

Turton School – Covid 19 Risk Assessment

Task/Activity: Full opening of school	Date assessment completed: 15 th December 2021	Review Date: On-going/on a weekly basis
Brief Details of Task/Activity: Update following Omicron variant identification and changes to self isolation rules Dec 2021	Assessment completed by: Cathy Bach	Signature:

1. What are the hazards?	2. Who might be harmed and how?	3. What are you already doing to control the hazard?	4. What further action or additional controls are required (if necessary)	5. Risk rating after controls	6. Action by who	7. Action by when	8. Date completed
e.g. slip/trip hazards, electricity, manual handling, work equipment	e.g. staff, service users, visitors etc... and likely injury e.g. bruises, muscle strain, fracture, poisoning etc						
Poor communication with staff parents/governors/visitors	Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions Possible/increased risk of infection	This RA and controls will be discussed with staff by the Head via email. Relevant parts of this RA will be communicated with parents/governors/ visitors and other relevant persons by the Head via email and social media.		D			
Cleaning regime not sufficient for	Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff,	Site Cleaning In house team have cleaning regime to cover all classrooms, offices, corridors etc. each day via morning and evening cleaning.	Keep cleaning regime under review.	D	GB	Weekly	

<p>needs/numbers on site</p>	<p>Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions</p> <p>Possible/increased risk of infection</p>	<p>Additional cleaning hours during the day, to clean high-contact areas, e.g. toilets, door handles, light switches, telephones, grab-rails in corridors and stairwells.</p> <p>Advice taken from Shorrock Trichem re types of cleaning product and cloths to use.</p> <p>Cleaning method documentation updated with Covid 19 cleaning regime and all staff re trained.</p> <p>Records kept by Cleaning Supervisor of areas cleaned and by who.</p> <p>Cleaning Manager and Cleaning Supervisor to ensure regular cleaning audits completed and documented.</p> <p>Cleaning Supervisor to ensure that waste bins emptied daily.</p> <p>Cleaning agent and paper towels placed in each classroom to allow cleaning of desks between lessons.</p> <p>Lesson Equipment Cleaning</p> <p>Equipment can be shared between year groups and classes with sensible cleaning between use.</p> <p>No isolation of equipment is needed between use by individuals or classes.</p> <p>Practical lessons can take place in all subject areas.</p> <p>All staff who carry out cleaning of equipment COSHH trained and provided with resources and training by the Cleaning Supervisor.</p> <p>COSHH sheets kept for all chemicals and sanitising products.</p> <p>Where staff have concerns re cleaning they should raise them directly with HR and Business Manager.</p>					
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Lack of cleaning products on site	Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions Possible/increased risk of infection	HR and Business Manager to work with cleaning team and supplier (Shorrock Trichem) to ensure correct and adequate cleaning supplies. Cleaning team have their own washing machine to allow cloths to be appropriately cleaned. Cleaning dosing units installed in all sluices to allow correct chemical mixing. Hand sanitisers placed in classrooms and at strategic places around school. Site team to ensure sanitisers kept filled and toilets kept stocked with soap. All room except science labs to have alcohol based sanitisers.		D			
Vulnerable persons brought back on site – school not following guidelines	All persons/vulnerable persons Possible/increased risk of infection, legal, financial and reputation risk for not following Government guidelines	Head with support from HR and Business Manager (for staff) will decide which staff and students should or should not return to school due to medical conditions as per government guidelines. CEV staff can remain in work and will be advised to minimise exposure to coronavirus. Support from GPs or OH as needed. HR and Business Manager to complete individual risk assessments for staff if appropriate. For SEN pupils, SEN have PPE to use for personal care requirements and in an emergency. They have also been given the first aider guidance, which includes how to don and doff PPE. All CEV students can attend school unless explicitly told not to by their GP or health practitioner.		D			
Too many staff / students/ others on site to be able to maintain social distancing	All persons on site Possible/increased risk of infection, legal, financial and reputation risk for not following	As per Government guidance all pupils must return to school. No social distancing is required by law, but some measures are in place to reduce unnecessary close contact. Pupils to home test twice per week and inform school of the result.		D			

	Government guidelines	<p>Staff to home test twice a week and inform school of the result. Home testing will remain until the DfE indicate it is to stop.</p> <p>The implementation of a one way system in school to move between classrooms will continue, to minimise crowding between lessons.</p> <p>Increased separation within lower year groups via the S, T and P banding , as dictated by the timetable. This does not have a detrimental effect on the education of our students. .</p> <p>Signposting will be via floor and wall arrows.</p> <p>Increased staffing on corridors to ensure system adhered to.</p> <p>It is advised that for face masks can be worn by staff, students and visitors on corridors and for movement around school.</p> <p>Extracurricular activities can be held.</p>					
Persons congregating at the start and end of the day	All persons/vulnerable persons Possible/increased risk of infection	<p>Students will be instructed to only enter school at 8.40 (8.00 for Breakfast Club.) and to use the nearest entrance to their form room. Staff will direct pupils to form rooms as they arrive.</p> <p>Students directed to leave immediately at the end of the day via one way system and the closest exit.</p> <p>Head to communicate with parents and others the process to follow via email/social media to build trust, highlight expectations and responsibilities.</p>		D			
Lack of/poor social distancing (including specific areas)	Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions	<p>One way system implemented for moving around school.</p> <p>Break times staggered to reduce social contacts.</p> <p>Lunch breaks are currently staggered. Where 2 year groups are on lunch at the same time then they will be kept separate in the dining room via a partitioning of the room and entry/exit via separate doors.</p>		D			

	Possible/increased risk of infection						
Lack of support for SEND children or those with other needs	SEND/ pupils with additional needs	SEN pupils being supported by SEN department. If appropriate, Individual risk assessments written by SENCO and shared with parents/ staff. SEN have PPE to use for personal care and in an emergency. They have also been given the first aider guidance which includes how to don and doff PPE.		D			
Staff wellbeing. Dealing with conflicting priorities. Fear/anxiety Parental concerns.	All staff Vulnerable groups such as pregnant workers and those currently accessing health services. Clinically vulnerable groups. Possible/increased risk of infection. Stress and anxiety.	HR and Business Manager identifying which staff fall into vulnerable groups and offering support as per Government guidelines. HR and Business Manager to provide access to school Occupational Health provider if required. HR and Business Manager introducing wellbeing initiatives Head to undertake regular briefings with all staff to address other concerns they might have – staff encouraged to input how this phase can be managed. Additional support given by SLT to all staff where required to ensure their wellbeing is managed/concerns addressed. School to maintain communication with parents by email/social media. Zero tolerance policy on violence and aggression towards staff – this will be re-iterated where required. Parents/carers/visitors can speak with staff via telephone, skype appointment or in face to face meetings.	Regular communication of wellbeing/mental health information and open-door policy for those who need additional support.	D	SG/LH	Ongoing	
Poor hygiene		School to follow relevant Government guidance relating to hygiene. Students reminded to wash hands throughout the day verbally by teaching staff.		D			

		<p>Handwash and 'Catch it, Bin it, Kill it' posters produced and displayed around school and in toilets.</p> <p>Sanitiser dispensers in all classrooms and in key areas to be used</p> <p>Reminder to staff and others that soap and water are the best products to use to maintain clean hands via return to work induction manual and signs around school.</p> <p>Any learning resources given to students will have been printed in house with minimal personal contact.</p> <p>Books can be taken between home and school.</p> <p>The COVID workplace expectations and guidance pack emphasises hand washing requirements. PPE provided for first aiders and SEN providing personal care.</p> <p>PPE to be disposed of in accordance with Government guidelines. First aider training includes instructions on Government guidance on the use and disposal of PPE to protect against coronavirus.</p>					
Maintaining social distancing guidelines – Pupils with EHCP's	<p>Staff, Vulnerable pupils –</p> <p>Possible/increased risk of infection</p>	<p>SEN pupils being supported by SEN department. If appropriate, Individual risk assessments written by SENCO and shared with parents/ staff. SEN have PPE to use for personal care and in an emergency. They have also been given the first aider guidance which includes how to don and doff PPE.</p>		D			
Poor visitor management	<p>Staff/visitors</p> <p>Possible/increased risk of infection</p>	<p>Screen put up to protect reception staff.</p> <p>All visitors and contractors met by relevant member of staff, advised to wash hands and procedures for social distancing communicated.</p>		D			

<p>Staff/Pupils displaying symptoms of coronavirus during school hours</p>	<p>Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions</p> <p>Possible/increased risk of infection</p>	<p>Head will be notified immediately. (and HR and Business Manager for staff) Current DfE guidance will be followed</p> <p>Training materials have been provided for first aiders.</p> <ul style="list-style-type: none"> • Parents/Carers will be contacted to arrange for their child to be collected. The child should not use public transport to go home. • If a child is awaiting collection, they will be moved a designated room where they can be isolated behind a closed door and a window will be opened for ventilation. If the pupil needs the toilet whilst waiting to be collected, they should use the PE corridor ones and the area should be cleaned and disinfected using standard cleaning products before being used by anyone else. This will be carried out by the site team/cleaning team. Appropriate PPE will be worn if the child needs direct/personal care. • If another case occurs at the same time then an empty classroom will be designated as the isolation area. • Staff and pupils who have been in contact with the infected person will wash their hands thoroughly for 20 seconds. • The area/items that staff and pupils have been in contact with will be thoroughly cleaned by the site team/cleaning team and/or items disposed of safely, e.g. bagged separately. • School will ask parents/carers to monitor the health of their child and continue to follow Government/NHS guidelines and advice from their GP. 		D			
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		<ul style="list-style-type: none"> • Parent's will be advised to get their child PCR tested and inform school of the results. Following a positive result: • Government guidance as referenced above re informing relevant authorities will be followed where cases occur • NHS test and trace will track close contacts and school will share information with them, as requested. • Public Health England health protection team will be notified by the school, if the school has several cases over a 14 day period or has 10% of students infected within a year group or form, which may be an outbreak. • School will return to measures such as mask wearing, use of bubbles, remote education if asked to by Bolton PHE but only when balanced with the benefits of onsite education and only for the minimum time possible. Details are in the school outbreak plan. 					
Coronavirus spreading/being transmitted in school	<p>Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions</p> <p>Possible/increased risk of infection</p>	<p>Guidance given to all staff via return to work Induction pack regarding what to do if suspected Covid 19 case.</p> <p>If case is suspected in school then First Aiders have been given training regarding treatment and PPE.</p> <p>PPE provided in first aid room.</p> <p>First aid room and any affected areas to be cleaned after. A member of the cleaning team or site team will carry out the cleaning. Training has been given to the relevant cleaners by the cleaning supervisor. A cleaning pack is in the first aid room</p>		D			

		<p>The schools cleaning regime for suspected cases is:</p> <ul style="list-style-type: none"> • wear disposable or washing-up gloves and aprons for cleaning. • using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles • if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron • PPE and cloths used should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish. • The Government guidance re donning and removal of PPE will be followed. • Parents asked via email and social media not to send in students if they are displaying symptoms. • Students displaying symptoms will be sent straight home. <p>ATS (asymptomatic testing site) set up in school for ad hoc testing.</p> <p>Ventilation to be maintained in school by opening external windows, while balancing the need for a comfortable temperature in the learning environment. Internal doors can be opened to increase the through put of air, as long as the doors are not fire doors. Carbon dioxide monitors have been deployed across school to monitor air flow.</p>					
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		<p>Any mechanical ventilation systems will draw external fresh air where possible or ventilate one room only.</p> <p>From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result</p>					
Unable to prepare/service school meals and snacks	All pupils on site	<p>High hygiene standards are already in place within the kitchen. 5* hygiene rating. Tables will be thoroughly cleaned between servings with appropriate chemicals. Students will leave dining room 5 minutes before the end of the lunch break to allow cleaning between sittings.</p>		D			
Inadequate first aid and fire warden provision (including for those with additional requirements)	School does not comply with Regulations (First Aid/RRFSO), unable to provide adequate first aid provision, unable to safely evacuate staff/pupils with a PEEP	<p>All staff in school therefore adequate first aiders. Fire evacuation procedures as per normal. Staff to be reminded of procedures at the start of term. All accidents/incidents/near misses will continue to be recorded/reported as in line with school policy. First aiders have been given training and guidance re social distancing and use of PPE where required.</p>		D			

CATEGORIES OF LIKELIHOOD	
Highly Likely	Expected to happen/reoccur, possibly frequently.
Possible	Might happen/reoccur at some time depends on circumstances.
Unlikely	Not expected to happen/reoccur but possible in certain circumstances.
Very Unlikely	Would only occur in very exceptional circumstances.

CATEGORIES OF CONSEQUENCE SEVERITY	
Catastrophic	Incident could result in <u>one or more fatalities</u> .
Major	Major injury resulting in incapacity, hospitalisation >24 hours.
Significant	Injury requires attention of a Doctor or Hospital treatment or hospitalisation <24 hours.
Minor	Small cut, bruise, abrasion, basic first aid treatment provided.
Negligible	Some discomfort, self-help. No treatment required.

RISK CLASSIFICATIONS	
A	Unacceptable risk , requires immediate attention. Work should not be started or continued until the level of risk has been reduced.
B	High risk , requires immediate attention. Control measures must be identified and put into place as soon as possible.
C	Medium risk , requires attention as soon as possible. The risk should be only be tolerated in the short term and only when further control measures are being planned and introduced, Timescales must be short.
D	Low risks , confirm that there are no low/no cost solutions which may eliminate/ reduce the risk further.
E	Trivial risk , no further action required but review at regular intervals to ensure controls remain effective.

RISK RATING				
	Highly Likely	Possible	Unlikely	Very Unlikely
Catastrophic	A	A	B	E
Major	A	B	C	E
Significant	B	C	D	E
Minor	C	D	E	E
Negligible	E	E	E	E