

|   |                                      |                     |                       |                        |
|---|--------------------------------------|---------------------|-----------------------|------------------------|
| <b>RISK ASSESSMENT FOR:</b>                     | <b>Covid-19</b>                      |                     |                       |                        |
| <b>Establishment:</b><br>Scissett Middle School | <b>Assessment by:</b> AL             |                     | <b>Date:</b> 04/01/22 |                        |
| <b>Activities Involved:</b>                     | School Operation from September 2021 |                     |                       |                        |
| <b>Who Might be affected</b>                    | <b>Employee</b><br>✓                 | <b>Student</b><br>✓ | <b>Volunteer</b><br>✓ | <b>Contractor</b><br>✓ |



| Hazard / Risk  | How can the hazards cause harm? | Normal Control Measures<br><i>(Brief description and/or reference to source of information).</i>   | Risk Evaluation<br>(post measures) |          |      | Additional control needed?  |   |  |
|--|---------------------------------|--|------------------------------------|----------|------|---|---|--|
|  |                                 |  | Probability                        | Severity | Risk | Action  | By Who  | By When  |
| <b>Transmission of Covid-19 amongst School Community</b><br><br><b>Covid-19 Outbreak</b> | Serious Illness<br>Death        | <ul style="list-style-type: none"> <li>- Minimise contact with individuals who are unwell by ensuring that those who have Covid-19 symptoms do not attend school</li> <li>- ATS testing (1 in school test) on return to school in January 2022</li> <li>- Lateral flow testing available for all staff and pupils (pupils – middle school only) in line with government guidance</li> <li>- Good hand hygiene routines – handwashing encouraged</li> <li>- Hand sanitiser readily available throughout school</li> <li>- Adequate ventilation in place – use of open windows and doors balanced against thermal comfort</li> <li>- Use of CO2 detectors (pending delivery from DfE)</li> <li>- Good respiratory hygiene encouraged by promoting ‘Catch it, bin it, kill it’</li> <li>- Pupils and staff will wear masks (unless exempt) on entry and exit of the school and in all internal areas of the building</li> <li>- All visitors to school will be asked to wear a mask on entry and exit and in all areas of school</li> </ul> | 3                                  | 2        | 6    | <ul style="list-style-type: none"> <li>- Reinforce current government / PHE guidance and Covid-19 symptoms to parents</li> <li>- Publish school procedures regarding symptoms / non-attendance in relation to Covid</li> <li>- Display posters promoting good hand hygiene and ‘Catch it, Bin it , Kill it’.</li> <li>- Cleaning rota’s in place</li> <li>- Staff briefed on current government guidance</li> <li>- Staff briefed on ventilation protocols</li> <li>- School to have supply of masks available</li> </ul> | AL/SB<br><br>AL/SB<br><br>All staff<br><br>AC<br><br>JM<br>AL | 2/22<br><br>2/22<br><br>6/9<br><br>8/9<br><br>7/9 and 4/22<br>5/22 |

| Hazard / Risk   | How can the hazards cause harm? | Normal Control Measures<br><i>(Brief description and/or reference to source of information).</i>   | Risk Evaluation<br>(post measures) |          |      | Additional control needed?   |                        |                            |
|---|---------------------------------|--|------------------------------------|----------|------|--|------------------------|----------------------------|
|   |                                 |  | Probability                        | Severity | Risk | Action   | By Who                 | By When                    |
| <b>Transmission of Covid-19 amongst School Community</b><br><br><b>Covid-19 Outbreak (cont)</b>             |                                 | <ul style="list-style-type: none"> <li>- Adequate cleaning schedules in place, particularly in high traffic areas eg toilets</li> <li>- PPE available for use when a pupil becomes ill in school</li> <li>- Systems in place to deal with pupils who become ill during the school day</li> <li>- Outbreak Management Plan in place to deal with escalating numbers of cases or respond to community increases</li> </ul> |                                    |          |      | <ul style="list-style-type: none"> <li>- PPE stock check to be carried out</li> <li>- Covid Isolation protocols to be published to parents and staff</li> <li>- Outbreak Management Plan reviewed and updated</li> </ul> | FT<br><br>AL<br><br>AL | 8/9<br><br>6/9<br><br>30/8 |
| <b>Increased risk of serious illness for staff and pupils who are Clinically Extremely Vulnerable (CEV)</b> | Serious Illness<br>Death        | <ul style="list-style-type: none"> <li>- Shielding is currently paused</li> <li>- Schools aware of staff and pupils previously identified as CEV</li> <li>- CEV staff and pupils managed in line with current government guidance</li> <li>- CEV managed as part of Outbreak Management Plan</li> </ul>  | 2                                  | 3        | 6    | <ul style="list-style-type: none"> <li>- Outbreak Management Plan reviewed and updated</li> <li>- List of all staff and pupils who are classed as CEV as part of Outbreak Management Plan</li> </ul>                     | AL                     | 6/9                        |

| Hazard / Risk   | How can the hazards cause harm?  | Normal Control Measures<br><i>(Brief description and/or reference to source of information).</i>  | Risk Evaluation<br>(post measures) |          |      | Additional control needed?   |        |         |
|---|--|---|------------------------------------|----------|------|--|--------|---------|
|   |  |   | Probability                        | Severity | Risk | Action   | By Who | By When |
| <b>Poor attendance</b>                                    | Detrimental to pupil learning<br>Impact on mental health and wellbeing | <ul style="list-style-type: none"> <li>- Clear and consistent expectations are communicated to families regarding attendance</li> <li>- Requirement of isolation for close contacts has been removed for those under 18years and 6 months and adults who have had 2/3 vaccination doses.</li> <li>- Attendance data is monitored regularly</li> </ul> | 2                                  | 2        | 4    | <ul style="list-style-type: none"> <li>- Reiterate attendance policy to parents</li> <li>- Identify pupils who have historic attendance issues and monitor</li> <li>- Work with other professionals as appropriate to support attendance.</li> </ul> | RP/JH  | 10/9    |
| <b>Increased risk of transmission on school transport</b> | Increase in cases<br>Local outbreaks<br>Serious Illness<br>Death       | <ul style="list-style-type: none"> <li>- Current government guidance communicated to parents regarding wearing masks on public transport</li> <li>- Encourage other forms of transport where possible eg walking, cycling</li> </ul>  | 3                                  | 2        | 6    | <ul style="list-style-type: none"> <li>- Ensure latest guidance is disseminated to parents</li> </ul>  | AL     | 6/9     |

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|-----------------|--|---|------------------------------------|----------|------|---|--------|---------|
|                 |  |   | Probability                        | Severity | Risk | Action  | By Who | By When |
| <b>Outbreak</b> | Increase in positive cases causing illness, serious illness or death.<br><br>Increased absence | <ul style="list-style-type: none"> <li>- Outbreak management plan in place to respond to changing operational requirements during an outbreak</li> <li>- Liaise with Local Authority and Local Public Health Department to manage rising cases</li> </ul> | 2                                  | 2        | 4    | - All preparatory elements of the Outbreak Management plan are in place and documented on Teams | AL     | 30/8    |

| <b>Control Improvements</b>                              |   |                |             |                |
|--|---|----------------|-------------|----------------|
| Action No  | Recommended additional control measures   | Responsibility | Target Date | Date Completed |
| <b>Transmission of Covid-19 amongst School Community</b> | All staff ensure they have a charged walkie talkies at all times so pupils can be removed from classroom and isolated as quickly as possible. | All staff      | 8/9/21      | 8/9/21         |
| <b>Transmission of Covid-19 amongst School Community</b> | All pupils, staff and visitors to wear face masks on and entry and exit of school and in all internal areas of the school                     | All            | 4/1/22      | 4/1/22         |
|  |   |                |             |                |
|  |   |                |             |                |

| <b>Additional Notes</b>  |
|--|
| <p>Masks in communal areas introduced 29/11 following government guidance changes 28/11/21<br/> Masks in all areas introduced 4/1/22 following government guidance changes 2/1/22<br/> One on site test for all Year 7 and 8 pupils with consent on 5/1/22</p> |

## Risk Evaluation

|  |                | Consequence of event occurring (Severity) |                   |                   |                   |                   |
|--|----------------|---|-------------------|-------------------|-------------------|-------------------|
|  |                | Negligible                                | Minor             | Moderate          | Major             | Critical          |
| Likelihood of event occurring<br>(Probability) | Almost Certain | Tolerable<br>5                            | Substantial<br>10 | Intolerable<br>15 | Intolerable<br>20 | Intolerable<br>25 |
|  | Likely         | Tolerable<br>4                            | Substantial<br>8  | Intolerable<br>12 | Intolerable<br>16 | Intolerable<br>20 |
|  | Possible       | Trivial<br>3                              | Tolerable<br>6    | Substantial<br>9  | Intolerable<br>12 | Intolerable<br>15 |
|  | Unlikely       | Trivial<br>2                              | Tolerable<br>4    | Tolerable<br>6    | Substantial<br>8  | Substantial<br>10 |
|  | Rare           | Trivial<br>1                              | Trivial<br>2      | Trivial<br>3      | Tolerable<br>4    | Tolerable<br>5    |

### Likelihood

**Rare** – will probably never happen / recur

**Unlikely** – do not expect it to happen but possible

**Possible** – might happen

**Likely** – will probably happen

**Almost Certain** – will undoubtedly happen

### Severity

Negligible

Minor

Moderate

Major

Critical

### Risk Control Strategies

**Intolerable** – stop activity, take immediate action to reduce the risk

**Substantial** – Take action within an agreed period

**Tolerable** – monitor the situation

**Trivial** – No action required

**Declaration** – if the above control measures are implemented the risks posed by the task / process / environment assessed will be controlled to as low as is reasonably practicable.

Persons involved in assessment

Signature of Lead Assessor

Date:

**Reviews** – this assessment should be reviewed at intervals no greater than 12 months or where there are changes in operational procedure, personnel, the work environment or following an incident

| Review Date | Comments   | Reviewed by | Signature |
|-------------|--|-------------|-----------|
| 29/11       | Masks in communal areas introduced 29/11 following government guidance changes 28/11/21  | AL          |           |
| 4/1         | Masks in all areas introduced 4/1/22 following government guidance changes 2/1/22<br>One on site test for all Year 7 and 8 pupils with consent on 5/1/22 | AL          |           |
|             |  |             |           |
|             |  |             |           |

| Review Date | Comments | Reviewed by | Signature |
|-------------|----------|-------------|-----------|
|             |          |             |           |
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|             |          |             |           |