

COVID 19 Risk Assessment

Risk assessment title	Covid-19 Schools	Risk assessment ref	Schools 002
Service	Education	Safe system of work ref	N/A
Employee group effected	School staff, pupils and visitors	Location (if relevant)	Saint Edmund Arrowsmith Catholic Academy
Assessor's name	Helen Pinnington	Job title	Headteacher
Health and Safety advice from (if needed)	Fiona Buckley	Job Title	Health and Safety Manager



Indicate below the reason for completion of this risk assessment by inserting a date

First risk assessment date	Scheduled risk assessment review	Accident or incident	New work equipment	New work processes	New employee or new role	Change to method of working	Change to the work environment
1 st September 2021	October half term or earlier if national guidance changes or is updated.						

NOTE:

List other relevant documents: (or insert hyperlinks)
[Managing coronavirus \(COVID-19\) in education and childcare settings - GOV.UK \(www.gov.uk\)](#)

[Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](#)

Risk Rating Matrix

1 - 4 Low risk	The risk has been controlled to a level that no further actions are required. However care must be taken to ensure controls are monitored and maintained.
5 - 9 Medium risk	Look to improve the control measures at the next review ie within 12 months.

Severity

Likelihood

	1 Improbable	2 Unlikely	3 Possible	4 Likely	5 Very likely
5 Catastrophic	5	10	15	20	25
4 Severe	4	8	12	16	20
3 Moderate	3	6	9	12	15
2 Minor	2	4	6	8	10

Guidance is available on the Health and Safety pages on Bertha: Manager's Guide to Risk Assessment

10 - 16 Medium (but elevated) risk	Look to improve the control measures within a specified time scale ie within one week/month.		
20 - 25 High risk	Stop activity taking place and make immediate improvements before continuing with the activity.		

Please complete the non shaded areas in the risk assessment below as applicable.

Ref	STEP 1	STEP 2		STEP 3					
	What are the hazards?	Who could be harmed?	How can harm occur?	What measures are/should be in place to eliminate or reduce the risks?	Risk Evaluation			Rating	Actions arising (e.g. further controls to explore, reviews, additional information needed etc.)
					Severity (1 – 5)	Likelihood (1 – 5)	Residual Risk (S x L)	Low, Medium or High	
1	Lack of communication	Staff Pupils Visitors	Staff / pupils not aware or understanding the control measures	On 1 st September 2021 staff will be briefed on the following minimum:- <ul style="list-style-type: none"> • Expectations of symptomatic staff / pupils • Testing arrangements • Cleaning and hygiene arrangements • Outbreak definitions and arrangements • Ventilation guidance • Changes to working practices and systems • Risk assessment content to be emailed out to staff asap. 	4	1	4		
2	Spreading the virus	Staff Pupils	Symptomatic people attending school or developing symptoms during the day	Staff <ul style="list-style-type: none"> • Staff showing symptoms must not attend work. • Staff should arrange for a PCR test. • If the test result comes back as negative and staff are feeling well can return to work. • Staff must contact the staff absence phone to report absence and update on return date. 	4	2	8		Day 1 and day 3 on site LFT Covid Testing. Letter to all parents and staff W/C 6/9/21 reminding families and staff of actions to be taken if displaying covid symptoms. Advise continued twice weekly home testing.

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				<ul style="list-style-type: none"> • A copy of a positive PCR test should be emailed to Mrs. Wilson, School Business Manager. Staff should isolate for 10 days as per national guidance. • The attendance team will report the positive case to Knowsley LA using the MDS form. <p>Pupils</p> <ul style="list-style-type: none"> • Parents / guardians should be reminded that pupils showing symptoms should not attend school. • A PCR test should be arranged. • If the results come back as negative and the pupil is feeling well can return to school. • If the PCR test is positive parents should contact the attendance office and email in a copy of the positive PCR test. Pupils should isolate for 10 days as per national guidance. • The Attendance team will report the positive case to Knowsley LA using the MDS form. <p>Visitors</p> <ul style="list-style-type: none"> • Must not attend school premises if showing symptoms. • The PE medical room is our designated COVID 19 room for someone who has developed symptoms can be distanced from others whilst they are waiting to be collected. • PPE should be worn if you need 					

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				to be within 1m of the symptomatic person for more than 1 minute. This is in the PPE box in the room.					
3	Spreading of the virus	Staff Pupils Visitors	Being in contact with a positive case	<ul style="list-style-type: none"> Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply: <ul style="list-style-type: none"> they are fully vaccinated they are below the age of 18 years and 6 months they have taken part in or are currently part of an approved COVID-19 vaccine trial they are not able to get vaccinated for medical reasons This information will be communicated to parents and staff WC 6/9/21 Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test which can be arranged through NHS website or calling 119. 					
4	Spreading of the virus	Staff Pupils Visitors	Lack of appropriate cleaning regimes in place	<ul style="list-style-type: none"> Access points in use at the school will have hand cleaning facilities and on entering and leaving the building, hands are to be sanitised/washed. Hand sanitising points to be 	4	1	4		

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				<p>strategically placed around the school, especially outside toilets, inside dining halls and staff rooms and offices.</p> <ul style="list-style-type: none"> • Fire doors on main access routes may use Dorgard to ensure doors are kept open. • Cleaning schedules have been reprioritised to include: <ul style="list-style-type: none"> ○ Door handles, door release buttons, and doors. ○ Light switches ○ Toilets and sinks ○ Food preparation areas (drinks station) ○ Hard floor surfaces. ○ Tables ○ Stairwell hand rails • Minimal sharing of equipment between staff and pupils. • Any shared equipment should be wiped down inbetween uses. • Encouragement to use tissues to cover mouth and nose when coughing or sneezing. • Tissues disposed of in disposable bags as soon as possible. • Hands to be washed regularly throughout the day, especially before and after toileting, before food and drink preparation and when entering and leaving the building for exercise. 					
5	Spreading the virus	Staff Pupils Visitors	Lack of good ventilation	<ul style="list-style-type: none"> • Windows in this building do not open. The ventilation system continues to be switched to 'fresh air'. 	4	2	8		Consider ventilation system upgrades or improvements can increase the delivery of clean air and dilute potential

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				<ul style="list-style-type: none"> Internal doors to be left open where possible. 					contaminants
6	Spreading the virus	Staff	Staff mixing	<ul style="list-style-type: none"> Ventilation system continues to be switched to fresh air. Staff encouraged to use their own cutlery and cups, cleaning them after use and storing safely and to avoid sharing food with others. There are numerous break rooms around the building including the staff room and open areas in zones that staff can use to take their breaks, as well as empty classrooms. Staff encouraged to maintain twice weekly LFD testing Any member of staff who wishes to continue to wear a face covering is free to do so. 	4	2	8		
7	Spreading the virus	Staff Visitors	Close proximity through meetings / gatherings	<ul style="list-style-type: none"> face to face meetings (including Parents' Evening) should only be used where Teams / Zoom is not feasible or realistic. If face to face meetings must be held, they should be held in larger space where possible The Chair should maintain a list of attendees for 21 days for both formal and informal meetings. Consider allowing some participants to join on line where needed. Allow meeting spaces to be aired in between meetings Wipes available to wipe down 	4	1	4		

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				<p>areas in between meetings.</p> <ul style="list-style-type: none"> Year group and key stage assemblies can take place. When using on line meetings, consider the volume of calls, using headsets where possible to reduce the need for staff to raise their voice. Anyone wishing to wear a face covering at a meeting or gathering is free to do so. 					
8	Spreading the virus	Staff Pupils	Virus Outbreak	<ul style="list-style-type: none"> The headteacher holds the outbreak plan and will communicate responsibilities to staff. The outbreak plan should include: <ul style="list-style-type: none"> reinforce the testing, hygiene and ventilation measures in place. move to outdoor activities improve ventilation (where possible) one-off enhanced cleaning. limit parental attendance for meetings / events temporary reinstatement of face coverings reinstating on-site LFD testing short-term attendance restrictions (last resort). <p>The plan should be enacted on the advice of Public Health</p>	4	2	8		
9	Spreading the virus	Staff Pupils	Using restricted spaces	<ul style="list-style-type: none"> Staff will be asked to consider the number of people in offices at any given time and respect the need for space to reduce 	4	1	4		

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				potential covid 19 spread. • Staff are encouraged to use stairs when moving between floors and travel alone in lifts.					
10	Spreading the virus	Vulnerable pupils and staff	Exposure to the virus could have a greater impact on vulnerable staff and pupils.	• Individual risk assessment for vulnerable staff and pupils including new and expectant mothers will continue.	4	2	8		

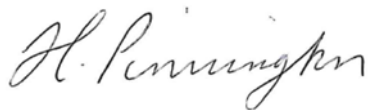
Likelihood scores

Likelihood score	1	2	3	4	5
Description	Improbable	Unlikely	Possible	Likely	Almost certainty
Broad description of frequency	Probably never happen	Possible but not expected to happen	Might happen or recur	Will probably happen	Will happen, possibly frequently
Timed frequency	Occurs less than annually	Occurs annually	Occurs monthly	Occurs weekly	Occurs daily

Consequences/severity scores

Consequence score	1	2	3	4	5
Description	Insignificant	Minor	Moderate	Severe	Catastrophic
Impact and harm caused	Minor injury requiring no medical help	Minor injury or illness requiring <3 days off work	Moderate injury or illness requiring 4-10 days off work. RIDDOR reportable	Specified injury or illness. Requires over 10 days off work or leading to long term incapacitation	Fatality Permanent ill health or disfigurement

AUTHORISATION

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