



RISK ASSESSMENT: COVID -19

Reviewed: Jun 2020 / 25.8.20/ 23.9.20 / 6.11.2/ 4.1.21 / 8.2.21/ 11.2.21/ 8.3.21/8.6.21 NT/SLT

Overarching principles:

The following risk assessment is aimed to reduce the risk of potential infection of the Coronavirus COVID-19 and takes in to account new COVID variants.

The control measures to be implemented are subject to ongoing review and are designed to reduce the 'viral load' or exposure that any individual may have to the virus in the unlikely event that a colleague or student is COVID-19 positive. Each school will operate with ongoing mitigations being in place as follows.

It must be understood that staff need to act to manage risks dynamically whilst in school, as we are unable to consider every eventuality within this document. Our environment cannot be risk free. Staff will continue to act within the 'best interest principle' and in line with their best endeavours and what is reasonable and practicable.

The school recognises that there are many sources of information which refer to the levels of risk that the Coronavirus presents both in our homes and in the community. Shenstone Lodge School is drawing its overarching scientific advice and risk position from DfE, NHS and Central Government data sets.

HAZARD	RISK (example)	RISK GROUP	CONTROL MEASURES (Describe the existing workplace precautions and risk control systems in place)	Likelihood with controls	Severity with Controls	Risk level	Are Existing Controls Adequate?	
							Yes	No*
Transmission of the virus COVID -19	Staff and students unable to socially distance	Students / staff and all associated family members	<p>Staff and students</p> <p>Staff to have access to the Coronavirus vaccine and are LF tested at least twice a week</p> <p>Restrict the number of people on-site to essential staff and</p>	2	3	6	Yes	

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			<p>students only.</p> <p>To pay due regard to the latest Local and Government guidance on the mixing of groups , both inside and out, use of face masks in school and on transport</p> <p>Supply staff will only be used as a last resort and will have to produce evidence of a negative LF test or similar. School will conduct the test if this is not available</p> <p>Visitors should only be permitted if essential during the school day (eg. to attend to a pupil's specific medical needs or contractors undertaking necessary works (a specific plan may be required to mitigate risks associated with any prolonged works)).</p> <p>Contractors working internally will be required to wear face coverings when moving through communal areas and school corridors where school staff or students may be present unless a LF tests are completed regularly</p> <p>Contractors will be expected to follow generic 'hands, face, space guidance when in school</p> <p>Contractors will provide the school with a copy of their own CV-19 risk management procedures and protocols</p> <p>Other visitors (eg related to student referral, interview,</p>					

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			<p>groundsmen etc...) will be encouraged to access the site at the end of the school day when most staff / students have left</p> <p>All visitors follow social distancing / hygiene protocols and will require a LF test if they wish to remove masks</p> <p>To reduce the number of hours Shenstone Lodge School site is open to students and therefore potential exposure to infection 8.50-14.00 Mon/Thurs 8.50-13.00 Fri</p> <p>Classrooms to arrange seats to allow as much space as possible between students without compromising teaching and learning needs</p> <p>Stagger break and lunchtimes to reduce numbers of people in an area as necessary</p> <p>Lunch to be taken in classroom spaces</p> <p>'Assemblies' will be held remotely</p> <p>Students continue to enter, leave and move around the school following specific routes as appropriate to reduce potential over-crowding of corridors etc.</p> <p>Staff meetings and briefings to take place as far as</p>					

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	Staff do not identify potential cases of COVID-19		<p>possible using remote technology or in school spaces that allow people to sit apart and wear masks if they wish to</p> <p>Use the largest classroom and school spaces for activity as far as possible</p> <p>Avoid activities and games that involve prolonged (15 minutes or more) physical or close face to face contact</p> <p>Avoid routinely using high fives/ hugs/ other positive touches</p> <p>If student/ staff member requires first aid, the injured/affected person is to be prioritised. Attending staff should (as far as is reasonable depending on the circumstances) wear appropriate PPE (eg. gloves, face mask).</p> <p>Early Identification of potential symptoms</p> <p>To test staff (on a voluntary basis) for Covid-19 using the DfE provided tests</p> <p>Secondary age students with consent to be tested in school and then at home following current guidance.</p>	2	3	6	yes	

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			<p>Students are 'visually' screened by taxi transport operatives prior to student getting on the taxi and coming into school</p> <p>Posters are in and around school highlighting the symptoms</p> <p>Staff are able to identify the CV-19 symptoms and are aware of what to do if they suspect a person may be carrying the infection</p> <p>Staff and students visually 'screened' for overt symptoms on entry to school (new continuous cough/ high temperature/ loss of sense of smell and taste)</p> <p>If any Covid-19 symptoms are seen follow protocol below.</p>					

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	Student behaviour involves physical contact with staff or peers		<p>Behaviour Management Strategies</p> <p>All behaviour management assumes ‘defensive’ protocol and staff continue to act in the best interest of the children.</p> <p>In line with current practices, staff should continue to avoid using any physical intervention/ contact with a child unless it is necessary for safety reasons</p> <p>Social distancing is not required when attending to emergency situations. This includes the provision of first aid.</p> <p>Safety of the injured/affected person is to be prioritised during incidents</p> <p>The curriculum will be enhanced to offer/ deliver additional mental health support for individual or groups of students who may be negatively affected by the pandemic</p> <p>Students and staff will have access to increased levels of mental health support such as bereavement counselling if required</p> <p>If a child requires staff physical intervention, then future attendance will be considered by SLT. Short, fixed term</p>	2	3	6	yes	

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	Insufficient cleaning provision/ poor hygiene		<p>exclusion will be considered against the nature and intensity of the incident, any emerging trends and overall patterns of behaviour demonstrated by the student.</p> <p>If a student is involved in instigating, sustaining or engaging in violent disorder with peers or any other behaviour which disrupts the good order and running of the school under COVID-19 protocols their placement will be considered as above. This will include any unsafe behaviours displayed on school transport</p> <p>If physical intervention is required staff will, as far as possible, use techniques which position the child's face away from the person(s) holding. These would include Elbow guides, T-Wrap, Full and Half Shield (including escort) and Front Ground Recovery</p> <p>Hygiene Processes</p> <p>A daily check of soap and hand wash by site team to ensure constant availability of products</p> <p>Hand sanitizer, spray cleaners and anti-bacterial wipes to</p>	2	4	8	yes	

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	promotes transmission		<p>be available around the school for all staff and students to use to wipe door handles, tables and resources after/ before use as appropriate</p> <p>Ensure students wash hands</p> <p>Ensure students and staff follow national guidance for handwashing. On arrival in school, between activities, before and after eating for 20 seconds etc.</p> <p>Encourage good hygiene practices amongst students with posters and teacher conversation</p> <p>Additional cleaning of toilets and bathrooms by cleaning staff and others</p> <p>When cleaning, special attention should be paid to handles, table-tops, switches, computers, chairs and any other equipment that is likely to have been regularly touched during the day</p> <p>Use signage around school as hygiene reminders</p> <p>Careful storage and labelling of water bottles and food as required</p>					

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	No plan in place to address a potential infection increases spread of virus		<p>If a child or member of staff display COVID-19 symptoms</p> <p>If a member of staff or a child displays symptoms, they should go home as soon as possible and follow the government's latest self-isolation guidance. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>If a child displays symptoms, they should be immediately isolated from other pupils and be placed in the nominated 'safe room'. Staff should also try to ensure they remain two metres away while providing reassurance and care for the child. Staff will need to don available face masks and gloves before further interaction takes place with the child.</p> <p>The management lead in school should ensure parent / carer is contacted and the child should be returned home as soon as possible and adopt self-isolation protocols until a test has been arranged and the results are known.</p> <p>Any member of staff who has been supervising a child with</p>	2	4	8	yes	

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			<p>suspected symptoms should immediately wash their hands in line with current guidance. The room that a child has used in this circumstance (including bathrooms) should be fully cleaned before anyone else uses them. Staff undertaking this duty should wear PPE (gloves and face masks).</p> <p>School will make contact with PHE for the West Midlands region and Sandwell</p> <p>using the online reporting system available here: https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2I</p> <p>Or by telephone to 0344 225 3560 (opt 0 opt 2)</p> <p>School will make contact with PHE for the West Midlands</p> <p>This email address is monitored every day, including weekends. You no longer need to notify PHE or DfE unless you wish to. If you need assistance with cases then contact: phcovid19_enquiries@sandwell.gov.uk</p> <p>For further advice please contact</p>					

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	Staff and students suffer raised levels of stress and anxiety		<p>Lisa McNally Director of Public Health for Sandwell 0788 619 3505</p> <p>Valerie Unsworth Nurse Consultant, Health Protection / Programme Manager, Sexual Health Public Health Directorate valerie_unsworth@sandwell.gov.uk valerieunsworth@nhs.net 0121 569 5193 07972 572 991</p> <p>DfE coronavirus helpline Telephone: 0800 046 8687 Monday to Friday, 8am to 6pm</p> <p>Well Being Management All staff have access to SLT and should raise initial concerns and anxieties with them as they arise</p> <p>Staff working from home should have regular breaks and are encouraged to pay regard to their work/life balance</p>	2	3	6	yes	

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			<p>School staff have 24/7 access to the Sandwell employee assistance scheme 0800 107 6147</p> <p>Staff can use the following additional resource for support https://www.educationsupport.org.uk/helping-you/coronavirus-supporting-education-staff</p> <p>The school has made a generic contact email address available to parents/ carers and students to request additional work or to contact specific staff members</p> <p>Students will be supported by staff on site as required. Others will receive a welfare call at least once a week to 'touch base'. This will also be a supportive process for families as required.</p> <p>The school has Safeguarding leads available each day of opening in the event an issue needs escalating</p> <p>The school has made additional well being support available to make home calls to families and students and can be arranged through CHu.</p>					

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Utilities, plant, safety processes & equipment has not been inspected / serviced or reviewed within the recommended timescales	Legionella, electrocution, CO ² exposure, burns, cuts, bruises, broken bones etc		<p>School has a scheme of works whereby competent contractors are engaged to carry out statutory testing/inspection of all plant and equipment.</p> <p>Pre-use visual checks are carried out by the user on all equipment.</p> <p>All little used outlets of water have been regularly/will be flushed prior to school reopening.</p> <p>Any plant/equipment that has been “mothballed” during the lockdown, will be/has been inspected/checked by a competent person before coming back into use</p> <p>Fire risk assessment kept under constant review and fire drills are maintained as required and reviewed in the context of Covid-19 protocols</p>	2	3	6	yes	

Likelihood (Probability)	Consequences (Impact)
5. Almost Certain	5. Fatality
4. Probable	4. Major Injury, resulting in disability
3. Possible	3. Injury Requires, Doctor's or Hospital attendance
2. Possible (under unfortunate circumstances)	2. Minor Injury, 1st Aid required
1. Rare	1. Minor Injury, 1st Aid not required

5 x 5 Risk Matrix

L I K E L I H O O D	5	5	10	15	20	25	Risk Rating High Medium Low
	4	4	8	12	16	20	
	3	3	6	9	12	15	
	2	2	4	6	8	10	
	1	1	2	3	4	5	
	1	2	3	4	5		
	CONSEQUENCES						

Risk Rating is calculated by multiplying the likelihood against the consequences, e.g. taking a likelihood of 4, which is classified as Probable, and multiplying this against a consequence of 2, which is classified as a Minor Injury 1st aid required, would give you an overall risk rating of 8, which would be risk rated as a low risk.

High risk equals 16 to 25.

High Risks activities should cease immediately until further control measures to mitigate the risk are introduced.

Medium risk equals 9 to 15.

Medium Risks should only be tolerated for the short-term and then only whilst further control measures to mitigate the risk are being planned and introduced so far as reasonable practicable

Low risk equals 1 to 8.

Low Risks are largely acceptable, subject to reviews periodically, or after significant change etc...