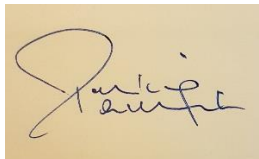


## Risk Assessment Form

Corporate Health, Safety and Welfare Management System

<b>Description of the task/activity:</b>	<b>Covid-19</b> School based teaching, administration and sanitation tasks from January 2022.	<b>Location:</b>	Woodbridge High School
<b>Name of person(s) completing assessment:</b>	Steven Hogan	<b>Job title(s):</b>	Headteacher
<b>Local reference no:</b>		<b>Risk Register No:</b>	
<b>Date of this assessment:</b>	28 Dec 21	<b>Date of signing:</b>	29 Dec 21
<b>Date of next Review:</b>	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.	<b>Signed by (Department Manager):</b>	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.*

## Risk Assessment Form

Corporate Health, Safety and Welfare Management System

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><b>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)</b></p>	<p><b>Teachers on site</b>  <b>Support staff on site</b>  <b>Students on site</b></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"> <li>• All staff and students who are known to be CEV and pregnant will be checked and asked to reassess their situation in the light of current guidance.</li> <li>• All CV, CEV and pregnant staff will be advised and encouraged to ensure they are vaccinated.</li> <li>• All DfE guidance on how and where CEV and pregnant people should work will be followed.</li> <li>• Staff who are pregnant at 28 weeks to follow Occupational Health guidance and a full risk assessment will be conducted. If appropriate control measures cannot be put in place, they will be asked to work from home.</li> <li>• Staff who are CV or pregnant before 28 weeks can work on site, following government guidance.</li> <li>• Staff or students who live with someone who is CEV may attend the site and will be informed of this.</li> <li>• Staff who are BAME may be more at risk than others. Staff should ask for an individual risk assessment if they believe they are more at risk than others due to additional health concerns, and individual risk assessments and controls can then be implemented if possible and as per advice from LBR.</li> <li>• 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.</li> </ul>		

## Risk Assessment Form

Corporate Health, Safety and Welfare Management System

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><b>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)</b></p>	<p><b>Teachers on site</b> <b>Support staff on site</b> <b>Students on site</b></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"> <li>• All staff and eligible students will be advised and encouraged to ensure they are vaccinated.</li> <li>• The school will work with the local authority and NHS as appropriate on any in-school vaccination programmes.</li> <li>• <b>All students and staff must wear face coverings in corridors and indoor communal areas, unless they are exempt.</b></li> <li>• Advice to all students and staff to maintain social distancing where possible to reduce the likelihood of infection.</li> </ul> <p><u>Ensuring Good Hygiene for Everyone</u></p> <ul style="list-style-type: none"> <li>• Requiring all students and staff to sanitise or wash their hands on arrival and when moving to different parts of the site, and on departure. Signage in place to encourage this and clear supervision of hand sanitising at the start of every lesson.</li> <li>• Provision of 60 hand sanitiser stations throughout the site which will be replenished daily.</li> <li>• Provision of hand sanitiser in every room to be used at the start of every lesson by all students</li> <li>• Provision of sanitiser wipes and sprays in all areas of the site being used by staff and students.</li> <li>• Provision of paper towels and bins in toilets in addition to hand dryers.</li> <li>• Provision of tissues and lidded bins in all rooms on the site being used by staff and students.</li> <li>• Regular briefing for all students and staff on site on good respiratory hygiene measures.</li> </ul>		

# Risk Assessment Form

Corporate Health, Safety and Welfare Management System

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
			<ul style="list-style-type: none"> <li>• Signage throughout the site reinforcing the 'catch it, bin it, kill it' advice.</li> <li>• Provision of PPE (fluid-resistant surgical mask, visor, disposable gloves and apron) for any member of staff supervising someone with suspected symptoms.</li> </ul> <p><u>Maintaining Appropriate Cleaning Regimes</u></p> <ul style="list-style-type: none"> <li>• Cleaning of all areas used by staff and students each day, with a focus on touch areas, such as door handles and keyboards.</li> <li>• Two additional cleaners on site all day cleaning key areas on a regular cycle: touch points, canteens, changing rooms, toilets and staff communal areas.</li> <li>• Sanitising of practical equipment after it has been used by students, and before if necessary.</li> <li>• Regular cleaning of canteen surfaces by cleaning contractor and catering staff.</li> <li>• Provision of hand sanitiser and wipes at all canteen till points.</li> </ul> <p><u>Keeping Occupied Spaces Well Ventilated</u></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>		

## Risk Assessment Form

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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
			<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Individual decisions will be made about whether to proceed with assemblies or large events. During the first part of the Spring Term, assemblies will be held online only.</li> <li>• During large events such as shows and concerts, external doors will be kept open where possible to ensure good ventilation. Audience members will be asked to wear face coverings if appropriate.</li> <li>• Staff and students will be encouraged to wear suitable warm clothing so that they can work in ventilated rooms.</li> </ul> <p><u>Following Public Health Guidance on Testing, Self-Isolation and Managing Confirmed Cases</u></p> <ul style="list-style-type: none"> <li>• Direction to anyone who has symptoms not to attend the site, and self-isolate and get tested as per guidance. This will be sent in a letter to all parents, put on the website and social media and repeated on a regular basis, including description of symptoms.</li> <li>• Isolation space within school for anyone who displays symptoms while on site, with separate toilet facilities and a protocol for collection by parents.</li> <li>• Isolation spaces to be cleaned after use.</li> </ul>		

## Risk Assessment Form

Corporate Health, Safety and Welfare Management System

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
			<ul style="list-style-type: none"> <li>• Advice to all who have symptoms or who have a positive LFD test to isolate, have a PCR test, and advise the school of the result.</li> <li>• Parents and students will be reminded of the guidance that close contacts as identified by NHS Test and Trace should take an LFD test every day for 7 days and continue to attend as normal.</li> <li>• Students return to site from 4th January will be phased across the week to allow for asymptomatic testing.</li> <li>• Students being tested once on site. Testing will follow all government asymptomatic testing site guidance.</li> <li>• Students will follow all government guidance for and wearing of face coverings while being tested.</li> <li>• Students in Y7-10 will attend site for their first test and then leave, and will start school the following day if the test is negative. Older students will leave their lesson for testing.</li> <li>• Students will be issued with further home testing kits during their onsite test to be used twice a week.</li> <li>• Staff will continue to be issued with testing kits to be used twice a week.</li> <li>• Parents and visitors will be advised to take LFD tests before entering the school.</li> </ul>		
<p><b>A staff member is infected by the coronavirus when carrying out first aid duties, or a student is infected by coronavirus</b></p>	<p><b>First aiders on site</b> <b>Students on site</b></p> <p>Health complications arising from infection which could lead to death</p>		<ul style="list-style-type: none"> <li>• All first aiders briefed and re-trained , with specific information in their training on Covid-19 secure working.</li> <li>• Provision of fluid-resistant surgical masks, visors, disposable gloves, aprons and resuscitation face shields for staff who might need to carry out first aid or CPR on students.</li> </ul>		

## Risk Assessment Form

Corporate Health, Safety and Welfare Management System

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
while undergoing first aid			<ul style="list-style-type: none"> <li>Require students to wear PPE as above while undergoing first aid if necessary.</li> <li>Provision of non-contact thermometers to enable staff to check the temperature of students or other staff</li> <li>Provision of isolation facilities and separate toilets on site as above if suspected symptoms of coronavirus.</li> </ul>		
A staff member or contractor is infected by the coronavirus when carrying out sanitation duties	<p><b>Staff with sanitation duties</b> <b>Cleaning staff and caretakers</b></p> <p>Health complications arising from infection which could lead to death</p>		<ul style="list-style-type: none"> <li>Cleaning regime at the end of each day in place for all areas with detailed attention to 'touch' areas.</li> <li>Clear guidelines for cleaning staff on sanitising and hand washing, social distancing and use of PPE.</li> <li>Confirm contractor's own risk assessment in place that sets out the detail of how their employees are protected.</li> <li>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.</li> <li>Provision of cleaning materials (wipes and sanitiser spray) in all areas being used by staff or students if required.</li> <li>No expectation that anyone other than trained staff is to carry out cleaning duties, apart from wiping surfaces if it is suspected that students have not done this.</li> <li>Provision of tissues and lidded bins in all areas of the site being used by staff and students.</li> <li>Daily emptying of lidded bins and disposal of waste as per guidelines.</li> </ul>		
A staff member or volunteer is infected by the coronavirus when	<p><b>Staff with mass testing duties</b> <b>Cleaning staff and caretakers</b></p>		<ul style="list-style-type: none"> <li>Separate and full risk assessment is in place for mass testing programme – published separately</li> <li>All staff and volunteers involved with the testing programme will received the full training as set out in the training guide.</li> </ul>		

## Risk Assessment Form

Corporate Health, Safety and Welfare Management System

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
<b>supporting mass testing as part of the DfE / DHSC programme</b>	Health complications arising from infection which could lead to death		<ul style="list-style-type: none"> <li>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.</li> <li>Clear guidelines for testing staff on sanitising and hand washing, social distancing and use of PPE.</li> <li>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.</li> <li>Regular cleaning throughout the day of the testing area by contractors who have had appropriate training.</li> </ul>		
<b>A staff member or student is infected by the coronavirus by a visitor or contractor</b>	<b>Teachers on site</b> <b>Support staff on site</b> <b>Students on site</b> Health complications arising from infection which could lead to death.		<ul style="list-style-type: none"> <li>Clear instructions for visitors to adhere to guidance in place, including wearing face coverings as appropriate and maintaining social distancing.</li> <li>Collection of visitor data to facilitate NHS Track and Trace.</li> </ul>		
<b>A staff member or student is infected by the coronavirus while travelling to school</b>	<b>Teachers</b> <b>Support staff</b> <b>Students</b> Health complications arising from infection which could lead to death.		<ul style="list-style-type: none"> <li>Expect staff and students to walk, cycle or travel by car where possible.</li> <li>Remind staff and students to wear face coverings on public transport where required.</li> </ul>		
<b>A staff member who is working from home is injured or suffers stress or isolation due to their</b>	<b>Staff working from home</b> Upper limb disorders, tired eyes, headaches, stress.		<ul style="list-style-type: none"> <li>Ensure that staff working from home have assessed their home environment to ensure that it is as safe and suitable for work as possible.</li> <li>Remind staff should take regular breaks away from their computer.</li> </ul>		



## Risk Assessment Form

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

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

# Risk Assessment Form

Corporate Health, Safety and Welfare Management System

## 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

Risk Rating	Possible Action to be Taken
<b>LOW</b> (<4)	<ul style="list-style-type: none"> <li>Department manager may accept risk</li> <li>Manage by routine processes</li> <li>Any costs to be funded within Directorate</li> <li>Hazard to be reviewed and updated at least annually.</li> </ul>
<b>MEDIUM</b> (5-10)	<ul style="list-style-type: none"> <li>Management action required to control risk as soon as reasonably practicable</li> <li>Monitor any action taken to ensure it has been effective in reducing the risk to an acceptable level</li> <li>Reviewed and updated at least every 6 months to ensure controls remain effective</li> <li>May necessitate bids for central funding.</li> </ul>
<b>HIGH</b> (>12)	<ul style="list-style-type: none"> <li>Immediate senior management action required to further control risk</li> <li>May halt work/task while additional controls are applied</li> <li>Copy of the risk assessment sent to Risk and Insurance Manager for inclusion on to the Corporate Risk Register</li> <li>Responsible Director to give priority for action/funding</li> <li>Monitor any action taken to ensure it has been effective in reducing the risk to an acceptable level</li> <li>To be reviewed and updated at least every month to ensure controls remain effective.</li> </ul>

**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))