

***This risk assessment identifies minimum control measures.
Please complete the blank areas, add any additional control measures for your setting and risk rate this to make specific.***

RISK ASSESSMENT FORM

Assessors name: Catherine Amponsah	Date of Assessment: March 2022	Activity/Task: School Operation – Management of Covid Risk – March 2022
Directorate: Education	Service: Schools Group:	Headteacher: Scott McGuinness

Hazards	Who may be harmed & How	Existing Controls	Risk Rating	Further Controls	Residual Risk	Actions by whom & when	Implemented Y/N
Management for current levels of Covid							
Exposure to COVID-19	Anyone exposed to the virus (including anyone who is especially at risk of respiratory disease) or an infected person that may contract Covid-19 – with associated range of health outcomes	SLT to check latest Government guidance on a regular basis. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak National vaccine programme in place. Individual risk assessment process in place for all staff.	Likelihood:5 Consequence:5 Risk Level:25 Likelihood:5 Consequence:5 Risk Level:25 Likelihood:5 Consequence:5 Risk Level:25	All staff follow Government guidance as of when required Daily Health checks including LFT to be conducted by all parents and staff to ensure that all remain at home if considered unwell (in order to reduce risk of transmission)	Likelihood: 4 Consequence: 5 Risk Level:20	Head Teacher & Business Manager Business Manager & SLT Link	Y
Virus entering premises	Staff, Students, Contractors & Visitors	School to advise that anyone with Covid symptoms or has received a positive test should not to attend School. National vaccine programme in	Likelihood:5 Consequence:5 Risk Level:25	Daily Health checks including LFT to be conducted by all students, staff and contractors to ensure that all remain at home if considered unwell	Likelihood: 4 Consequence: 5 Risk Level:20	SLT	Y

		place. Hands to be washed or hand sanitiser to be used on arrival at school.	Likelihood:5 Consequence:5 Risk Level:25	(in order to reduce risk of transmission) Receptionist / Allocated staff to check visitors and students temperature upon entry. Hand Sanitizers and anti-bacterial wipes available to staff to use.	Likelihood:3 Consequence:3 Risk Level:9	SLT allocated staff / Receptionist / Site	Y
Staff & Student Competence	Anyone in building	Staff to receive refresher briefing and recomplete hand washing e-learning; Students to receive briefing and watch handwashing e-learning.	Likelihood:2 Consequence:2 Risk Level:4	Hand washing charts on display in classrooms	Likelihood:2 Consequence:3 Risk Level:6	AHT (CC)/ Heads of Year	Y
Hand to mucous membrane transfer (eyes, nose, mouth)	Staff, Students & Contractors	Regular hand washing - in particular: On arrival; Before eating; After using the toilets. Cold/warm running water available for hand washing, with liquid detergent and paper towels at easily accessed areas. Appropriate number of covered bins have been provided to dispose of used tissues and reiterate <i>catch it, bin it, kill it</i> message to staff and pupils. Use the e-Bug COVID-19 website for resources.	Likelihood:3 Consequence:3 Risk Level:9	Pupils/ staff to watch handwashing video. PPE training provided to staff Every class equipped with hand washing facilities, paper towels and hand sanitizer.	Likelihood:2 Consequence:3 Risk Level:6	Business Manager/ Site Team/SLT /Class Teacher/ Group Leaders	Y
Surface transfer	Staff, Students & Contractors	Cleaning schedule in place which details all items/areas to be cleaned/sanitized/disinfected and the frequency.	Likelihood:2 Consequence:3	Cleaning check schedule implemented and signed to ensure constant cleaning	Likelihood:2 Consequence:3	Site staff / Cleaner/ Class teacher	Y

		<p>Method statements to be used for each item of equipment. This includes</p> <ul style="list-style-type: none"> • Product to be used; • Method of application; including dwell time; • Cleaning order; • Disposal of product; • PPE. <p>Regular cleaning of high traffic areas e.g. handles, hand rails, toilet areas (Cleaning regime to be detailed in further controls by each school).</p>	Risk Level:6		Risk Level:6		
Suspected case of COVID-19 in School	School Staff/Teachers/ Parents/Visitors to School	<p>Identify a room/space where the pupil can be isolated whilst waiting for collection. Ideally with a window that can be opened to provide ventilation.</p> <p>2m distancing should be in place.</p>	<p>Likelihood:3</p> <p>Consequence:5</p> <p>Risk Level:15</p>	<p>Any school staff/ teachers/ parents/ visitors to school showing signs of illness will be directed to the designated area/room whilst waiting to be collected.</p> <p>Masks are available to all staff including students. Adults would be advised to wear them whilst waiting to be collected.</p> <p>Social distancing rules will apply.</p> <p>Any supervising adult would be advised to wear a mask and gloves.</p> <p>Designated isolation area/room to be sectioned off for a specialized deep</p>	<p>Likelihood:3</p> <p>Consequence:4</p> <p>Risk Level:12</p>	All Staff / Cleaners	Y

Airborne Transfer Risk	Staff/Students/Visitors/Contractors	<p>Individual ventilation risk assessments completed for each workspace.</p> <p>Fire doors will only be held open by automatic release devices.</p> <p>Air conditioning systems set to fresh air input not recirculating.</p> <p>Fire exit doors can only be left open where it does not excessively compromise security.</p> <p>High aerosol generating activities (including singing, dance and sport) should be undertaken outside wherever practicable (e.g. adverse weather conditions forces the activity inside).</p>	<p>Likelihood: 3</p> <p>Consequence: 5</p> <p>Risk Level: 15</p>	<p>clean.</p> <p>Air conditions in buildings will be turned off due to it recirculating air.</p> <p>Windows and doors to be opened at all times at the start of each day.</p>	<p>Likelihood: 3</p> <p>Consequence: 4</p> <p>Risk Level:12</p>	Site Staff / All staff	Y
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Preparedness for any potential future variants/outbreaks

Future Outbreak(s)	Staff/Pupils/Visitors	<p>Outbreak management plan has been revised and has been communicated to staff.</p> <p>Follow the DfE Guidance https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</p> <p>Public Health to be contacted if an outbreak is suspected.</p>	<p>Likelihood:5</p> <p>Consequence:5</p> <p>Risk Level:25</p>	<p>All staff follow Government guidance as of when required</p> <p>Daily Health checks including LFT to be conducted by all parents, staff and visitors to ensure that all remain at home if considered unwell (in order to reduce risk of transmission)</p>	<p>Likelihood: 4</p> <p>Consequence: 5</p> <p>Risk Level:20</p>	Head Teacher & Business Manager	Y
No Supplies of Equipment	Staff Unable to protect staff & Students from Covid	System in place to ensure stock of and stock rotation of PPE/face coverings/hand sanitiser/cleaning products	<p>Likelihood:5</p> <p>Consequence:5</p> <p>Risk Level:25</p>	School taking advantage of the LA PPE Forecast to ensure adequate supplies are available in terms of an emergency	<p>Likelihood: 4</p> <p>Consequence: 5</p> <p>Risk Level:20</p>	Business Manager	Y

Competence of any staff wearing PPE	Staff using PPE & anyone exposed following onward transmission	In addition to general items listed in section above. Staff to recomplete: <ul style="list-style-type: none"> • Infection Prevention & Control e-learning; • Putting on and taking off PPE e-learning; • Competence Quiz. Staff to achieve 80% pass rate in the quiz to undertake work using PPE.	Likelihood:3 Consequence:3 Risk Level:9	PPE only to be instructed to be worn by first aid staff. Training provided. Checklist procedures poster displayed in first aid area Gloves ,masks and sanitizers are available for all staff on request. Training/quiz to be completed by all	Likelihood:2 Consequence:3 Risk Level:6	Business Manager/ Office Manager / Receptionist	Y
Lack of procedures for managing Covid	Staff/Pupils/Visitors	Further Covid-related information/previous risk assessments and guides are maintained on https://www.onesourcehealthandsafety.co.uk/resources	Likelihood:5 Consequence:5 Risk Level:25	All staff, pupils and visitors to follow Government guidance as of when required	Likelihood: 5 Consequence: 5 Risk Level:25	All Staff	Y

Review date:	Date communicated to staff:
Is a safe system of work required	Yes / No
If a new activity/equipment/any changes have been identified then Risk Assessment must be reviewed otherwise it should be reviewed annually.	

Risk Matrix

The matrix below is designed to help you in identifying a risk level for a given task or activity. Using your experience, the available evidence and existing precautions/ control measures in place you will have already determined the consequence of harm, and the likelihood of the harm being realised. The level of risk for the respective task or activity can now be determined using the following matrix.

CONSEQUENCE	Catastrophic	5	5	10	15	20	25	17-25 Unacceptable Stop activity and make immediate improvements
	Major	4	4	8	12	16	20	10-16 Tolerable Look to improve within specified timescale
	Moderate	3	3	6	9	12	15	5-9 Adequate Look to improve at next review
	Minor	2	2	4	6	8	10	1-4 Acceptable No further action, but ensure controls are maintained
	Insignificant	1	1	2	3	4	5	
			1	2	3	4	5	
		Very unlikely	Unlikely	Fairly likely	Likely	Very likely		
		LIKELIHOOD						