SCHOOLS COVID RISK ASSESSMENT

Manor High School

Activities Covered by this Assessment	Covid19 Schools operational risk assessment V10		
Site Address / Location	All OAK MAT Schools	Department / Service / Team	

This risk assessment is for guidance only and must be adapted to include any further hazards and subsequent control measures. It is intended for activities within and connected to the school premises. Once completed, please ensure initial risk ratings are added.

It is a legal requirement that schools review and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the removal of restrictions and control measures in line with the roadmap out of the pandemic. Settings should also review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19). Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level.

Schools may wish to retain previous versions of risk assessments as the DfE have indicated that schools may be asked to reinstate controls in the event of a local outbreak. These reinstatements are envisaged to be of short duration but may mean that there are frequent changes required. All reinstatements should be on the advice of public health (PH) and schools should tailor any risk assessment reviews to PH advice.

This risk assessment template is designed to address the Covid19 controls during the normal day to day operation of a school.

Operational guidance. Please refer to:

https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance

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From 16th August:

• Close contacts of a confirmed case under 18 (18yrs + 4 months) will no longer be required to self-isolate. However, they will be required to engage with test and trace and take a PCR test.

Schools should continue to:

- Exercise good hand hygiene.
- Exercise good respiratory hygiene, catch it, bin it, kill it principles.
- Use 'enhanced cleaning' regimes, particularly on frequently touched surfaces (minimum twice a day is suggested).
- Maintain good ventilation in occupied parts of the school, balancing ventilation with thermal comfort.
- Use PPE where appropriate to their setting or activity (link).
- Have systems in place to encourage all who have symptoms of covid to self-isolate (including household siblings), engage with test and trace and follow PH advice.
- Engage with testing 3 days prior to the start of the autumn term. (to be reviewed Sept 2021)

Outbreak Management:

Schools will be required to have an Outbreak Management Plan for Covid 19 – a template will be available from PHE

https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#exempt

Schools will no longer have to perform their own track and trace. This will be carried out by NHS.

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PPE:

Additional PPE for coronavirus (COVID-19) is only required in a very limited number of scenarios, for example, when:

- a pupil becomes ill with coronavirus (COVID-19) symptoms, and only then if a 1+ metre distance cannot be maintained
- performing aerosol generating procedures (AGPs)

https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/the-use-of-personal-protective-equipment-ppein-education-childcare-and-childrens-social-care-settings-including-for-aerosol-generating-procedure

Face Coverings:

Face coverings will be recommended for pupils in classrooms or communal areas at Manor High School. Face coverings will also be recommended for staff in classrooms.

The reintroduction of face coverings for pupils, students or staff may become mandatory for a temporary period in response to localised outbreaks, including variants of concern. In all cases, any educational drawbacks should be balanced with the benefits of managing transmission. The Local Action Committee structure (bronze/silver/gold) should be used in such circumstances to re-introduce the use of face coverings. Immediate outbreak response (at the level of individual settings or a cluster of settings) remains for **local directors of public health** to advise on.

Domestic residential educational visits:

Any domestic and international residential educational visits must be conducted in line with relevant COVID-19 guidance and regulations in place at that time and for the country you are visiting. For international trips the foreign and commonwealth office (FCO) should be consulted before any trip is considered.

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For international visits, schools will need to be mindful of the restrictions still in place regarding the red, amber and green list and consider that for amber countries there may be requirements for all participants to quarantine or self-isolate upon return.

Schools should also check their insurance status for short notice cancellation.

For guidance refer to gov.uk or https://oeapng.info/

Hazard (Something with a	Who might be Existing Controls		Initial Risk Rating (S x L)		g	Further Controls Required	Final Risk Rating (S x L)		g	Action Required		
potential to cause harm)	Harmed & How?	(Consider Hierarchy of Control)	Severity	Likelihood	Risk Rating	(Consider Hierarchy of Control)	Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (//)	Done ?
Coming into contact with individuals who are unwell	Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID19	 Staff, pupils, visitors and contractors do not come into the school if they have COVID19 symptoms or have tested positive in the last 10 days. Anyone developing COVID19 symptoms is sent home. Persons who have symptoms will isolate for at least 10 days and will not be in school. 				 Follow advice from PH concerning return to school. 						
A pupil shows	Staff, pupils, visitors and	• A pupil awaiting to be collected, is moved, if possible, to a room				You should call the						

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symptoms of COVID19 whilst in school	contractors. Reduced infection control which may result in spread of COVID19	 where they can be isolated behind a closed door (<i>depending on the</i> <i>age and needs of the pupil</i>) with appropriate adult supervision if required. Windows are opened for ventilation. PPE is worn by staff caring for the pupil while they await collection if a distance of 1+ metres cannot be maintained. The area around the pupil with symptoms is cleaned and disinfected after they have left. (See cleaning hazard) Everyone washes their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact 		dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. You can reach them by calling the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.	
Use of public transport/school buses	Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19	 with someone who is unwell. Pupils and staff are encouraged to cycle or walk to work. Communicate information to parents and staff where appropriate. pupils clean their hands before boarding transport and again on disembarking. Additional cleaning of vehicles is put in place, touch points in school owned buses / minibuses 			

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		•	are cleaned after each journey. Fresh air (from outside the vehicle) through ventilation, is maximised through opening windows and ceiling vents. Pupils have been informed not board home to school transport if they, or a member of their household, has had a positive test result or has symptoms of coronavirus (COVID19).					
Visitors to site	Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19	•	Visitors to site should be kept to a minimum, appointments preferred so that: Visitors are asked if they have any symptoms of COVID19 or have had contact with anyone who has symptoms of COVID19, before they arrive on site.					
Carrying out 1 st aid	First Aider Person being treated by the first aider. (Carrying out 1 st aid may require the 1+mtr social distancing rule to be broken)	•	A first aider should not be administering first aid treatment to a person who has the symptoms of COVID-19 unless life threatening condition and using St John's ambulance guidance (link at end of document). Isolation care can be given. The first aider will wash their hands for at least 20 seconds with					

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This activity requires the 1+mtr social distancing rule to be broken. This could lead to either person involved in becoming infected with COVID-19 through close contact with an asymptomatic carrier, transmitting the virus through bodily fluids or respiratory droplets entering the persons eyes, nose or mouth. The First aider may have an allergic reaction	soap and water before donning gloves. Nitrile Gloves conforming BSEN455 will be worn to deliver first aid. Latex gloves will be avoided to remove the risk of allergic reaction. The first aider will cover any cuts on their hands with waterproof plasters. The first aider will avoid putting their fingers in their mouth and touching their face. The first aider will avoid touching any part of a dressing that will come in contact with a wound. The first aider will avoid touching showing signs of COVID19) conforming BSEN 166.1b.3 to prevent bodily fluids being splashed into the eyes. A fluid-resistant surgical face mask will be worn by the first aider, if the person is presenting with COVID19 symptoms. The surgical masks used conform to BS EN 14683:2019 Type IIR.
	14683:2019 Type IIR. Image: Constraint of the sector o

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including goggles and visor	r used
will be cleaned down using	ga a a a a a a a a a a a a a a a a a a
detergent solution. This is	
followed by disinfection us	
solution that contains 1000	
per million (1000 ppm av.c	
goggles and visor are rinsed	d with
clean water after being	
disinfected to remove any	
chemical residue.	
After using the face masks,	
and gloves they will be corr	
doffed and placed straight	
bag and the bags tied.	
NHS hand washing posters	
been installed above sinks	
information on good hand	
washing techniques.	
Face masks and gloves will	only be
used for 1 treatment of firs	st aid
they will not be used to tre	eat a la l
second person requiring fir	rst aid.
First aiders have been given	n la
information on how to corr	
don and doff their PPE.	
No food will be stored or each or	eaten in a second se
the first aid room.	
After first aid treatment is a	given given

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		 and cleaning has been completed the first aider will wash their hands with soap and water for at least 20 seconds before commencing any further work. There is a dedicated room for first aid that will be used solely for first aid treatment to help prevent bodily fluids contaminating other parts of the building. The first aid room is well ventilated at all times. 			
Intimate care	Staff, pupil	 The staff member providing the intimate care will wash hands thoroughly before and after providing intimate care, using soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available. NHS hand washing posters have been installed above sinks to give information on good hand washing techniques. Children, young people and students whose care routinely 			

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		due to their intimate care needs will continue to receive their care in the same way, using the same PPE as they have always done for this task. This PPE includes: (Please delete/add as appropriate) Gloves Goggles Apron Mask Visor					
		• If contact with the unwell child or young person is necessary, then nitrile/latex disposable gloves, a disposable apron and a fluid- resistant surgical face mask should be worn by the supervising adult. If a there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.					
		 The room is well ventilated at all times. 					
Insufficient Cleaning	Reduced infection control which may result in	• A detailed cleaning schedule will be implemented throughout the site, ensuring that contact points,		 Consider increasing hours of cleaning 			

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spread of	e.g. worksurfaces, door handles,	staff/increasing the		
COVID19	taps etc. are all thoroughly	number of cleaning		
0001015	cleaned and disinfected regularly.	staff assist in		
	 A record of each cleaning / 			
	disinfecting activity is recorded to	enhancing the		
	include what has been cleaned, by	cleaning regime.		
	who, when and how.			
	 Hard surfaces are cleaned with 			
	soap and water/standard			
	detergent prior to disinfecting.			
	 Hard surfaces to be cleaned with 			
	soap and water prior to			
	disinfecting.			
	 Disinfecting should be performed 			
	using either a combined detergent			
	disinfectant solution at a dilution			
	of 1000 parts per million (ppm) available chlorine (av.cl.) or a			
	household detergent followed by			
	a disinfectant solution at a dilution			
	of 1000 parts per million (ppm) available chlorine (av.cl.) the			
	googles and visor will be rinsed			
	with clean water after being			
	disinfected.			
	Extra attention is to be given to frequently touched areas and			
	frequently touched areas and			
	surfaces, e.g. doors, toilets, door			
	handles, phones, light switches			
	and door fobs, etc. at least twice a			
	day with one of those times being			

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either at the start or end of the			
day.			
Hand towels and hand wash are to			
be checked and replaced as			
needed by the Premises Officer			
and cleaning staff.			
• Enhance the cleaning regimes for			
toilet facilities, particularly door			
handles, locks and the toilet flush,			
etc.			
• Only cleaning products supplied			
by the school are to be used. Staff			
are told not to bring cleaning			
products from home.			
• Please refer to the school's COSHH			
risk assessments for further			
control measures in relation to			
cleaning chemicals used.			
PPE required for cleaning will be			
noted in the outcome of the			
COSHH risk assessments			
conducted for cleaning chemicals			
used.			
• Bin liners are used in all bins and			
bins are emptied into the external			
waste bin/skip regularly.			
Random monitoring spot checks			
are made by the Site Manager to			
confirm cleaning activities are			
being completed. This will be			
formally documented on the			

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		cleaning record.					
Poor Ventilation / Lack of Ventilation	Staff, pupils, visitors, contractors.	 Mechanical ventilation in the following rooms will remain switched off as it moves air between rooms: 		Consider using CO2 monitors to check air quality in poorly ventilated rooms. When the			
Thermal Discomfort in colder months	Reduced infection control which may result in spread of	Examples: Classrooms A1, A4, A6, Staffroom, Reprographics room.		monitor indicates open windows and doors till monitor returns to normal.			
	COVID19. COVID-19	 Mechanical systems have been adjusted to provide full fresh air in rooms: 					
	transmitting through mechanical ventilation ducts	Examples: Classrooms A1, A4, A6, Staffroom, Reprographics room.					
	that link between rooms.	 Mechanical ventilation systems have been adjusted to increase the ventilation rate in rooms or they have been put on extended or longer run hours: 					
		Examples: Classrooms A1, A4, A6, Staffroom, Reprographics room.					
		 Recirculation units for heating and cooling that do not draw in a supply of fresh air can remain in 					

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supp	ration as long as there is a Ny of outdoor air. This could n leaving windows and doors n.			
oper weat just	aral ventilation is provided by hing windows. In cooler ther windows will be opened enough to provide constant ground ventilation.			
fully	dows will be opened more during breaks to purge the air e space.			
the under the un	nts have been informed that uniform policy has been sed to allow for pupils to wear n clothing such as a jumper or et in colder months.			
oper wou	iral ventilation is provided by hing external doors where this Id not create a safeguarding 'or fire risk.			
whe draft	iture has been re-arranged re possible to avoid direct ts. This may prove to be cult where class sizes are			

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		 large. Heating will be used and adjusted as necessary in occupied spaces to help to ensure thermal comfort levels are maintained. 					
Poor Hand Hygiene	Reduced infection control which may result in spread of COVID19	 Pupils and staff to wash their hands with soap and water for at least 20 seconds on arrival at school, before eating and after breaks. Hand sanitiser available throughout the school. 					
Poor Respiratory	Reduced infection	Tissues provided in every					
Hygiene	control which may result in spread of COVID19	 classroom. Lidded bins provided in all classrooms and in communal areas. Relay the "catch it, kill it, bin it" approach to all staff and pupils. 					

To add more rows to the risk assessment, place the cursor within the last row right click and select insert row below.

Source:

Air conditioning and ventilation during the coronavirus outbreak

https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm

Contacts: PHE health protection teams

https://www.gov.uk/guidance/contacts-phe-health-protection-teams

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Source NHS:

https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/

COVID-19: cleaning in non-healthcare settings:

https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings

St. John Ambulance Covid-19: advice for first aiders:

https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/

Risk Assessor (s) Name(s):		Risk Assessor(s) Signature (S):		
Authorised By:		Authoriser Signature:		Initial
Date Conducted:	30/08/2021	Date of Next Review:	01/10/2021	
		Date of Review:		
		Date of Review:		
		Date of Review:		
		Date of Review:		

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verity n	High Death, long term serious ill health.	Medium	High	High	
Potential Severity of Harm	Medium Illness requiring further medical assistance.	Low	Medium	High	
	Low Mild illness requiring self-isolation only		Low	Medium	
		Low The event is unlikely to happen.	Medium It is fairly likely to happen.	High It is likely to happen.	
		Likelihood of Harm Occurring			

Risk Rating Definitions				
Low	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.			
Medium	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.			
High	This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a High , then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious considerations should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur.			