

**MANAGEMENT RISK ASSESSMENT**

<b>Department:</b> Health & Safety	<b>Area/Task:</b> Covid-19	<b>Assessor/s:</b> Sarah Collis and Keith Eldridge	<b>Date:</b> 4 October 2021 Reviewed by SLT 23/09/21 and 04/10/21	<b>RA Ref No:</b> Covid Fire RA
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**ASSOCIATED RISK ASSESSMENT (RA) DOCUMENTATION**

<b>Manual Handling RA Ref:</b> Currently not applicable	<b>COSHH RA Ref:</b> Currently not applicable	<b>DSE RA Ref:</b> Currently not applicable	<b>Lone Working RA Ref:</b> Currently not applicable	<b>Young Person RA Ref:</b> Currently not applicable	<b>Fire Risk Assessment Ref:</b> See above
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**Hazard Identification and Initial Risk Level Classification**

Within the department, review the work area or tasks that are undertaken. Consider the **significant** hazards in the work area or within the task or job. Observe all the work area or how the task is undertaken. When conducting this assessment, ensure you consult personnel who work in the area or who are involved in or may be involved in the task. Allocate a risk rating and consider if the risks are adequately controlled.

**Step 2 EVALUATE THE RISK CONTROLS**

Hazard No	Hazard Description	Who could be harmed?	Existing Control Measures	Is the risk adequately controlled?			Further action to reduce the risk
				Risk H/M/L	YES	NO	
<b>Contracting Covid-19</b>							
n/a	<b>Poor Personal Hygiene</b>	Students Staff Visitors	<ul style="list-style-type: none"> <li>Covid-19 posters/signage displayed</li> <li>Frequent and thorough hand cleaning is regular practice</li> <li>Sufficient hand washing facilities are available</li> <li>Where there is no sink, hand sanitiser provided in classrooms</li> <li>Adults and pupils encouraged to use a tissue to cough or sneeze and use bins for tissue waster (catch it, bin it, kill it)</li> <li>Tissues and bins provided</li> </ul>	L	✓		<p>Employees and students to be reminded to wash hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, kill it and to avoid touching face, eyes, nose, or mouth with unclean hands.</p> <p>Reminder to students about need for good hygiene practices to be made via tutors and in Collect.</p>
n/a	<b>Spreading virus from contact with surfaces equipment and workstations</b>	Students Staff Visitors	<ul style="list-style-type: none"> <li>Cleaning using standard cleaning products that are effective and will kill CV19.</li> <li>frequently touched items such as door handles, latches, push pads, light switches, reception area using appropriate cleaning products and methods.</li> </ul>	L	✓		<p>Checks will be carried out by managers to ensure that the necessary procedures are being followed.</p> <p>Cleaning products to contain at least 60% alcohol to destroy virus</p> <p>Follow PHE guidance on the cleaning of non-healthcare settings.</p>

			<ul style="list-style-type: none"> <li>• Surfaces frequently touched by many people in common areas to be cleaned twice a day</li> <li>• Identify where you can reduce people touching surfaces (eg leaving doors open, except fire doors)</li> <li>• Provide more bins and empty them more often</li> <li>• Toilets and communal areas to be cleaned regularly</li> <li>• Thorough cleaning of rooms at the end of the day</li> </ul>			
n/a	<b>Risk of airborne transmission of virus</b>	Students Staff Visitors	<ul style="list-style-type: none"> <li>• Face coverings are no longer recommended for students and staff but may be worn through personal choice</li> <li>• Guidance recommends that masks are worn in enclosed or crowded spaces where you come into contact with people who you would not normally meet</li> <li>• Masks to be worn by students using school transport</li> <li>• Face visors or shields are only to be worn where a mask cannot and only after a specific RA has been carried out. Due to control of virus transmission.</li> </ul>	L/M	✓	<p>If worn, dispose of face covering in a secure bin prior to leaving the complex.</p> <p>Training to be given to staff and students on how to put on/take off mask.</p> <p>Advice from DfE received 4/10/21, to stop large indoor gatherings for one week to prevent spread. Actions taken:</p> <p>i. Meetings for Worship/Collect not held physically</p> <p>ii. Parent events (face to face) in w/c 4/10/21 cancelled/moved online</p> <p>iii. Staff no longer earring in Oakview unless on duty</p> <p>iv. Increased ventilation measures in Oakview.</p>
n/a	<b>Staff/students showing symptoms of covid or receiving a positive test result</b>	Students Staff Visitors	<ul style="list-style-type: none"> <li>• If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they should not come to work or will be sent home and should take a PCR test.</li> </ul>	M	✓	<p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>

			<ul style="list-style-type: none"> <li>• Boarders will be isolated away from other students pending a PCR negative test result.</li> <li>• Day students will be isolated from other students until collected from school by their parent/guardian.</li> <li>• All areas where a person with symptoms has been to be cleaned after they have left</li> </ul>			<p>Review of risk assessments for clinically extremely vulnerable workers undertaken (carried out on 23 September onwards)</p> <p>Health Centre to be advised</p> <p>Follow PHE guidance who may advice reintroducing face coverings and bubbles temporarily</p>
n/a	<b>Risk to vulnerable workers</b>	Students Staff Visitors	<ul style="list-style-type: none"> <li>• Identify who in the workforce could be clinically extremely vulnerable and refer to government guidance and PHE /HSE guidance on protecting such workers.</li> <li>• Carry put a specific risk assessment for those identified. Including pregnant workers.</li> </ul>	<b>M</b>	✓	<p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected</p> <p>Guidance on who is extremely clinically vulnerable and what further support may be available from PHW</p>
n/a	<b>Transmission of virus from external contacts e.g. Visitors/Contractors</b>	Students Staff Visitors	<ul style="list-style-type: none"> <li>• Screening questions to be asked at reception.</li> </ul>	<b>M</b>	✓	
n/a	<b>Risk to Mental Health and Wellbeing to those affected by the virus</b>	Students Staff Visitors	<ul style="list-style-type: none"> <li>• Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Reference - <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a> <a href="http://www.hse.gov.uk/stress">www.hse.gov.uk/stress</a></li> <li>• Regular communication of mental health information and open-door policy for those who need additional support. Initially contact relevant manager.</li> </ul>	<b>L</b>	✓	<p>Employee assistance program accessed via HR</p> <p>Student support can be obtained via Student Services and Attendance Manager.</p>
n/a	<b>Poorly ventilated spaces leading to risk of coronavirus spreading</b>	Students Staff Visitors	<ul style="list-style-type: none"> <li>• Identify poorly ventilated areas by way of inspection and risk assessment</li> <li>• Staff to report any concerns regarding ventilation to Bursar/Health &amp; Safety Officer.</li> </ul>	<b>L/M</b>	✓	

			<ul style="list-style-type: none"> <li>• Open windows wide enough to provide some background ventilation</li> <li>• Open internal doors (fire doors must not be wedged open) to increase airflow.</li> <li>• Opening windows fully when rooms are unoccupied for longer periods of time to purge the air e.g. lunchtimes</li> <li>• Give particular attention to ventilation when visitors are on site e.g. during school plays/assemblies</li> <li>• Use mechanical ventilation systems that <i>draw fresh air into a room only</i>. Adjust existing systems to circulate fresh air only.</li> <li>• Ensure ventilation system is maintained in accordance with manufacturers recommendation.</li> <li>• Balance the need for increased ventilation whilst maintaining a comfortable temperature.</li> <li>• Occupants encouraged to wear additional suitable indoor clothing</li> <li>• Ensure that staff meetings are in rooms where sufficient ventilation is available</li> <li>• Staff to wear masks if they choose to.</li> </ul>				
n/a	<b>Risk of contracting virus</b>	Students Staff Visitors	<ul style="list-style-type: none"> <li>• To minimise transmission, staff who develop covid-like symptoms should stay at home and get a PCR test asap.</li> <li>• Workplace testing for staff twice a week until the end of September when testing will be reviewed. Review outstanding.</li> <li>• Students to have x2 lateral flow tests upon return to school and then test at home until the end of September when reviewed. Review outstanding</li> <li>• Vaccinations – adults offered 2 doses by the government by the end of September.</li> <li>• Barriers in place where necessary.</li> <li>• 30-09-21- 159 Y8-11 students had COVID vaccine</li> </ul>	L	✓		

			<ul style="list-style-type: none"> <li>• 30-09-21 – 183 Y7-11 students had flu jab</li> <li>• 08-10-21-Flu vaccine offered – 116 staff booked</li> </ul>				
n/a	<b>Contingency Plan for Outbreak and risk to continuity</b>	Students Staff Visitors	<ul style="list-style-type: none"> <li>• Refer to Pandemic Outbreak Policy</li> <li>• Further risk assessment to be carried out at point of outbreak</li> </ul>	L	✓		
n/a	<b>Risk of transmission of virus by overseas students coming into the school</b>	Students Staff Visitors	<ul style="list-style-type: none"> <li>• School to follow current DFE guidance.</li> </ul>	L	✓		
n/a	<b>Risk to students Education and Education Recovery</b>	Students Staff Visitors	<ul style="list-style-type: none"> <li>• School to put into place arrangements for students who are self-isolating.</li> <li>• Further support required, if necessary</li> </ul>	L	✓		
n/a	<b>Provision of suitable PPE for those who require it</b>	Students Staff Visitors	<ul style="list-style-type: none"> <li>• See guidance for provision of PPE</li> <li>• Training on use and wearing of PPE given at September INSET training by School Nurse</li> </ul>	L	✓		
n/a	<b>Communication of new procedures to staff and students</b>	Students Staff Visitors	<ul style="list-style-type: none"> <li>• Training sessions during INSET</li> <li>• Training given to students during assemblies/Collect</li> </ul>	L	✓		
n/a	<b>Educational Visits</b>	Students Staff Visitors	<ul style="list-style-type: none"> <li>• Risk assessment to be undertaken, liaise with visit provider and obtain their Risk Assessment detailing their procedures to reduce transmission</li> <li>• Ensure that any public health advice can be adhered to (such as hygiene, and ventilation requirements)</li> <li>• Ensure there is adequate travel insurance in place</li> <li>• Be aware of DFE 'travel list' (green, amber, red countries.</li> <li>• Have a contingency plan should the travel list category change during the visit</li> </ul>	L/M	✓		
n/a	<b>Inspection and monitoring to ensure good hygiene levels are maintained</b>	Students Staff	<ul style="list-style-type: none"> <li>• Regular inspections undertaken by Bursar &amp; H&amp;S Manager to ensure that</li> </ul>	L	✓		

		Visitors	the controls laid out in the risk assessment are adhered to				
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Signature of Assessor/s		Signature of Head of Department/Manager	
Name: Sarah Collis	Date: 4 <sup>th</sup> October 2021	Name: Keith Eldridge	Date: 4 <sup>th</sup> October 2021

**Risk Assessment Distribution – Copy to all staff**