

RISK ASSESSMENT	Template Living with Covid Schools and Early Years COVID Risk Assessment Feb 2022		The Harlington and Sundon Academy Trust
Assessment completed by:	Date Completed:	28.2.22	
PRINT NAME: Mrs C White	Next Review Date Due:	If circumstances change	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
Lack of or inadequate management on controlling risk of Coronavirus	Staff, pupils, families of staff and pupils attending school	Lack of management leading to spread of Virus resulting in time off work or away from school (loss of education) death, illness or spread of infection in wider community.	<ul style="list-style-type: none"> Settings follow Schools COVID-19 operational guidance (publishing.service.gov.uk) Settings follow Contingency framework: education and childcare settings (publishing.service.gov.uk) Separate guidance for Early Years Actions for early years and childcare providers during the COVID-19 pandemic - GOV.UK (www.gov.uk) Separate guidance for further education providers and colleges https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision Schools to check Government guidance as it is regularly updated with new practices. Outbreak Management Plan in place. Display free poster on “catch it, bin it kill it poster” in toilets and staff notice boards. Ensure robust cleaning of high contact surfaces (2x a day). Follow Local Public Health Adviser advice 	Y Y Y Y Y Y Y Y	

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Vulnerable staff (including pregnant workers).	Vulnerable staff	Contracting Coronavirus resulting in serious illness or death of member of staff or pupil	<p><u>Clinically extremely vulnerable</u></p> <ul style="list-style-type: none"> Follow Government Guidance for people previously considered clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk). If weakened immune system COVID-19: guidance for people whose immune system means they are at higher risk - GOV.UK (www.gov.uk) Follow HSE guidance Protect vulnerable workers - Working safely during the coronavirus (COVID-19) pandemic (hse.gov.uk) Complete individual risk assessment for staff who are clinically extremely vulnerable and have requested a RA. <p>Pregnant staff or pupils</p> <ul style="list-style-type: none"> Pregnant staff review working arrangements and carry out or update pregnancy risk assessment following the Royal College of Obstetrics and Gynaecology (RCOG) occupational health advice <u>Coronavirus infection and pregnancy (rcog.org.uk)</u> for employers and pregnant women and Government advice. Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk) Follow advice for women from 28 weeks gestation or with underlying health conditions at any gestation who may be at greater risk. Employers and pregnant women should follow this advice and to continue to monitor for future updates to it. Vaccination is recommended in pregnancy and school can check on vaccination status as part of pregnancy risk assessment. 	Y	
				Y	
				Y	
				Y	
				Y	
				Y	
				Y	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
Pupils who are clinically extremely vulnerable	Pupils	Contracting Coronavirus resulting in serious illness or death of pupil	<ul style="list-style-type: none"> All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend. Further information is available in the guidance on supporting pupils at school with medical conditions https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3 All children and young people over 5, including those who have been identified by their medical team as being at higher risk, are eligible for COVID-19 vaccinations 	Y	
Asymptomatic person (staff or pupil) in school	Staff, pupils, families of staff and pupils attending school	Increasing spread of Virus resulting in time off work or away from school (loss of education). Death of member of staff or pupil or extended family of those attending school.	<ul style="list-style-type: none"> The requirement to LFD twice weekly ceases from 21st February 2022 for staff and pupils. Staff and pupils signposted to carry out a LFD test kits via the GOV.UK link: https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests for home delivery or collect a code for local pharmacy collection. Free tests will be available until the 1st April 2022. In the event of an outbreak, a school may also be advised by their local health team or director of public health to undertake testing for staff and students of secondary age and above for a period of time. For most education and childcare settings, these include: <ul style="list-style-type: none"> higher than previously experienced and/or rapidly increasing number of staff or student absences due to COVID-19 infection evidence of severe disease due to COVID-19, for example if a pupil, student, child or staff member is admitted to hospital due to COVID-19 a cluster of cases where there are concerns about the health needs of vulnerable staff or students within the affected group Settings can seek public health and operational advice by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements 	Y	
				Y	
				y	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
Pupil or staff starts to show symptoms when in school and this could be passed onto to other staff/pupils in close proximity.	Staff, pupils, visitors, contractors	Illness resulting in time off work or away from school (loss of education). Death	<ul style="list-style-type: none"> Refer to guidance COVID-19: people with COVID-19 and their contacts - GOV.UK (www.gov.uk). 	Y	
			<ul style="list-style-type: none"> If a Pupil or member of staff displays the following symptoms, they should be sent home and arrange a PCR test (they should remain at home whilst awaiting the test result): <ul style="list-style-type: none"> a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) Loss or change of sense of smell or taste (anosmia) 	Y	
			<ul style="list-style-type: none"> Children and young people who usually attend an education or childcare setting and who live with someone who has COVID-19 should continue to attend the setting as normal. And follow government advice COVID-19: people with COVID-19 and their contacts - GOV.UK (www.gov.uk) 	Y	
			<ul style="list-style-type: none"> Member of staff dealing with ill pupil or staff should wear PPE (mask, gloves and apron) If temperature is taken follow protocol. 	Y	
			<ul style="list-style-type: none"> If possible, find a room or area where they can be isolated behind a shut door, such as a staff office or meeting room. 	Y	
			<ul style="list-style-type: none"> If it is possible to open a window, do so for ventilation. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available, put the tissue in a bag or pocket for disposing in a bin later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow. The room will need to be cleaned once they leave. 	Y	

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Pupil or staff starts to show symptoms when in school and this could be passed onto to other staff/pupils in close proximity. (cont)			<ul style="list-style-type: none"> Dispose of all waste that has been in contact with the suspected case, including used tissues, and masks if used. These should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. This should be put in a suitable and secure place and marked for storage until the individual's test results are known This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. If the individual tests negative, this can be disposed of immediately with the normal waste. If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste. Clean down area where pupil has been (including the bathroom if used) following cleaning in Non healthcare settings guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings <u>Wash hands for 20 seconds thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone unwell.</u> 	Y	
				Y	
				Y	
				Y	
				Y	
				Y	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
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Positive identified case or cases of Coronavirus of a member of staff or pupil from your school setting	Staff, pupils, visitors, contractors	Illness resulting in time off work or away from school (loss of education). Death	<ul style="list-style-type: none"> Refer to guidance COVID-19: people with COVID-19 and their contacts - GOV.UK (www.gov.uk). Staff and pupils are advised to stay at home and avoid contact with other people. They may take an LFD test from 5 days after their symptoms started (or the day their test was taken if they did not have symptoms) followed by another one the next day (24 hours apart). If both these test results are negative, they should return to their educational setting, as long as they feel well enough to do so and do not have a temperature. <p>*If no negative test results are received prior to day 10 then self-isolation finishes at midnight on day 10*</p> <ul style="list-style-type: none"> In the event of an outbreak, a school may also be advised by their local health team or director of public health to undertake testing for staff and students of secondary age and above for a period of time. 	Y	
Staff or pupils comes into school when they feel unwell or have had symptoms or tested positive in the last 5 days	Staff, pupils, visitors, contractors	Spread of virus to the rest of the school population	<ul style="list-style-type: none"> Communication sent to all staff/pupils informing them they should self-isolate at home if they are displaying any symptoms and arrange a test. https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested This information is displayed on school website and in letter to parents. If a parent or carer insists on a pupil attending your school the school can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19 considering public health guidance at the time. 	Y	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
Local outbreak of COVID	Pupils and staff from your school and other schools	Spreading of the virus leading to illness and death	<ul style="list-style-type: none"> • Outbreak management plan in place • Schools to follow DFE Contingency framework: education and childcare settings (publishing.service.gov.uk) • Implementation of stepping up or stepping down measures based on dynamic risk assessment approach. • Public health advice sought for local outbreaks <p>Primary schools</p> <ul style="list-style-type: none"> • Children in primary school do not need to wear a face covering. <p>General</p> <ul style="list-style-type: none"> • Reduce mixing in before and after school clubs • Shared equipment cleaned 2 x a day. • High touch point cleaning 2 x a day. • Assemblies moved to remote. • Parents evening to move to remote delivery • Review events and trips, transition and taster days. <ul style="list-style-type: none"> • Restrict attendance as a last resort 	Y	
				Y	
				Y	
				Y	
				Y	
				Y	
				Y	
				Y	

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Lack of handwashing leading to spread of Coronavirus (cont)			<ul style="list-style-type: none"> • Where possible pupils must use liquid soap and water for washing hands • Provide hand sanitisers (at least 60% alcohol content) for the following <u>areas for example as a minimum</u>:- <ul style="list-style-type: none"> ➤ School entrance where visitors and staff sign in ➤ Classrooms (where the use can be supervised by the class teacher). ➤ ICT room ➤ Meeting rooms ➤ Dining hall (supervised by kitchen or midday staff) 	Y	
Ineffective use of face coverings	Staff, pupils, visitors, contractors	Spread of virus to the rest of the school population or families at home resulting in illness or death.	<ul style="list-style-type: none"> • Supply of face coverings for staff and pupils to use if they wish are available • Face coverings to be put on and removed carefully • Lidded bins provided to dispose of face coverings • Face covering used for transport to be placed into a plastic bag and stored in pupils/staff own bag. • Face coverings are not left hanging around anyone's neck. • School will have a small contingency supply of face coverings if they have been forgotten, soiled or unsafe. 	Y Y Y Y Y Y	
Events and Lettings at school and meetings	Staff, pupils, visitors.	Spread of virus to the rest of the school/visitor population resulting in illness.	<ul style="list-style-type: none"> • Risk assessment in place for each event • Adequate ventilation provided to the area • Encourage those attending to wear face coverings 	Y Y Y	
Pupils ingesting the alcohol gel	Pupils	Sickness	<ul style="list-style-type: none"> • All alcohol-based gels are in an area which are supervised or monitored by staff. • Primary school – pupils to be supervised when using alcohol gels 	Y	

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Location of wall mounted gels at a height that could get into a pupil's eye	Pupils	Irritation and damage to eyes	<ul style="list-style-type: none"> Any wall mounted pumps are at a position that is not in line with pupils head. Site team to check daily supplies in all toilets and refill sanitiser stations. Consider using daily toilet check sheet. 	Y y	
Lack or ineffective cleaning of high contact surfaces	Staff, pupils, families of staff and pupils visitors.	Spread of virus to the rest of the school/visitor population resulting in illness or death.	<ul style="list-style-type: none"> Review carried out of activities and locations where high contact and likelihood of transmission of the virus is high and cleaning schedule in place (2 times a day). Use products suitable against the virus 	Y Y	
Poor respiratory hygiene	Staff Pupils	Inhalation of virus or transfer of virus onto a surface that is picked up.	<ul style="list-style-type: none"> Tissues and bins in every classroom including canteen and staffroom to support "catch it, bin it, kill it" Display around school "catch it bin it kill it" posters around school and remind staff and pupils. School to support pupils (could be those with complex needs or younger children) to get this right. Individual pupil risk assessment completed for pupils that spit or use saliva as a sensory stimulant. 	Y Y Y Y	

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Poor workplace ventilation leading to risk of coronavirus spreading	Staff Pupils	Spread of the virus leading to illness or death	<ul style="list-style-type: none"> Follow HSE guidance on Heating ventilation and air conditioning. Where possible ventilate the workplace using fresh air by keeping doors and windows open. In cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space. Provide flexibility to allow additional suitable indoor clothing Portable Co2 monitors for schools to assist in identifying areas with poor ventilation in place. Rearrange furniture where possible to avoid direct drafts. On hot days additional mechanical ventilation could be used for example desk fans and these should be positioned to face the teacher and away from the pupils. Turn off recirculating air system that circulates between different rooms. Single air conditioning units that draw in fresh air from outside can be used 	Y Y Y Y Y Y Y	NA
School Trips	Staff, pupils.	Spread of virus to the rest of the school population resulting in illness/death.	<ul style="list-style-type: none"> Schools to follow guidance on health and safety and educational visits and complete risk assessments that considers Covid. Oversees trips schools follow Government travel advice (school has no control over this). Travel abroad from England during coronavirus (COVID-19) - GOV.UK (www.gov.uk) 	Y	NA

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Travelling from abroad	Staff, pupils, families of staff and pupils attending school	Increasing spread of Virus resulting in time off work or away from school (loss of education). Death of member of staff or pupil or extended family of those attending school.	<ul style="list-style-type: none"> Parents/Staff/ Pupils to follow Government travel advice (school has no control over this). Travel abroad from England during coronavirus (COVID-19) - GOV.UK (www.gov.uk) 	Y	
Wrap around care	Pupils Staff	Spread of virus to the rest of the school population resulting in illness/death	<ul style="list-style-type: none"> Follow Government guidance. Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus (COVID-19) outbreak - GOV.UK (www.gov.uk) 	Y	
Transport	Pupils	Spread of virus to the rest of the school population resulting in illness/death	<ul style="list-style-type: none"> Use of face covering encouraged on dedicated home to school transport or public transport. Check with Local Public Health Advice for face coverings on school transport Pupils informed that they must not board home to school transport if they have symptoms of Coronavirus. 	Y	NA NA

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				In Place	Adequate
First aid and medication and delivering personal care	Staff, pupils, families of staff and pupils	Insufficient first aider coverage	<ul style="list-style-type: none"> • Provide appropriate PPE for first aiders (mask, disposable gloves and disposable aprons) • Inform first aiders what control measures are in place. https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/ • Sufficient first aiders on site (to be reviewed each day and considered as part of staff rota). • Early years only –at least one person on site with paediatric first aid. • Ensure those pupils in school have up to date medication onsite and their allergen information is also up to date. • No sharing of ice pack covers between pupils (use disposable paper towels). <p>Personal care</p> <ul style="list-style-type: none"> • Staff providing personal care including nappy changing should wear appropriate PPE for first aiders (mask, disposable gloves and disposable aprons) • Changing mat should be cleaned with Milton solution between each nappy change. Disposable gloves changed between each nappy change. 	Y	
Any other hazards					

Risk Assessment Action Plan

Following Covid19 Hierarchy of control

Control measure not yet in place or Additional Control Measures <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	Action by Whom <i>(list the name of the person/people who have been designated to conduct actions)</i>	Action by When <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	Action Completed <i>(record the actual date of completion for each action listed)</i>	Residual Risk Rating
Reviewed by: Signature:	COMMENTS: <i>Record any comments reviewer wishes to make. Including recommendations for future reviews.</i>			
PRINT NAME:				

RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury/illness occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury/illness occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Consultant
MEDIUM (M) Possibility of significant injury or over 7 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury/illness only	No further action required.