

Risk Assessment Form

Corporate Health, Safety and Welfare Management System

Description of the task/activity:	Covid-19 School based teaching, administration and sanitation tasks from April 2022.	Location:	Woodbridge High School
Name of person(s) completing assessment:	Steven Hogan	Job title(s):	Headteacher
Local reference no:		Risk Register No:	
Date of this assessment:	12 Apr 22	Date of signing:	12 Apr 22
Date of next Review:	All control measures and adjustments to be reviewed every three weeks, or there is a significant change to the proposals for students in school, or government guidance changes.	Signed by (Department Manager):	Pankaj Pathak and Philip Reynolds, Co-Chairs of Governors

All staff are required to read and understand the detail of this risk assessment. They must ensure that they understand their role in implementing the control measures set out in it.

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What is the hazard?	Who/what could be harmed and how?	Initial Risk Rating (H/M/L)	What effective control measures are currently in place?	Residual Risk Rating (H/M/L)	Are additional controls required (Yes/No) If yes capture on attached action plan
<p>A clinically vulnerable (CV), clinically extremely vulnerable (CEV) or pregnant person is infected by the coronavirus when on the school site, either directly (through coughs / sneezes) or indirectly (from surfaces)</p>	<p>Teachers on site Support staff on site Students on site</p> <p>Serious health complications for CEV and CV people arising from infection which could lead to death.</p>		<ul style="list-style-type: none"> All staff and students who are known to be CEV or pregnant will be checked and asked to reassess their situation regularly in the light of current guidance. All CV, CEV and pregnant staff will be advised and encouraged to ensure they are vaccinated. All current DfE guidance on how and where CEV or pregnant people should work will be followed. Staff who are pregnant at 28 weeks to follow Occupational Health guidance. A full risk assessment will be conducted to allow control measures to be put in place following latest HR / Occupational Health, LBR and government guidance. Staff or students who live with someone who is CEV may attend the site and will be informed of this. If students or staff who are CEV or CV are on site, as per the above, the below control measures are in place to protect them as well as any other people on site. 		

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<p>A student or staff member who is not CEV or CV is infected by the coronavirus when on the school site, either directly (through coughs / sneezes) or indirectly (from surfaces)</p>	<p>Teachers on site Support staff on site Students on site</p> <p>Health complications arising from infection which could lead to death.</p>		<p><u>General Advice</u></p> <ul style="list-style-type: none"> All staff and eligible students will be advised and encouraged to ensure they are vaccinated. The school will work with the local authority and NHS as appropriate on any in-school vaccination programmes. Staff and students are advised to wear face coverings in corridors and indoor communal areas, unless they are exempt. Advice to all students and staff to maintain social distancing where possible to reduce the likelihood of infection. <p><u>Ensuring Good Hygiene for Everyone</u></p> <ul style="list-style-type: none"> Signage in place to encourage regular good hygiene practice. Signage throughout the site reinforcing the 'catch it, bin it, kill it' advice. Provision of hand sanitiser stations throughout the site. Provision of hand sanitiser in every room. Provision of sanitiser wipes and sprays. Provision of paper towels and bins. Provision of tissues in all rooms on the site. Regular briefing for all students and staff on site on good respiratory hygiene measures. Provision of PPE (fluid-resistant surgical mask, visor, disposable gloves and apron) for any member of staff supervising someone with suspected symptoms. 		

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			<p><u>Maintaining Appropriate Cleaning Regimes</u></p> <ul style="list-style-type: none"> • Cleaning of all areas used by staff and students each day. • One additional cleaner on site all day cleaning key areas on a regular cycle: touch points, canteens, changing rooms, toilets and staff communal areas. • Sanitising of practical equipment after it has been used by students, and before if necessary. • Regular cleaning of canteen surfaces by cleaning contractor and catering staff. • Provision of hand sanitiser and wipes at all canteen till points. <p><u>Keeping Occupied Spaces Well Ventilated</u></p> <ul style="list-style-type: none"> • Doors to be left open as far as possible in all classrooms. If rooms have external doors, these should be left open if possible. Auto-closing fire doors will not be propped open. • Windows to be open in all rooms. If the room becomes too cold, windows will be opened intermittently for at least five minutes every 20-30 minutes. The need for increased ventilation will be balanced with maintaining a comfortable temperature. • In areas with mechanical ventilation systems, such as changing rooms, these systems will be regularly maintained and checked, and adjusted to increase the ventilation rate. • Carbon Dioxide monitors will be deployed to areas where there are staff concerns over ventilation. If levels of CO2 are high, indicating poor ventilation, then additional steps will be taken such as installation of additional mechanical systems, the provision of HEPA air filters, or use of different areas. 		

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			<ul style="list-style-type: none"> During large events such as shows and concerts, external doors will be kept open where possible to ensure good ventilation. Audience members will be advised to wear face coverings if appropriate. Staff and students will be encouraged to wear suitable warm clothing so that they can work in ventilated rooms on cold days. <p><u>Following UKHSA Guidance on Testing, Self-Isolation and Managing Confirmed Cases</u></p> <ul style="list-style-type: none"> Staff with symptoms of respiratory infection, and who have a high temperature or feel unwell, should stay at home and avoid contact with other people until they feel well enough to resume normal activities and they no longer have a high temperature. Students who are unwell and have a high temperature should stay at home and avoid contact with other people. They should return to school when they no longer have a high temperature, and they are well enough to attend. Staff who have a confirmed positive test should stay at home and isolate for at least five days. Students who a confirmed positive test should stay at home and isolate for at least three days. 		
A staff member is infected by the coronavirus when carrying out first aid duties, or a	First aiders on site Students on site		<ul style="list-style-type: none"> All first aiders briefed and re-trained , with specific information in their training on Covid-19 secure working. Provision of fluid-resistant surgical masks, visors, disposable gloves, aprons and resuscitation face shields for 		

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student is infected by coronavirus while undergoing first aid	Health complications arising from infection which could lead to death		<p>staff who might need to carry out first aid or CPR on students.</p> <ul style="list-style-type: none"> Require students to wear PPE as above while undergoing first aid if necessary. Provision of non-contact thermometers to enable staff to check the temperature of students or other staff Provision of isolation facilities and separate toilets on site as above if suspected symptoms of coronavirus. 		
A staff member or contractor is infected by the coronavirus when carrying out sanitation duties	<p>Staff with sanitation duties Cleaning staff and caretakers</p> <p>Health complications arising from infection which could lead to death</p>		<ul style="list-style-type: none"> Cleaning regime at the end of each day in place for all areas with detailed attention to 'touch' areas. Clear guidelines for cleaning staff on sanitising and hand washing, social distancing and use of PPE. Confirm contractor's own risk assessment in place that sets out the detail of how their employees are protected. Provision of fluid-resistant surgical masks, visors, disposable gloves and aprons for cleaning staff who might need to clean areas following a suspected case of coronavirus. Provision of wipes and sanitiser spray in all areas being used by staff or students if required. No expectation that anyone other than trained staff is to carry out cleaning duties. Provision of tissues in all areas of the site being used by staff and students. 		
A staff member or volunteer is infected by the coronavirus when supporting a	<p>Staff with mass testing duties Cleaning staff and caretakers</p>		<ul style="list-style-type: none"> Separate and full risk assessment will be in place for any future mass testing programme – published separately All staff and volunteers involved with the testing programme will received the full training as set out in the training guide. 		

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possible future mass testing as part of the DfE / DHSC programme	Health complications arising from infection which could lead to death		<ul style="list-style-type: none"> No expectation that anyone other than trained staff who are employed to take part in testing or who volunteer to do so will support the programme. Clear guidelines for testing staff on sanitising and hand washing, social distancing and use of PPE. Provision of fluid-resistant surgical masks, visors, disposable gloves and aprons for all staff who are involved in the testing programme, as per the requirements. Regular cleaning throughout the day of the testing area by contractors who have had appropriate training. 		
A staff member or student is infected by the coronavirus by a visitor or contractor	Teachers on site Support staff on site Students on site Health complications arising from infection which could lead to death.		<ul style="list-style-type: none"> Clear instructions for visitors to adhere to guidance in place, including wearing face coverings as appropriate and maintaining social distancing. Collection of visitor data to facilitate tracing if required. 		
A staff member or student is infected by the coronavirus while travelling to school	Teachers Support staff Students Health complications arising from infection which could lead to death.		<ul style="list-style-type: none"> Expect staff and students to walk, cycle or travel by car where possible. Remind staff and students to wear face coverings on public transport where required. 		
A staff member who is working from home is injured or suffers stress or isolation due to their	Staff working from home Upper limb disorders, tired eyes, headaches, stress.		<ul style="list-style-type: none"> Ensure that staff working from home have assessed their home environment to ensure that it is as safe and suitable for work as possible. Remind staff should take regular breaks away from their computer. 		

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working environment	Stress or psychological harm due to a feeling of isolation Stress and anxiety arising through uncertainty and lack of control		<ul style="list-style-type: none"> Remind staff that they should ensure that their computer screen is at a comfortable height and distance to avoid neck and eye strain. Ensure line managers are in regular contact to check up on staff. Use in house counselling capacity to support staff where necessary. Provide mechanisms for staff to report issues anonymously. 		
Learning is disrupted because students are sent home due to an outbreak of coronavirus in school	Students Stress and anxiety caused by disrupted learning		<ul style="list-style-type: none"> Ensure a full contingency plan in place for distance learning in the event of closure Expectation that staff deliver a proportion of live contact with students to ensure that progress is maintained and wellbeing is protected Training for staff on using IT systems Ensure that students who do not have access to devices are provided with these by the school 		
Staffing is insufficient to open the school fully due to self-isolation	Teachers on site Support staff on site Students on site Insufficient staffing means that we cannot operate lessons as normal, this leading to possible larger groups and so increased likelihood of infection, and health complications could arise		<ul style="list-style-type: none"> Employ supply teachers and cover supervisors to cover classes where possible Close the school to some or all year groups if insufficient staffing is available Implement full new distance learning arrangements 		

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<p>The control measures in this risk assessment are not implemented because staff are unaware of them.</p>	<p>Teachers on site Support staff on site Students on site</p> <p>Health complications arising from infection which could lead to death.</p>		<ul style="list-style-type: none"> • Consult staff on this risk assessment by issuing it in draft form and inviting feedback. • Issue a final version and draw staff attention to it. • Issue regular updates to all staff via daily briefing. • Clear message that implementation of this risk assessment is a management instruction. 		

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Risk Rating Matrix

		Impact				
		1. Very Low	2. Low	3. Moderate	4. High	5. Very High
Likelihood of Harm	5. Almost Certain	5	10	15	20	25
	4. Likely	4	8	12	16	20
	3. Possible	3	6	9	12	15
	2. Unlikely	2	4	6	8	10
	1. Rare	1	2	3	4	5

Matrix to calculate the likelihood and impact should the hazard be realised.

RAG Rating Matrix

Note:

Inform the Risk and Insurance Manager of all **Medium** and **High** tasks (residual)
 Inform Strategic Health and Safety Board of all **High** rated tasks (>12 (residual))