leaflets and other materials are on display. ✓ https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 ✓ Staff, pupils and visitors to sanitise hands on arrival and before entering the building – sensor sanitising stations located at entry points ✓ Hand sanitiser available in classrooms, shared spaces, entrance and exit points. ✓ Supervision of hand sanitiser use given risks around ingestion 	Medium	<p>Hand Washing</p> <ul style="list-style-type: none"> ➤ Personal alcohol hand sanitizer issued to all employees - TE ➤ Confirm with suppliers that more stocks can be sourced if needed/low – TE ➤ Pupils and Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. ➤ The 'catch it, bin it, kill it' approach continues to be very important – Pupils and staff to be reminded to catch coughs and sneezes in tissues and to avoid touching face, eyes, nose or mouth with unclean hands – SLT ➤ Tissues will be made available throughout the workplace – TE ➤ hand sanitiser should not be used on dirty hands and the exclusive use of hand sanitiser should be discouraged - use soap and water after 5 uses of sanitiser 	<p>01.06.2020</p> <p>01.09.2020</p> <p>12.08.2021</p> <p>12.06.2020</p> <p>Sept INSET 01.09.2021</p> <p>New employee induction</p> <p>Recurrent Weekly staff meetings / briefings</p>	Medium

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<p>Shielding</p> <p>Shielding is currently paused. In the event of a major outbreak or VoC that poses a significant risk to individuals on the shielded patient list (SPL), ministers can agree to reintroduce shielding. Shielding would be considered in addition to other measures to address the residual risk to people on the SPL, once the wider interventions are taken into account.</p>		<p>Actions</p> <ul style="list-style-type: none"> • Shielding can only be reintroduced by national government. • CRT are aware of their CEV staff members and can cover this possibility <p style="text-align: center;">COVID-19 Risk Assessment Form - Version 3.0 HSF19 Risk Assessment</p>				

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<p>Face coverings</p> <p>The possibility that it is advised that face coverings should temporarily be worn more widely in settings in our area. These measures may be advised:</p> <ul style="list-style-type: none"> • for an individual setting or a small cluster of settings only, by directors of public health as part of their responsibilities in outbreak management (in most cases a 'cluster' will be no more than 3 or 4 settings linked in the same outbreak), or • for settings across areas that have been offered an enhanced response package, where settings and directors of public health decide it is appropriate 		<p>Actions</p> <ul style="list-style-type: none"> • Any guidance should allow for reasonable exemptions for their use. • In all cases any educational drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission • CRT in consultation with LOC and CEO will determine if this may include face coverings in communal areas (for pupils and pupils) and/or classrooms 				

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<p>Exposure to COVID-19</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p>	<p>Everyone on site.</p> <p>General transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.</p>	<p><u>TRACK AND TRACE</u></p> <p>As from 19th July 2021, Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</p> <ul style="list-style-type: none"> ✓ Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. ✓ From 16 August 2021, pupils will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case – they will be advised to take a PCR test. ✓ If anyone in school develops COVID-19 symptoms, however mild, during the school day are sent home and procedures followed to manage transmission risks ✓ Active engagement with NHS Test and Trace service. ✓ Aware of LA Local Outbreak Control Plans. ✓ Social distancing maintained wherever possible between all adults on site 	Low	<p><u>TRACK AND TRACE</u></p> <ul style="list-style-type: none"> ➤ Continue to follow local health protection team advice. ➤ Continue to remind staff and parents to engage with Test and Trace process and inform school immediately of the results of a test. ➤ Continue to minimise the number of contacts between staff and pupils ➤ Continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public health might advise the school to temporarily reintroduce some control measures. ➤ Support in encouraging vaccine take up and enabling staff who are eligible for a vaccination to attend booked vaccine appointments where possible even during term time. 	Low	

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Testing The possibility that the reintroduction of asymptomatic testing sites (ATS) is advised for settings in our area. These measures may be advised: <ul style="list-style-type: none"> • for an individual setting or a small cluster of settings only, by directors of public health as part of their responsibilities in outbreak management (in most cases a 'cluster' will be no more than 3 or 4 settings linked in the same outbreak), or • for settings across areas that have been offered an enhanced response package, where settings and directors of public health decide it is appropriate 		Action: <ul style="list-style-type: none"> • CRT (Executive Headteacher, Head of School and Business Manager) and will consider how ATS could be implemented in a way that does not negatively impact on the education of our pupils. • CRT will oversee all communication to stakeholders • CRT will advise to increase the use of home testing by staff and pupils. • CRT to consult with LOC colleagues to identify what support may be needed to do this. 				

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<p>1. Exposure to Covid-19 Coronavirus</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p>	<ul style="list-style-type: none"> ➤ Pupils ➤ Staff ➤ Visitors to our premises ➤ Cleaners ➤ Contractors ➤ Vulnerable groups - Elderly, Pregnant workers, those with existing underlying health conditions <p>General transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces</p>	<p><u>Personal Hygiene / Housekeeping</u></p> <ul style="list-style-type: none"> ✓ Thorough cleaning of rooms at end of the day. ✓ Ventilation in the building maximised by opening windows, doors or using ventilation units. ✓ Transport arrangements and plans revised. ✓ Visitors on site limited and access to building controlled. ✓ Staff are instructed not to leave their dirty personal crockery and cutlery lying around and to place them in the dishwasher immediately after use 		<p><u>Personal Hygiene / Housekeeping</u></p> <ul style="list-style-type: none"> ➤ Pupil dress code – uniform ➤ Uniform does not need to be cleaned any more often than usual ➤ Ensure increased ventilation measures do not compromise pupil or staff safety. ➤ Discuss transport arrangements with providers, LA and parents. ➤ Arrange times that visitors, suppliers, contractors and external partners are on site to minimise numbers on site at any one time. ➤ Review fire safety procedures to ensure that any measures put in place do not compromise evacuation routes. ➤ Continue to ensure pupil groups and social distancing maintained during fire drills. NOTE: in an emergency social distancing may not apply. 	<p>Summer 2020 / Spring 2021</p> <p>01.09.2020 11.09.2020 21.09.2020 24.02.2021 12.08.2021</p>	

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	Staff and casualty. Transmission may occur when providing First Aid	✓ Wash/sanitise hands before and after treating a casualty. ✓ Wear disposable gloves, disposable apron, fluid resistant surgical mask and eye protection where there is a risk of respiratory droplets splashing into the eyes due to repeated coughing or vomit. ✓ When performing CPR phone an ambulance and use compression only CPR until the ambulance arrives. If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available.		➤ Review Assessment of First Aid Needs. ➤ First aiders instructed on the safe “donning and doffing” of PPE. ➤ Maintain stocks of PPE. Where this is not available contact LA. ➤ List of LA PPE suppliers communicated to schools. PPE Exchange can be used to help with finding a supplier. ➤ https://www.ppeexchange.co.uk/	01.04.2020 01.09.2020 01.09.2021	
	Resuscitation Council UK Statement: It is likely that a child having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child.					

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	Staff and pupil. Transmission may occur when staff administer medicines or supervise pupils who self-administer.	✓ Supervising staff to maintain 2m social distance.		➤ Review medication plans to assess PPE requirements (if any) for staff administering medication.	01.04.2020 02.09.2020 w/c 06.09.2021	

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<p>Other measures</p> <p>Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) may recommend these precautions in one setting, a cluster of settings, or across an entire area.</p>		<p>Consideration has been accounted for the possibility we are advised to limit:</p> <ul style="list-style-type: none"> • Residential educational visits – <i>suspended for 2020/2021. Will review situation in the autumn term for 2021/2022 visits.</i> • Open days – <i>Will be reviewed September 2021 for October Open Day and RA completed for the event</i> 				

4. Tick (✓) if any of the identified hazards relate to any of the following specific themes:

Hazardous Substance	Manual Handling	Display Screen Equip	Fire	Work Equip / Machinery	Stress	Individual Person such as Young Person New/ Expectant Mother or Service User

If any are ticked a specific risk assessment form must be completed separately. For example a COSHH form must be completed if a hazardous substance is used.

5. Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

Risk Rating	Description	Action Priority
High	Where harm is certain or near certain to occur and/or major injury or ill-health could result	Urgent action
Medium	Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days	Medium priority
Low	Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain	No action or low priority action

6. Assessment

Signature of Assessor(s):
Print Name: Tracey Evans

Approved by LGB 19.05.2020
24.09.2020
COG 05.01.2021
COG 13.08.2021

Position: Business Manager
Date Assessed: 12.08.2021

Review Date: Continual – based on daily DfE/Government updates

7. Communication and Review

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed annually or following a significant change, accident or violent incident.

Version control			
Version Number	Date issued	Author	Update information
V3.0	18.08.2021	T Evans	First Published version for 2021-2022 Academic Year Updated following recent changes: <ul style="list-style-type: none">➤ 19.07.2021 – changes relating to tracing close contacts and isolation. Close contacts will be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing➤ 16.08.2021 – the rules on self-isolating as a contact changing for people who are fully vaccinated and for under 18s.