

THE 3-18 EDUCATION TRUST – RISK ASSESSMENT

RISK ASSESSMENT FOR:	COVID RA September 2021 - This RA is written following the guidelines issued to schools in July 2021. The document will be reviewed in line with government guidance throughout the academic year in response to local or national outbreaks	REF NO.	CO25
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ASSESSMENT BY:	Carol Combes	DATE:	15/07/2021	SIGNED:	Carol Combes
APPROVED BY:	Alison Pope	DATE:	25/08/2021	SIGNED:	A Pope
APPROVED BY:	Ian Peterson Chair of Governors	DATE:	25/08/2021	SIGNED:	<i>[Signature]</i>
LAST REVIEW DATE:					02/01/2022
NEXT REVIEW:					26/01/2022 – unless case numbers rise or Government guidance changes

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	HIGH	17-25	Unacceptable. Stop work or activity until immediate improvements can be made.
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	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.

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

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	Very Unlikely	The event may only occur in exceptional circumstances
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1	Insignificant / No Injury	Injuries not requiring first aid treatment
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MAIN HAZARDS IDENTIFIED	WHO IS AT RISK?	LIKELIHOOD (a)	SEVERITY (b)	RISK RATING (a) x (b)	CONTROL MEASURES TO REDUCE THE RISK	ADDITIONAL ACTIONS REQUIRED	BY WHO/WHEN
H&S exposure to the virus	All	2	5	10	<p>Staff:</p> <ul style="list-style-type: none"> Staff encouraged to test twice weekly. Positive LFT tests to be reported to NHS Test and Trace and followed up with a confirmatory PCR test. All staff to report suspected or confirmed cases to SLT. Staff with symptoms must take a PCR test and isolate until they get the results Staff identified as a close contact by Test and Trace must follow the advice given. They are strongly recommended to take an LFT test for 7 days, unless they have a positive test result or develop symptoms in which case a PCR test must be taken. Staff must wear face masks in communal areas and may wear them when in close contact with students in the classroom. CEV staff have individual risk assessments in place. <p>Students:</p> <ul style="list-style-type: none"> Students who have consented to take an LFT test on site prior to the start of term Students who consent to be given home testing kits. Tests to be carried out twice a week to check for asymptomatic cases. All results to be reported to NHS Track and Trace. Positive cases to be reported to school and a follow up PCR test taken to confirm the result. Students to self isolate whilst waiting for a PCR result. Admin staff to ensure attendance is accurately monitored Matron to keep in daily contact with positive cases to ensure students only return after appropriate isolation periods have been observed Students displaying symptoms must take a PCR test (where appropriate home testing kits are available in school). Students identified as a close contact by Test and Trace must follow the advice given. They are strongly recommended to take an LFT test for 7 days, unless they have a positive test result or develop symptoms in which case a PCR test must be taken. Students to wear a mask in classrooms, when moving 	Onsite test centre to be set up ready for testing on 4 th Jan.	CYC /Site – by Jan 4 th

					<p>around school building and in communal areas.</p> <p>The number of cases will be monitored and if either of the following thresholds are reached, the LA's Health Protection team will be called for further advice on whether we need to implement elements of our outbreak management plan.</p> <ul style="list-style-type: none"> - 5 staff or students, who are likely to have mixed closely, test positive for COVID within a 10 day period; or - 10% of students or staff, who are likely to have mixed closely, test positive for COVID within a 10 day period 		
Testing – failure to report results, inaccurate results	All who have consented	2	4	8	<ul style="list-style-type: none"> ● All test kits include instructions on correct use. ● Stocks of testing kits to be monitored and re-ordered in a timely manner to ensure adequate stocks at all times. ● Failed tests will require re-testing and therefore the use of additional kits. Staff and students must be informed that additional tests are available upon request in these circumstances, 	Regular stock take of kits	Ongoing - CW
Poor hygiene	All	2	5	10	<ul style="list-style-type: none"> ● Hand sanitizer to be available by each entrance to the school as well as every office and classroom. Staff and students to use hand sanitiser as they enter classrooms. ● Reminder to staff and students to continue with enhanced handwashing and sanitisation, particularly when entering and leaving classrooms. ● Tissues and separate lidded bin provided in every office and classroom –'catch it, bin it, kill it'. These will be emptied each day ● Windows to be opened to increase ventilation ● Internal doors to be opened to improve ventilation (only if they are not fire doors). ● Shared radios and telephones should be wiped clean after use. ● Enhanced cleaning regimes in place to include regular cleaning of communal areas, door handles, push plates and handrails during the day ● Cleaning staff to check supplies of hand sanitiser in each room and replenish as required. If supplies run low during the day, spare supplies are available from site staff. ● All areas to be cleaned with disinfectant at the end of each day ● Stocks of cleaning materials and PPE to be monitored closely by the cleaning supervisor and ordered by the 	<p>All staff to monitor supplies of hand sanitiser, and tissues in their area</p> <p>Staff using shared radios and telephones to ensure wipes are available</p>	All staff - ongoing

					site manager		
Social Distancing	All	2	5	10	<ul style="list-style-type: none"> • Staff are reminded to be sensible and monitor numbers in small enclosed spaces and social areas particularly the staff room during break and lunchtime. • Rooms without ventilation should not be shared for extended periods of time without internal doors being open for air flow. • CO2 monitors are used to identify poorly ventilated areas. • Students will resume being taught in their usual classrooms, however a contingency plan is in place should bubbles be re-introduced. • Continue to consider whether meetings can be held virtually to reduce the number of visitors on site. If meetings are held on site, lead to consider the size of the room and ventilation in relation to the number of attendees. <p>Educational Visits</p> <ul style="list-style-type: none"> • Domestic visits can be booked, however staff should ensure there is adequate insurance to cover the cost of the visit should guidance change to advice against domestic travel or there is a local outbreak. If there is no cancellation/refund arrangement in place, this must be clearly communicated to parents. • International travel must be fully risk assessed to ensure a robust insurance policy will cover against any losses as a result of changed to international travel. This must cover cancellation and additional costs or implications of changes in travel lists resulting in isolation periods and testing either home or abroad. <p>Lunch time</p> <ul style="list-style-type: none"> • Staggered lunch, one year group at a time in each side of the dining hall. • Students advised to only play football with their own year group. <p>PE</p> <ul style="list-style-type: none"> • Students attend wearing their PE kit on days when they are timetabled for a practical PE lesson. <p>Assemblies and Large Gatherings</p> <ul style="list-style-type: none"> • Students to be kept in form groups during house events. • Whole school and KS assemblies to revert to online • Large gatherings to meet outside where possible or in well ventilated large spaces. 		

Suspected case (this also covers a positive LFD testing asymptomatic case)	All	1	5	5	<ul style="list-style-type: none"> ● Avoid touching anything ● Emergency PPE including disposable face masks, gloves and aprons are available in the medical room ● Patient to immediately be given a face mask ● Goggles or visors are also available and should be used if there is a danger of bodily fluids getting into eyes. Following use goggles/visors must be cleaned with disinfectant and allowed to dry. ● Staff to go home immediately ● Student to be moved to the room opposite the medical room, window open. Matron to make staff aware that the room is temporarily out of use until it has been deep cleaned after the student has left. ● Supervising staff to wear PPE, disposable facemask, gloves and apron and remain at least 2m distant from the patient – see instruction on correct use of PPE which accompanies this risk assessment. ● Phone call to parent to collect immediately. Arrange to for parent to collect outside the building to prevent the risk of spreading further infection. Parents advised to arrange a PCR test unless it is applicable to give them a home testing kit. The family should also be advised to follow current public health advice and guidance for households with a possible or confirmed case. ● Holding room and other areas the infected student has touched must be disinfected. ● Cleaning staff to wear PPE, gloves, masks and aprons. ● After removing gloves, hands must be thoroughly washed for 20 seconds ● All disposable PPE to be double bagged and kept to one side for 72 hours before being disposed of in the usual way – see instruction on correct use of PPE which accompanies this document. ● Disposable cleaning cloth's and mop heads to be double bagged and kept to one side for 72 hours before being disposed of in the usual way 	Matron to monitor PCR home testing kits and order more as required	CW - Ongoing
Restricting access	All	1	5	5	<ul style="list-style-type: none"> ● All visitors must be pre-booked and have received a copy of our visitor guidelines ● It is the responsibility of the member of staff accepting visitors to ensure compliance with the most up to date risk assessment. 		

Distribution List

Groups	Distributed by	Date
Staff	Business Manager	
Parents	Website	