

# Risk Assessment



Title: Covid-19 Transmission by Proximity and Touch - General [JAN-22 UPDATED]

**Project:** COVID-19 JAN 22 UPDATE

**Internal Ref:** 161

**External Ref:**

c/o UTC Plymouth Park  
Avenue  
Devonport  
Plymouth  
Devon  
PL1 4RL

ian.carnwell@reachsouth.org

## General Information

**Assessors Name:** Gary Musson

**Assessment Date:** 20/01/2022

**Next Review Date:**

**Affected Parties:**

» Visitors » Employees » Public

» Contractors » Pupils

## Risk Matrix

5. Extreme	5 (LOW)	10 (MED)	15 (MED)	20 (HIGH)	25 (HIGH)
4. Major	4 (LOW)	8 (MED)	12 (MED)	16 (MED)	20 (HIGH)
3. Minor	3 (LOW)	6 (MED)	9 (MED)	12 (MED)	15 (MED)
2. Limited	2 (LOW)	4 (LOW)	6 (MED)	8 (MED)	10 (MED)
1. Trivial	1 (LOW)	2 (LOW)	3 (LOW)	4 (LOW)	5 (LOW)
	1. Unlikely	2. Rarely	3. Occasional	4. Frequent	5. Inevitable

### RATING

**HIGH RISK**

Intolerable - Do not start work

**MED RISK**

Tolerable - Reduce ALARP. Review annually/change.

**LOW RISK**

Tolerable - Monitor. Review annually/change.

Notes

Please refer to the Reach South Academy Trust guidance document '**Operational Management for Academies From 20th January 2022**'.

We strongly recommend that schools display an NHS QR code poster. Whilst there is no legal obligation to collect visitor contact details, giving visitors the ability to check in at our premises will support the NHS Test and Trace effort. Note that we do not need to ask people to check in using their NHS COVID apps, nor should we turn them away if they fail to do so.

Extra-curricular activities held within school premises must follow the guidance within this risk assessment pack. Any COVID-19 queries regarding these activities can be expressed to G S Musson & Associates Ltd.

This risk assessment supercedes all previous versions.

The risk assessment is now split into two basic sections. The first [Baseline Conditions] is intended for schools where infection rates have not reached or exceeded a threshold described within the planning tool created and published by the South West Health Protection Schools Group, and baseline COVID-19 mitigation measures are appropriate. The second [Enhanced Response Area Conditions] is intended for where these thresholds have been met or exceeded due to rising infection rates. The controls in this section are for consideration and may not be workable in all school situations. The head teacher in the relevant location should apply whatever measures are considered reasonable and implementable to try manage the infection rates. Note that the controls in the Enhanced Response Area Conditions area are in addition to those in the Baseline Conditions area.

Further measures may be introduced following a risk assessment carried out with local authority public health or SWHPT.

Asymptomatic testing and PCR testing should be carried out in accordance with current DfE and RSAT guidance.

- #1. [Baseline Conditions] Transmission of Covid-19 virus from person to person by being in close proximity, or by hand to face contact after touching a contaminated surface.

**Pre Control Scoring** (Likelihood x Severity = Risk)

L	S	R
3	4	12

**Consequence**

Consequence may differ from person to person, severity ranging from being asymptomatic to death. Severity rating score has been lowered from previous assessments due to better treatments and a vastly reduced numbers of mortality.

**Control Measures**

- » All persons to maintain high levels of hand hygiene. Regular and thorough hand cleaning to be carried out. As a minimum, hands should be washed or sanitised by all on arrival to school, on return from breaks, on a change of room and before and after eating.
- » Maintain good respiratory hygiene by promoting the 'catch it, bin, kill it' approach. School to provide tissues and bins to facilitate this.
- » Non-essential visitors to school should be discouraged.
- » Where possible, windows and non-fire doors to be opened to provide a supply of fresh air. Since September 2021 CO2 monitors are to be provided to all state-funded education settings so staff can quickly identify where ventilation needs to be improved.

- » Equipment and resources (including those used in specialist settings such as design & technology and science) should be cleaned regularly, along with all frequently touched surfaces.
- » Regular cleaning still plays a vital role in limiting the transmission of COVID-19. As a minimum, frequently touched surfaces should be wiped down twice a day, and one of these should be at the beginning or the end of the school day.
- » Mechanical ventilation systems should be kept well maintained, should be adjusted to provide increased/sufficient ventilation, and should be adjusted to draw in fresh air rather than recirculate.
- » Pupils will receive reminder briefings as deemed necessary about the importance of hand hygiene.
- » There is an expectation of pupils, staff and other adults to follow public health advice on when to isolate. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).
- » If anyone in school develops COVID-19 symptoms, however mild, they should be sent home and told to follow public health guidance. If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for ventilation if possible. If it is necessary for a member of staff to make close contact with the pupil the disposable gloves, apron and type IIR surgical mask should be worn in addition to a reusable plastic face shield. Any room used by the symptomatic person should be cleaned after they have left.
- » Education visits should be subject to a full and thorough risk assessment, and should be reviewed in accordance with current RSAT guidance.
- » Wrap around care activities within the school premises will follow the same COVID-19 mitigation protocols as normal school activities.
- » Across all settings adults (staff and visitors) are required to wear face coverings in communal areas (such as corridors) unless they have a valid exemption. There is not a requirement to wear face coverings in classrooms.
- » In a secondary setting year 7 pupils and older are required to wear face coverings in communal areas (such as corridors) unless they have a valid exemption. There is not a requirement to wear face coverings in classrooms.
- » Lateral flow testing to be carried out as detailed in the current RSAT Operational Management guidance.

**Final Risk Scoring** (Likelihood x Severity = Risk)

<b>L</b>	<b>S</b>	<b>R</b>
2	4	<b>8</b>

- #2. [Enhanced Response Area Conditions] Transmission of Covid-19 virus from person to person by being in close proximity, or by hand to face contact after touching a contaminated surface.

**Pre Control Scoring** (Likelihood x Severity = Risk)

L	S	R
4	4	16

**Consequence**

Consequence may differ from person to person, severity ranging from being asymptomatic to death. Severity rating score has been lowered from previous assessments due to better treatments and a vastly reduced numbers of mortality.

**Control Measures**

- » Members of staff may be requested to LFD test over an above the current twice per week (in some cases daily tests may be appropriate).
- » Consider the use of 'bubbles' for a temporary period to reduce mixing between groups.
- » Consider postponing school assemblies and similar activities during these periods.
- » Where necessary communicate with parents and guardians during outbreaks of COVID-19.

**Final Risk Scoring** (Likelihood x Severity = Risk)

L	S	R
2	4	8

**Signature:**



# Risk Assessment



## Title: Covid-19 Lateral Flow Testing [JAN-22 UPDATED]

**Project:** COVID-19 JAN 22 UPDATE  
**Internal Ref:** 162  
**External Ref:** Lateral Flow Testing

c/o UTC Plymouth Park Avenue  
Devonport  
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### General Information

**Assessors Name:** Gary Musson  
**Assessment Date:** 20/01/2022  
**Next Review Date:**  
**Affected Parties:**  
» Employees » Pupils

### Risk Matrix

5. Extreme	5 (LOW)	10 (MED)	15 (MED)	20 (HIGH)	25 (HIGH)
4. Major	4 (LOW)	8 (MED)	12 (MED)	16 (MED)	20 (HIGH)
3. Minor	3 (LOW)	6 (MED)	9 (MED)	12 (MED)	15 (MED)
2. Limited	2 (LOW)	4 (LOW)	6 (MED)	8 (MED)	10 (MED)
1. Trivial	1 (LOW)	2 (LOW)	3 (LOW)	4 (LOW)	5 (LOW)
	1. Unlikely	2. Rarely	3. Occasional	4. Frequent	5. Inevitable

#### RATING

<b>HIGH RISK</b>	<b>Intolerable - Do not start work</b>
<b>MED RISK</b>	<b>Tolerable - Reduce ALARP. Review annually/change.</b>
<b>LOW RISK</b>	<b>Tolerable - Monitor. Review annually/change.</b>

### Notes

Lateral flow testing for COVID-19 will be undertaken as described within the Reach South Academy Trust guidance document '**Operational Management for Academies from 20th January 2022**'.

● #1. Incorrect use of testing kit.

**Pre Control Scoring** (Likelihood x Severity = Risk)

L	S	R
3	4	12

**Consequence**

Variance for approved testing protocol, lack of confidence in test results, increased potential for transmission of the virus (by staff attending the work setting being COVID positive and being unaware).

**Control Measures**

- » When setting up a self-administered test scheme ensure the appropriate guidance resources are referenced (at time of this risk assessment there is a NHS 'How to Guide', a NHS 'Instructions for Use' handbook, and a You Tube video guide 'Step by Step Guide to COVID-19 Self Testing').
- » Ensure the test kit you are issued with is complete.
- » Follow the instructions with the test kit, including the necessary hand hygiene requirements.
- » You can only use each item in the test kit once. Do not re-use the items.
- » If you have problems with your hands or vision, you may need someone to assist you with the swabbing and testing process.
- » If you have a nose piercing, swab the other nostril. If pierced on both sides, remove the piercing on one side before swabbing.
- » If you have had a nosebleed within the last 24 hours, swab the other nostril or wait 24 hours.
- » Do not eat or drink for at least 30 minutes before doing the test to reduce the risk of spoiling the test.
- » Swab the nose or throat (or both) in accordance with the guidance for the type of test you have.
- » Ensure test kits are stored and used in accordance with guidance, particularly with regards to temperature.
- » When swabbing a nostril, insert the swab gently and only insert to the point where you feel slight resistance.

**Final Risk Scoring** (Likelihood x Severity = Risk)

L	S	R
1	4	4

**Signature:**



# Risk Assessment



Title: Covid-19 Transmission by Proximity - School Transport - [JAN-22]

c/o UTC Plymouth Park  
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|

**Project:** COVID-19 JAN 22 UPDATE  
**Internal Ref:** 158  
**External Ref:** Minibus Operation

## General Information

**Assessors Name:** Gary Musson  
**Assessment Date:** 11/01/2022  
**Next Review Date:**  
**Affected Parties:**  
» Employees » Pupils

## Risk Matrix

5. Extreme	5 (LOW)	10 (MED)	15 (MED)	20 (HIGH)	25 (HIGH)
4. Major	4 (LOW)	8 (MED)	12 (MED)	16 (MED)	20 (HIGH)
3. Minor	3 (LOW)	6 (MED)	9 (MED)	12 (MED)	15 (MED)
2. Limited	2 (LOW)	4 (LOW)	6 (MED)	8 (MED)	10 (MED)
1. Trivial	1 (LOW)	2 (LOW)	3 (LOW)	4 (LOW)	5 (LOW)

1. Unlikely   2. Rarely   3. Occasional   4. Frequent   5. Inevitable

### RATING

<b>HIGH RISK</b>	<b>Intolerable - Do not start work</b>
<b>MED RISK</b>	<b>Tolerable - Reduce ALARP. Review annually/change.</b>
<b>LOW RISK</b>	<b>Tolerable - Monitor. Review annually/change.</b>

## Notes

This risk assessment covers Trust/Academy owned transport. It does not cover other dedicated school transport or wider public transport.

- #1. Transmission of Covid-19 virus from person to person by being in close proximity.

**Pre Control Scoring** (Likeliness x Severity = Risk)

L	S	R
4	4	16

**Consequence**

Consequence may differ from person to person, severity ranging from being asymptomatic to death. Severity rating score has been lowered from previous assessments due to better treatments and a vastly reduced numbers of mortality.

**Control Measures**

- » Face coverings are to be worn whilst aboard the vehicle (not by children under 11 years of age). Hands to be washed before putting the face covering on, and after taking it off.
- » Maintain good ventilation (eg. keeping the windows and vents open).
- » The vehicle should be cleaned regularly using disposable gloves, and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.
- » Wash hands thoroughly after travel.
- » Occupants should avoid loud talking, shouting or singing.
- » Passengers should touch as few surfaces as possible.
- » Passengers should avoid consuming food and drink whilst travelling.

**Final Risk Scoring** (Likeliness x Severity = Risk)

L	S	R
2	4	8

**Signature:**





# Risk Assessment



## Title: Covid-19 Prevention by Cleaning - [JAN-22]

**Project:** COVID-19 JAN 22 UPDATE

**Internal Ref:** 160

**External Ref:** Cleaning

c/o UTC Plymouth Park Avenue  
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### General Information

**Assessors Name:** Gary Musson

**Assessment Date:** 11/01/2022

**Next Review Date:**

**Affected Parties:**

» Visitors » Employees » Public

» Contractors » Pupils

### Risk Matrix

5. Extreme	5 (LOW)	10 (MED)	15 (MED)	20 (HIGH)	25 (HIGH)
4. Major	4 (LOW)	8 (MED)	12 (MED)	16 (MED)	20 (HIGH)
3. Minor	3 (LOW)	6 (MED)	9 (MED)	12 (MED)	15 (MED)
2. Limited	2 (LOW)	4 (LOW)	6 (MED)	8 (MED)	10 (MED)
1. Trivial	1 (LOW)	2 (LOW)	3 (LOW)	4 (LOW)	5 (LOW)
	1. Unlikely	2. Rarely	3. Occasional	4. Frequent	5. Inevitable

#### RATING

<b>HIGH RISK</b>	<b>Intolerable - Do not start work</b>
<b>MED RISK</b>	<b>Tolerable - Reduce ALARP. Review annually/change.</b>
<b>LOW RISK</b>	<b>Tolerable - Monitor. Review annually/change.</b>

### Notes

Note:

Waste can be disposed of in the usual way EXCEPT where it comes from a space that has been occupied by a symptomatic person. In such cases the waste is to be double bagged, stored securely for 72 hours, and then disposed of as general waste.

Teaching staff can assist in the enhanced cleaning regime, BUT they must not clean spaces that have been occupied by a person showing Covid-19 symptoms. A COSHH assessment must be in place for all cleaning substances that are identified by the manufacturer as hazardous substances. The significant findings of the COSHH assessment must be communicated to the substance user, and safe use guidance must be followed (including the use of PPE where identified).

● #1. Transmission of Covid-19 virus to people from surfaces within the school environment.

**Pre Control Scoring** (Likelihood x Severity = Risk)

L	S	R
3	4	12

**Consequence**

Consequence may differ from person to person, severity ranging from being asymptomatic to death. Severity rating score has been lowered from previous assessments due to better treatments and a vastly reduced numbers of mortality.

**Control Measures**

» Cleaner to wear appropriate PPE when cleaning. In cases where someone suspected of having Covid-19 in the area, then wear disposable gloves and an apron for cleaning. Where an area has been heavily contaminated (such as visible bodily fluids), from a person with Covid-19, then use a FFP2/FFP3/IIR disposable mask and face shield (in addition to the gloves and apron).

» For rooms that have been occupied by a person with Covid-19 symptoms, clean using a disposable cloth or paper roll and disposable mop heads, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles

» Where there has been a symptomatic person, all surfaces that they have touched must be cleaned and disinfected.

» The United Kingdom Health Security Agency guidance 'COVID-19: cleaning in a non-healthcare setting' can be found at <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

**Final Risk Scoring** (Likelihood x Severity = Risk)

L	S	R
2	4	8

● #2. Transmission of Covid-19 virus to people from used PPE, cleaning equipment or waste.

**Pre Control Scoring** (Likelihood x Severity = Risk)

L	S	R
3	4	12

**Consequence**

Consequence may differ from person to person, severity ranging from being asymptomatic to death. Severity rating score has been lowered from previous assessments due to better treatments and a vastly reduced numbers of mortality.

**Control Measures**

- » When removing PPE worn for cleaning an area where someone with suspected Covid-19 has been, this should be disposed of by double bagging the removed PPE, then store it securely for 72 hours, then throw it away in the regular waste receptacle.
- » Waste cleaning materials from cleaning an area where someone with suspected Covid-19 has been, should be disposed of by double bagging, then store it securely for 72 hours, then throw it away in the regular waste receptacle.
- » Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.

**Final Risk Scoring** (Likelihood x Severity = Risk)

L	S	R
2	4	8

**Signature:**





