

THE 3-18 EDUCATION TRUST – RISK ASSESSMENT

RISK ASSESSMENT FOR:	Working in the Schools during Covid19 Pandemic	REF NO.	Jan 20 th 2022
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ASSESSMENT BY:	Cindy Hellyn-Jones	DATE:	20/01/2022	SIGNED:	
APPROVED BY:	Sue Lovecy	DATE:	20/01/2020	SIGNED:	
NEXT REVIEW DATE:				As and when needed	

HAZARD & RISK ANALYSIS																		
A hazard is something with the potential to cause harm. Risk (R) is the likelihood of someone being hurt multiplied by the severity of the occurrence.																		
5 X 5 RISK ASSESSMENT MATRIX (LEVEL OF RISK = LIKELIHOOD X SEVERITY)					PRIORITY OF ACTION													
5	5 LOW	10 MED	15 MED	20 HIGH	25 HIGH	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">HIGH</td> <td style="text-align: center;">17-25</td> <td>Unacceptable. Stop work or activity until immediate improvements can be made.</td> </tr> <tr> <td style="text-align: center;">MED</td> <td style="text-align: center;">10-16</td> <td>Tolerable but need to improve within a reasonable timescale e.g. 1 – 3 months.</td> </tr> <tr> <td style="text-align: center;">LOW</td> <td style="text-align: center;">5-9</td> <td>Adequate but look to improve by next review.</td> </tr> <tr> <td style="text-align: center;">VERY LOW</td> <td style="text-align: center;">1-4</td> <td>Residual risk acceptable and no further action is required at this stage.</td> </tr> </table>	HIGH	17-25	Unacceptable. Stop work or activity until immediate improvements can be made.	MED	10-16	Tolerable but need to improve within a reasonable timescale e.g. 1 – 3 months.	LOW	5-9	Adequate but look to improve by next review.	VERY LOW	1-4	Residual risk acceptable and no further action is required at this stage.
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4	4 VERY LOW	8 LOW	12 MED	16 MED	20 HIGH													
3	3 VERY LOW	6 LOW	9 LOW	12 MED	15 MED													
2	2 VERY LOW	4 VERY LOW	6 LOW	8 LOW	10 MED													
1	1 VERY LOW	2 VERY LOW	3 VERY LOW	3 VERY LOW	5 LOW													
	1	2	3	4	5													

Score	Likelihood	Description
5	Very Likely	The event is expected to occur in most circumstances
4	Likely	The event will probably occur in most circumstances
3	Fairly Likely	The event could occur at some time
2	Unlikely	The event is not likely to occur in normal circumstances
1	Very Unlikely	The event may only occur in exceptional circumstances

Score	Severity	Description
5	Catastrophic / Severe / Fatality	Death or permanent disability to one or more persons
4	Major Injury / ill health	Hospital admission required
3	Moderate (Over 3 day injury / illness)	Medical treatment required
2	Minor injury	First Aid required
1	Insignificant / No Injury	Injuries not requiring first aid treatment

No	Main Hazards Identified	Who is at risk?	Likelihood (a)	Severity (b)	Risk Rating (a) x (b)	Control Measures to Reduce the Risk	Actions Required	By Who / When
1	Catching or spreading Coronavirus – General considerations	Staff, pupils Parents, guardians	3	3	6	<ul style="list-style-type: none"> • Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges. • cleaning hands more often than usual will continue as will using alcohol hand rub or sanitiser 	<ul style="list-style-type: none"> • All secondary students will be tested on site during the 1st week back in September. • If you test positive you can now end self-isolation after 5 full days if you have 2 negative LFD tests taken on consecutive days. The first LFD test should not be taken before the fifth day after your symptoms started (or the day your test was taken if you did not have symptoms). The self-isolation period remains 10 full days for those without negative results from 2 LFD tests taken a day apart., or aged under 18 years and 6 months, and identified as a contact of someone with Covid-19, whether Omicron or not, should take a lateral flow test every day for seven days to help slow the spread. Those who have been in close contact with someone who is positive are negative, but unvaccinated, will need to take a PCR test and isolate for 10 days (even if PCR result is negative). • Students & staff encouraged to do self-test twice a week and register all results on the government website. • Record, monitor and communicate any staff/pupil illness and ensure isolation periods observed, if needed, before return. • All staff to report suspected or confirmed cases to SLT • 1st aiders in school to be equipped with PPE including face shields • Soap and hand sanitiser to be available in all toilets, outside each classroom plus school and canteen 	SLT, all staff

						<ul style="list-style-type: none"> • Face coverings 	<ul style="list-style-type: none"> • entrances constant checks to be made on stock. • The government have stated that face coverings no longer need to be worn in secondary classrooms from 20/01/2022 and in communal areas from 27/01/2022. However, it is the school's intention to remain in masks until the levels of Covid-19 are stable and small in school. Stakeholders will be asked for their opinions. • Windows and doors will be open for better ventilation around school. 	
2	Maintaining Social Distancing at School	Staff, pupils	1	1	2	<ul style="list-style-type: none"> • where practicable maintain distancing around school. 	<ul style="list-style-type: none"> • One-way system will remain around school. • When moving around the classroom, staff should be mindful of not staying close to one student for a long period of time • Seating plans should remain strictly in place and will be recorded on Satchel as part of our new use of this site. • There will be red zones around school where students are not allowed to go at break or lunchtime and these will be clearly designated. Students will be encouraged to remain outside at breaks and lunchtimes. • Entering and leaving via the sports centre gate will remain for secondary pupils and sanitiser will be available on entry. • The staff room will still be restricted to 12 people in the main area and a max of 5 in the quiet area. 	SLT, all staff
3	Extra-Curricular activities	Staff, pupils	2	2	4	<ul style="list-style-type: none"> • All extra-curricular activity will return • Use outside space - Outdoor activities are to be encouraged 	<ul style="list-style-type: none"> • Need to track and trace students if there is a Covid case. • Students will change for PE apart from year 11 students on a Wednesday that have dance / drama and PE. Primary pupils will 	SLT, all staff

							bring PE kits to school to change into.	
4	Catering facilities	Staff, pupils, catering staff	2	2	4	<ul style="list-style-type: none"> Year groups will have set lunch breaks that will be rotated 	<ul style="list-style-type: none"> Year groups will have lunch / break sittings so that they are separated whilst in the inside spaces. Numbers will be limited in the hub area at break and lunchtime. Table seating plans will remain. There will be red zones around school where students are not allowed to go at break or lunchtime and these will be clearly designated. Students will be encouraged to remain outside at breaks and lunchtimes. All students will be encouraged to have a school meal. LSA's will continue to bring down the students and each will sanitise their hands before entering the diner. We will continue a one-way system into the diner. 	SLT, all staff, catering staff
5	First Aid	Staff, pupils	2	2	4	<ul style="list-style-type: none"> 1st aiders in school to be equipped with PPE including face shields 	<ul style="list-style-type: none"> Additional measures may be required \ implemented if staff shortages. 	SLT, all staff
6	Accidents\ Incidents	Staff, pupils	2	2	4	<ul style="list-style-type: none"> Normal reporting to various parties e.g. Reporting to Governors / Trustees / Local Authority. Reporting of COVID-19 cases to Health & Safety Team. (RIDDOR 2013 requirements for HSE reporting) Consider looking at high risk activities to minimise the potential for accidents and the need for staff to assist children\students. 	<ul style="list-style-type: none"> Accidents will be reported as usual. 	SLT, all staff
7	Use of Personal protective equipment (PPE) in School settings against COVID -19	Staff including cleaning and catering staff, pupils, Visitors. contractors	2	2	4	<ul style="list-style-type: none"> The majority of staff in education settings will not require PPE beyond what they would normally need for their work, PPE is only needed in a very small number of cases including: <ul style="list-style-type: none"> children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs 	<ul style="list-style-type: none"> The government have stated that face coverings no longer need to be worn in secondary classrooms from 20/01/2022 and in communal areas from 27/01/2022. However, it is the school's intention to remain in masks until the levels of Covid-19 are stable and small in school. 	SLT, all staff

						<p>should continue to receive their care in the same way</p> <ul style="list-style-type: none"> - if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if distance cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. 	<p>Stakeholders will be asked for their opinions.</p> <ul style="list-style-type: none"> • 1st aiders in school to be equipped with PPE including face shields 	
8	<p>Emotional distress of the staff - including anxiety</p> <p>Emotional distress of the pupils</p>	Staff, students	2	2	4	<ul style="list-style-type: none"> • At least one SLT member of staff on site every day for staff to share concerns with • Staff to be including with the decision making, risk assessments. • Review staff work and rest rooms to ensure social distancing can be adhered to • Have details of counselling available • Pupils to be supported by staff • Look at ways of being able to support a child if in need of comfort. • SEN pupils - review assessments to be able to further assist pupils who will not understand the changes. 	<ul style="list-style-type: none"> • Regular communication of mental health information and open door policy for those who need additional support • Weekly information emailed out for school as well as the Trust in general • SLT will promote mental health & wellbeing awareness to staff and will offer whatever support they can to help 	SLT, all staff
9	Transport arrangements	Staff, students	2	2	4	<ul style="list-style-type: none"> • encouraging parents and children and young people to walk or cycle to their education setting where possible • making sure schools, parents and young people follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel 	<ul style="list-style-type: none"> • Local transport providers have been informed of later times. • All students to wear face masks on public transport as per company policies. 	SLT, all staff

						<ul style="list-style-type: none"> ensuring that transport arrangements cater for any changes to start and finish times making sure transport providers, as far as possible, follow hygiene rules. 		
10	Managing Customers, Contractors and visitors	Staff including cleaning and catering staff, pupils, Visitors. Contractors	2	2	4	<ul style="list-style-type: none"> Limiting the number of visitors or contractors at any one time. Limiting visitor times to a specific time window and restricting access to required visitors only. Determining if schedules for essential services and contractor visits can be revised to reduce overlap between people. Maintaining a record of all visitors, if this is practical. 	<ul style="list-style-type: none"> The school are now using the InVentry visitor management system. The government have stated that face coverings no longer need to be worn in secondary classrooms from 20/01/2022 and in communal areas from 27/01/2022. However, it is the school's intention to remain in masks until the levels of Covid-19 are stable and small in school. Stakeholders will be asked for their opinions. Deliveries still to be made, packages to be left in the foyer Visits by parents are by appointment only. Entry is via the reception area only 	
11	Workplace and furniture contamination	Staff including cleaning	1	1	2	<ul style="list-style-type: none"> Sanitising equipment and services 	<ul style="list-style-type: none"> The school feel it wise to continue sanitising when picking up used equipment and student books. 	SLT, all staff

Distribution List

Group	Distributed By	Date
Sue Lovecy	Cindy Hellyn-Jones	20/01/2020
Mike Newland	Cindy Hellyn-Jones	20/01/2020
All School Staff	Cindy Hellyn-Jones	20/01/2020
Chair of Governors	Cindy Hellyn-Jones	20/01/2020
Laura Taylor	Cindy Hellyn-Jones	20/01/2020