



Covid-19 Risk Assessment

1. Introduction

The school recognises the requirements of the Health & Safety at Work Act 1974 (and associated Regulations) and has an existing Health, Safety and Wellbeing Policy which sets out how we do this. However, in recognition of the current circumstances due to COVID-19, this supplementary document sets out the arrangements in relation to the health and safety of our children, staff and the wider school community during this time. This document has been written in accordance with guidance from the DfE and the Local Authority in relation to managing risk associated with COVID-19.

In order to ensure the school continues to operate in a safe way, thorough risk assessments are undertaken and any necessary adjustments to ensure the safety of children, staff and the wider community are implemented.

2. Risk assessment

The school has continued to undertake risk assessments during the period of partial closure due to COVID-19. As part of the preparation for wider opening of our school (from September 2020) a detailed risk assessment has been undertaken and reviewed as necessary. The risk assessment has been reviewed again following [advice from Public Health Wolverhampton and new guidance from the government \(January 2022\)](#). The risk assessment covers the following Health and Safety elements:

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| <ul style="list-style-type: none">• Buildings & Facilities• Cleaning & Waste Disposal• Classrooms• Staffing• Group Sizes• Social Distancing• School events (including trips) | <ul style="list-style-type: none">• Catering• PPE• Response to suspected/confirmed Covid-19 cases• Curriculum/learning environment• Communication• Governance |
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The risk assessment and action plan are dynamic and are regularly reviewed to ensure they meet current need. All appropriate documentation is shared with staff and any necessary training to support implementation of the plan is provided.

3. Roles and responsibilities

a. The Governing Body will:

- Regularly assess the effectiveness of the policy, risk assessment and action plan
- Ensure all documentation is regularly reviewed to meet current need and any updated guidance from the Government or Local Authority
- Ensure staff have access to any training or instruction required to implement the action plan
- Prioritise the wellbeing of all students and staff and ensure there is appropriate support in place

b. The Headteacher will:

- Have overall responsibility for the development and implementation of the policy, risk assessment and action plan
- Ensure all documentation is regularly reviewed to meet current need and any updated guidance from the Government or Local Authority
- Prioritise the wellbeing of all students and staff and ensure there is appropriate support in place

c. All staff will:

- Carry out all work in accordance with the policy, risk assessment and action plan, including additional tasks as part of the response to COVID-19
- Take the opportunity to contribute to the risk assessment and action planning process
- Be responsible for reporting any (potential or actual) Health and Safety risks related to COVID-19 to the Headteacher and School Support Manager
- Undertake any training to support implementation of the action plan and to identify any individual needs which may impact on the delivery of the plan
- Prioritise the wellbeing of all students and other staff

d. Parents will:

- Adhere to any recommendations from the school to help reduce the risk of transmission
- Keep their child at home if they or anyone within the household is displaying symptoms of COVID-19, or if otherwise advised to by the school or another appropriate Body (GP or NHS Track and Trace, for example)
- Adhere to drop-off and collection arrangements set by the school
- Ensure their child is aware of any protective measures put in place by the school and to encourage them to comply
- Adhere to government guidance at all times to reduce the risk of transmission
- Ensure their child does not mix socially outside of school, other than as permitted by current Government guidance

e. Students will:

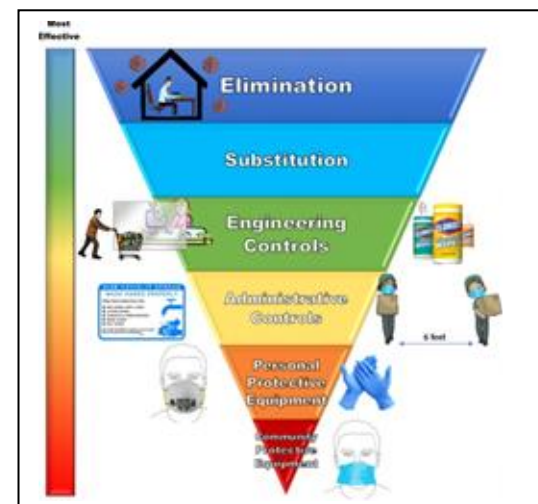
- Observe the Health and Safety rules of the school, including new arrangements in response to COVID-19 set out in the current school Behaviour Policy
- Make staff aware if feeling unwell
- Report any Health and Safety concerns to a member of staff

Relevant Health and Safety information has been communicated to all staff and the wider school community. Copies of the risk assessment is available in the St Matthias area of the IT system – Administration – Health and Safety – Coronavirus and on the school website. Copies are shared with AiP and OCS.

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called SARS-CoV-2, the virus that causes Coronavirus Disease 2019 (COVID-19). Symptoms can be mild, moderate, severe or fatal. The cross-infection control measures considered in the risk assessment below is based upon the following hierarchy of control:

- Elimination – Completely eliminating exposure to the hazard. The most effective control, e.g. stay home, work remotely, avoid public areas.
- Substitution – Replacing the hazard with a non-hazardous object, device or substance (none currently identified).
- Engineering Controls – Isolating the person from the hazard through physical or mechanical means e.g. barriers, partitions, ropes, hands free equipment etc.
- ***Administrative Controls – Changes made to the way that people work e.g. social distancing procedure, floor markings, cough / sneeze etiquette procedure, hand hygiene, cleaning and disinfection etc.**
- Personal Protective Equipment – Equipment worn by the person to protect themselves from real or potential hazards, e.g. gloves, aprons, safety glasses, masks, etc.
- Community Protective equipment – Equipment worn by a person to prevent community spread from an asymptomatic carrier of COVID-19. This is the last line of defense and its effectiveness depends on community use and their ability to adopt disinfection, distancing, and hygiene practices (not considered in school risk assessment as beyond the control of a school).

**We will principally be using Administrative Controls*



Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Controls	Action By who	Action by when
Spread of Covid-19 Coronavirus	Staff Students Cleaners Contractors Visitors to your premises Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your operations	<u>Barriers / screens</u> <ul style="list-style-type: none"> Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors 	M		OCS FM	1.6.20
		<ul style="list-style-type: none"> Reception staff to wear face coverings when dealing with parents/visitors/contractors 	M		Reception staff	1.9.21
		<ul style="list-style-type: none"> Reception furniture to be changed to two plastic chairs to maintain social distancing. 	M		OCS FM	12.6.20

Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Controls	Action By who	Action by when
Spread of Covid-19 Coronavirus	Staff Students Cleaners Contractors Visitors to your premises Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your operations	<p><u>Promotion of good personal hygiene</u></p> <ul style="list-style-type: none"> Temperature of staff and visitors to be taken on arrival into school using digital distance thermometers. 	M		All staff	Daily
		<ul style="list-style-type: none"> Information to be displayed via screens throughout the school and in student planners reminding students, staff and visitors to wash their hands, e.g., before entering and leaving the school. 	M		LWO	As necessary
		<ul style="list-style-type: none"> Stringent hand washing taking place. Hand washing facilities with soap and water in place. OCS FM to check stocks throughout the day. Ensure water for hand washing is at the correct temperature – OCS FM responsibility. 	M	Alternate stations on student hand washing machines switched off to assist with social distancing. OCS to regularly check the alternate stations are switched off.	All Staff OCS FM	Daily
		<ul style="list-style-type: none"> Hand washing techniques discussed with students. Drying of hands with disposable paper towels by students. Children to wash hands before and after eating a snack and before and after eating dinner. 	M	Reminder messages on screens and in student planners. Reminders during form time sessions.	Class Teachers All staff/ students	As necessary
		<ul style="list-style-type: none"> Hand sanitisers meeting a minimum of 70% alcohol content sited in any area where washing facilities are not readily available <i>(Note; hand gel is no substitute for thorough and effective hand washing)</i> 	M	All staff provided with a bottle of hand sanitizer and antiviral wipes to clean work areas. Students have option to carry personal sanitizer Additional sanitizers are sited around school	All staff/ students	As necessary
		<ul style="list-style-type: none"> Employees and students reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and wash hands and to avoid touching face, eyes, nose or mouth with unclean hands. 	M	Via messages on screens in school, reminders in form time and email reminders.	LWO	Induction/ Screens Daily

		<ul style="list-style-type: none"> Tissues for each class and available throughout school, ensuring adequate stock levels for each class / office from the start of each day and are replenished as needed. 	M	Tissues provided in all classrooms. Staff to request replacements as required.	JBA	As required
		<ul style="list-style-type: none"> Appropriate receptacles for disposal of tissues which are emptied throughout the day. 	M		OCS	1.9.20
		<ul style="list-style-type: none"> Students discouraged from sharing cutlery, cups or food. 	M		All staff	Daily
		<ul style="list-style-type: none"> Hygiene expectations communicated via the website for parent information. 	M		JBA	As necessary
		<ul style="list-style-type: none"> Areas are kept well ventilated using natural ventilation where possible. 	M		All staff	Daily
		<ul style="list-style-type: none"> Where staff and students need to use public transport, they should follow the safer travel guidance for passengers - https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers Following Government guidance, from January 4th 2022, students and staff should wear face coverings in communal areas and classrooms except in situations where a face covering would impact on the ability to take part in exercise or strenuous activity, e.g., PE lessons. 	M M	Information provided on school website	JBA All staff and students	1.9.21 04.01.22
		<ul style="list-style-type: none"> Car sharing should be avoided if possible but if it is not possible staff members should take precautions. 	M	Travel with the windows open. Wear face coverings for the entire journey The owner of the car is responsible for cleaning it and wiping hand touch points down before bringing it back into use as their own personal vehicle for transporting family members	All staff	As necessary

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Spread of Covid-19 Coronavirus	Staff Students Cleaners Contractors Visitors to your premises Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your operations	<p>Cleaning</p> <ul style="list-style-type: none"> OCS FM to carry out daily thorough cleaning of classrooms and other areas that follows national guidance and is compliant with the COSHH policy and the H&S policy. 	M	All staff provided with antiviral wipes to clean their work area as required	OCS FM	Daily/end of session
		<ul style="list-style-type: none"> Meet with OCS FM to review cleaning arrangement and make any necessary changes. 	M	Cleaning to continue as agreed and reviewed at monthly site meetings.	JBA/ OCS	Monthly
		<ul style="list-style-type: none"> Focus cleaning and disinfecting objects and surfaces that are touched regularly (touch points) particularly in areas of high use such as door handles, door panels, bannisters, light switches, reception area / sign in tablets, using appropriate cleaning products and methods. 	M	OCS to complete focus cleaning and disinfecting as part of their scheduled cleaning programme at the end of each day.	OCS FM	Throughout the day
		<ul style="list-style-type: none"> Rigorous checks to be carried out by OCS FM to ensure that the necessary procedures are being followed. Staff to report any failures in cleaning services. 	M	Regular checks by OCS FM Cleaning Supervisor and logged on audit system.	OCS FM All staff	Daily
		<ul style="list-style-type: none"> All cutlery and cups are thoroughly cleaned before and after use. 	M	Not currently being used	AiP	Daily
		<ul style="list-style-type: none"> OCS FM personnel to clean toilets throughout the day on a rotation system. 	M	Toilets cleaned on rotation 11.30 – 15.00 in addition to the end of the day scheduled cleaning.	OCS FM	Throughout the day
		<ul style="list-style-type: none"> Individual toilets allocated for higher risk staff – G08b, G08c, F10b and S12b. 	M	Cleaning wipes and gloves provided in allocated toilets to enable cleaning prior and after use	OCS FM and identified staff	Throughout the day

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Spread of Covid-19 Coronavirus	Staff Students Cleaners Contractors Visitors to your premises Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your operations	<p><u>Social Distancing</u></p> <ul style="list-style-type: none"> School sends out regular clear messages that children, parents, carers or any visitors, such as suppliers are not to visit the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19). 	M	Signs posted at the entrance as a reminder. Regular updates on school website.	SLT JBA	Daily As necessary
		<ul style="list-style-type: none"> Schools keep staff, students and parents adequately updated about any changes to infection control procedures as necessary. 	M	Regular updates on school website.	SLT JBA	As required
		<ul style="list-style-type: none"> Staff to receive regular briefings via email. Students to receive reminders re: hygiene. 	M		All staff SLT	As required
		<ul style="list-style-type: none"> Implementation of 2m social distancing by staff where possible. 	M	Staff maintain distance from students, staying at the front of class, and away from the other colleagues where possible.	All staff	Ongoing
		<ul style="list-style-type: none"> Lunch <ul style="list-style-type: none"> Students to bring packed lunch each day. FSM students provided with lunch. Students to return to form room at the end of period 4 to eat lunch. Dry lunch – designated outside zones for year groups Wet lunch – Year 7 – 10 – remain in form rooms/Year 11 located in social areas. G52 available for staff to take lunch. The movement of students around school to be monitored to reduce large groups of children gathering 	M	Staff work rooms not to be used for eating/drinking. G52, classrooms and corridor areas are available.	Form Tutors/ DCO All staff SLT SLT/ YCO	As required Daily 12.6.20/ ongoing Daily

Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Controls	Action By who	Action by when
		<ul style="list-style-type: none"> • Breaktimes <ul style="list-style-type: none"> ○ G52 available for staff – refreshments provided ○ Dry break – designated outside zones for year groups ○ Wet break – designated classrooms available – activities provided. 	M	Staff work rooms not to be used for eating/drinking. G52, classrooms and corridor areas are available.	All staff SLT/ YCO	Daily Daily
		<ul style="list-style-type: none"> • Staff are reminded of the importance of social distancing both in the workplace and outside of it. Gov.uk information distributed when updated and available on website. 	M		All staff	As necessary
		<ul style="list-style-type: none"> • Following Government guidance, from January 4th, 2022, students and staff should wear face coverings in communal areas and classrooms except in situations where a face covering would impact on the ability to take part in exercise or strenuous activity, e.g., PE lessons. 	M		All staff and students	4.1.22
		<ul style="list-style-type: none"> • Movement around school – reviewed and redesigned flow plan around school in place to ensure social distancing in place where possible. Stairs in main school all one way, except at lunchtimes for access to identified toilets. All routes are signed. 	M	Site maps provided to staff, in student planners, posted around school and on screens around school.	DCO/ JBA	1.9.20
		<ul style="list-style-type: none"> • Conference calls to be used instead of face-to-face meetings where possible. Where this isn't possible, essential meetings to take place in a room large enough to allow for social distancing 	M		All staff	As necessary
		<ul style="list-style-type: none"> • Social distancing also to be adhered to in staff only areas. • Management checks to ensure this is adhered to. 	M		All staff SLT	As necessary
		<ul style="list-style-type: none"> • Parents discouraged from gathering at school gates. 	M		SLT/ YCO	As required

Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Controls	Action By who	Action by when
		<ul style="list-style-type: none"> <li data-bbox="472 225 1169 320">Visitors to follow instructions posted on reception doors regarding entry into school, hand washing, etc. 	M		SLT/ Admin	Until further notice
		<ul style="list-style-type: none"> <li data-bbox="472 331 1144 363">All school lettings suspended until further notice. 	M		SLT	Until further notice

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Spread of Covid-19 Coronavirus	Staff Students Cleaners Contractors Visitors to your premises Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your operations	<p><u>Reducing contact point activities</u></p> <ul style="list-style-type: none"> Any resources shared between groups, such as sports, food, art and science equipment will be either: <ul style="list-style-type: none"> Cleaned frequently and meticulously, and always between groups using them; or Where possible rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between uses by different groups. The same rules will be followed for books and other shared resources that students take home. Unnecessary sharing will be avoided, especially where it doesn't contribute to student education or development. Individual and very frequently used equipment e.g., pens and pencils, will not be shared. 	M	Staff will be provided with antiviral wipes.	All staff	As required
		<ul style="list-style-type: none"> Marking of books – guidance updated 	M	Staff advised to: <ul style="list-style-type: none"> Wash and sanitize hands in between books Option to wear a face covering during marking Leave as much time as possible after the end of the lesson before marking Do not take books home 	All staff	w.e.f.9.9.20
		<ul style="list-style-type: none"> School will cease hand shaking of children and visitors. 	M		All staff	Daily
		<ul style="list-style-type: none"> Any display boards which promote or encourage touching due to a sensory element should be temporarily taken down. 	M		All staff	Daily
		<ul style="list-style-type: none"> Doors are propped open (bearing in mind fire safety and safeguarding risks), to limit use of door handles and aid ventilation. 	M	<ul style="list-style-type: none"> During evacuation Fire Marshalls ensure fire doors are closed. 	OCS FM/Fire Marshalls	As required

Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Controls	Action By who	Action by when
		<ul style="list-style-type: none"> • Good ventilation to be maintained in classrooms by opening doors and windows. 	M			
		<ul style="list-style-type: none"> • Refresh the timetable: <ul style="list-style-type: none"> ○ decide which lessons or activities will be delivered ○ consider which lessons or classroom activities could take place outdoors ○ use the timetable and selection of classroom or other learning environment to reduce movement around the school or building ○ large gatherings such as assemblies should be avoided. ○ Measures in place on how best to supplement remote education with some face-to-face support for students in case of future lockdowns ○ plan parents' drop-off and pick-up protocols that minimise adult to adult contact 	M		SLT	1.9.20
		<ul style="list-style-type: none"> • Movement and flow around school reviewed and plan in place. Stairs in main school one way only, except at lunchtimes for access to identified toilets. Signage in place 	M	Site maps provided to staff, posted around school, in student planners and on screens around school.	DCO/ JBA	Daily review
		<ul style="list-style-type: none"> • Use outside space as much as possible. 	M		All staff	Daily
		<ul style="list-style-type: none"> • Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from students and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised. 	M	Seating plans collected from all teaching staff to enable identification of contacts if required by Public Health		
		<ul style="list-style-type: none"> • Any students with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene 	M			

Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Controls	Action By who	Action by when
		<ul style="list-style-type: none"> • Ensure that toilets do not become crowded by limiting the number of students who use facilities at one time. • Staff only toilets identified throughout the building. • Individual toilets allocated for higher risk staff – G08b, G08c, F10b and S12b. • OCS FM personnel to clean toilets throughout the day on a rotation system. 	M	<p>Alternate stations on student hand washing machines switched off to assist with social distancing. OCS to regularly check that the alternate stations are out of use.</p> <p>Cleaning wipes and gloves provided in allocated toilets to enable cleaning prior and after use</p> <p>Toilets cleaned on rotation 11.30 – 15.00 in addition to the end of the day scheduled cleaning.</p>	<p>SLT/ OCS</p> <p>JBA JBA</p> <p>OCS FM</p>	<p>Daily review</p> <p>Sept 2020 Sept 2020</p> <p>As required</p>
		<ul style="list-style-type: none"> • Students to be seated side-by-side and facing forward where possible. 	M		All staff	Daily

Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Controls	Action By who	Action by when
		<p>Music, Dance and Drama</p> <ul style="list-style-type: none"> • Music, dance and drama lessons – the overarching objective should be to reduce the number of contacts amongst students and staff, including for rehearsal and performance. <ul style="list-style-type: none"> ○ Ensure good hygiene: avoid sharing instruments and equipment where possible, and ensure that cleaning and good hygiene are practised where sharing cannot be avoided. ○ Cleaning schedules and regimes maintained for workspaces and equipment. ○ Workspaces should be well ventilated. ○ Students should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Position wind and brass players so that air from their instrument does not blow into another player. ○ Increased handwashing before and after handling equipment. ○ Limit handling of music scores, parts and scripts to the individual using them. 	M		All staff	As necessary

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Spread of Covid-19 Coronavirus	Staff Students Cleaners Contractors Visitors to your premises Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your operations	<p><u>Dealing with a suspected case (staff and / or student)</u></p> <ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g., a cough, difficulty in breathing, high temperature and loss of taste/smell and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus. 	M		JBA	As required
		<ul style="list-style-type: none"> If anyone becomes unwell with a new continuous cough or a high temperature in school, they will be isolated (children supervised at all times) and kept in an area where they can be at least two metres away from others and sent home and advised to follow the stay-at-home guidance - https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection They must arrange to be tested ASAP and engage with the NHS Track and Trace process. A small number of home testing kits are available in school. 	M		SLT/St Serv	As required
		<ul style="list-style-type: none"> If unwell students and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of any potential infection. G02 to be used to house students with symptoms until collected by parents. Furniture replaced with plastic chairs. Areas used by unwell staff and students who need to go home are appropriately cleaned once vacated. The areas will be fogged by the school and deep cleaned by OCS. 	M		SLT OCS FM OCS FM	As required 12.6.20 As required

Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Controls	Action By who	Action by when
		<ul style="list-style-type: none"> Any members of staff who have helped someone with symptoms and any students who have been in close contact with them do not need to go home to self isolate unless they develop symptoms themselves (in which case, they should arrange a test) or they have been required to do so by NHS Track and Trace. 	M		SLT	As required
		<ul style="list-style-type: none"> If a member of staff becomes symptomatic their line manager maintains regular remote contact with them during this time. 	M		SLT	As required
		<ul style="list-style-type: none"> The school will inform the LA if they suspect a person from school not getting tested after advice from LA/Public Health stating they should test. 	M		SLT	As required
		<ul style="list-style-type: none"> Records to be kept of students and staff in each group where close contact has taken place to assist with NHS Track and Trace system if required to do so by Public Health. 	M		SLT	As required
		<ul style="list-style-type: none"> Promote and engage in asymptomatic testing. Staff will be provided with LFT home test kits to self swab themselves twice a week. Trainee teachers to be offered testing in the same way as other staff. Home testing to be reviewed by the government. Students will be provided with LFT home test kits to self swab themselves twice a week. Home testing to be reviewed by the government All students will be tested on return to school in January 2022 and encouraged to test twice a week thereafter. 	M		SLT All staff	As required 2 x weekly
					Form Tutors to remind	2 x weekly
					Testing Team	January 2022

Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Controls	Action By who	Action by when
		<ul style="list-style-type: none"> • NHS Covid-19 App – the school are conducting their own track and trace procedures when required to do so by Public Health. All staff to ensure that contact tracing is switched off on their app whilst on school premises. • Close contacts will now be identified via NHS Test and Trace and school will only be expected to undertake contact tracing when required to do so by Public Health. • NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases. 	M		All staff	As necessary
		<ul style="list-style-type: none"> • Travel and quarantine – All staff and students must adhere to government travel advice. https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england 			All staff	As necessary

PPE required 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 repellent surgical mask, gloves (BS EN455) and apron should be worn by the supervising adult if a distance of 2 metres cannot be maintained.
- 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 ([Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)).
- Gloves, aprons, masks should be carefully removed to reduce contamination and disposed of safely.

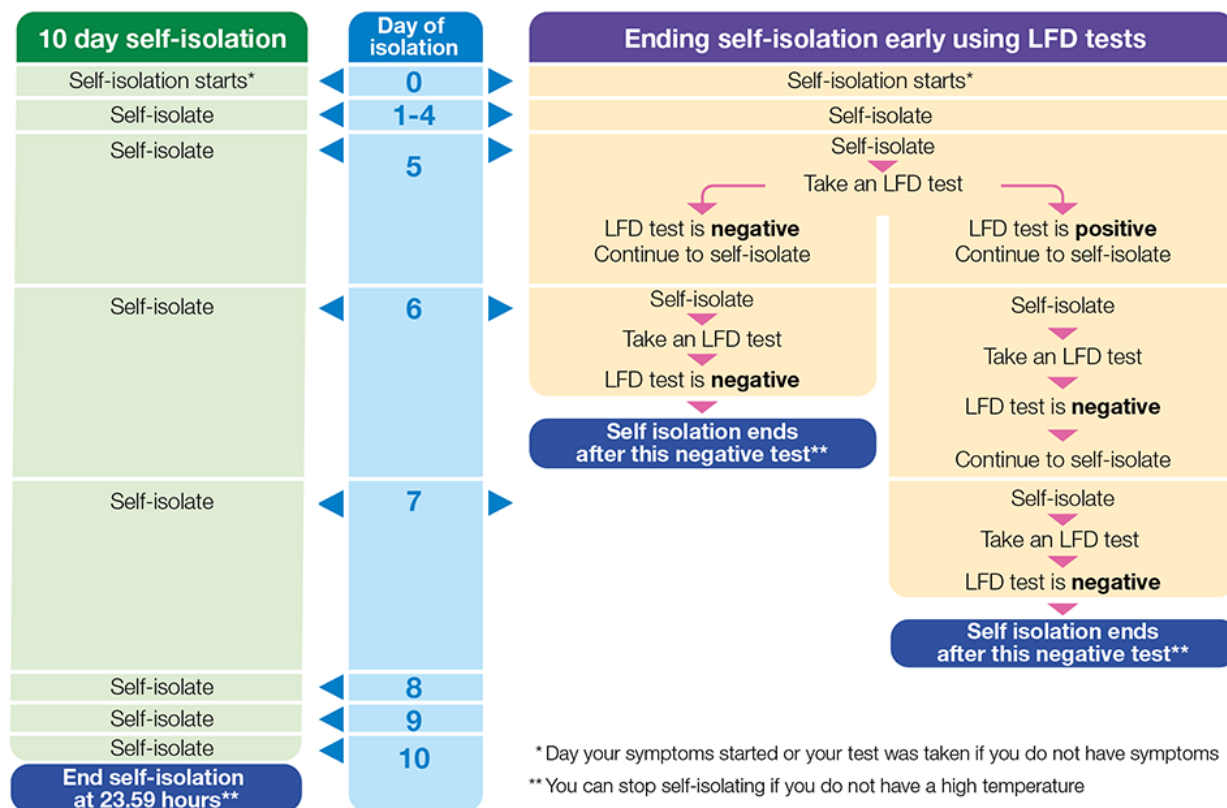
INFORMATION FOR STAFF

If you have symptoms you need to isolate, please until a test is taken and the result received. If the result is:

- **NEGATIVE** – The whole household can return to work/school if they:
 - Feel well enough to do so
 - Are free from fever, vomiting and diarrhoea for the past 48 hours
 - Are not isolating as anyone else in the household has had a positive test
 - Have not been required to isolate by test and trace.

The school will need to see evidence of a negative test prior to return.

- **POSITIVE** – The symptomatic person needs to follow the stay-at-home guidance - <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>



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Spread of Covid-19 Coronavirus	Staff Students Cleaners Contractors Visitors to your premises Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your operations	<p><u>Controlling other users of building (visitors / contractors)</u></p> <ul style="list-style-type: none"> • The school will inform them of usage expectations: • Compulsory hand washing / use of gel before entering school. • Restrictions or suspensions of building usage • Contact details to be collected from visitors to aid with Track and Trace if required by Public Health. Visitors to also confirm that they do not have any Coronavirus symptoms. • Temperatures of all visitors to be taken. 		Visitor signing in system in place.	All staff All staff All staff Reception Reception	As required As required As required As required

Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Controls	Action By who	Action by when
Spread of Covid-19 Coronavirus	Staff Students Cleaners Contractors Visitors to your premises Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your operations	<p><u>Emergency procedures</u></p> <ul style="list-style-type: none"> All staff and students' emergency contact details are up to date, including alternative emergency contact details, where required. Students' parents are contacted as soon as practicable in the event of an emergency. Staff and students' alternative contacts are contacted where their primary emergency contact cannot be contacted. The school has an up to date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. Change to evacuation procedures communicated to staff, visitors and students as necessary. 	M		LFO/ VDA St Serv St Serv JBA JBA	12.6.20 As required As required 12.6.20 As required
		<p><u>Personal Protective Equipment (PPE)</u></p> <ul style="list-style-type: none"> Following Government guidance, from January 4th 2022, students and staff should wear face coverings in communal areas and classrooms except in situations where a face covering would impact on the ability to take part in exercise or strenuous activity, e.g., PE lessons. Anyone wearing non-disposable face coverings will be expected to bring a plastic bag for storage when not in use. Disposable face coverings to be disposed of in a bin. 		Reusable/washable face masks have been provided to all staff. Disposable masks are available for students who arrive at school without one.	All staff and students	4.1.22

Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Controls	Action By who	Action by when
Teacher / staff shortage	Staff Students Cleaners Contractors Visitors to your premises Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your operations	<ul style="list-style-type: none"> • School monitors daily any staff absence. • Everyone is instructed to monitor themselves and others and look out for similar symptoms if a student or staff member has been sent home with suspected coronavirus. • Staff are vigilant and report concerns about their own, a colleague's or student's symptoms to the Head Teacher or person in charge. • Daily report to the HT on number of absences and symptoms. • Weekly summary data for each class to HT. • Staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. • Staff inform the Head Teacher when they plan to return to work after having coronavirus. • Schools keep staff, students and parents adequately updated about any changes to infection control procedures as necessary. • Staff to test twice weekly and report results via the school website and on the government website - https://www.gov.uk/report-covid19-result 	H	If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher.	SMO/ AAU All Staff All Staff SMO/ AAU SMO/ AAU DCO All staff SLT All staff	Daily Daily Daily Weekly As required As required As required Twice weekly

Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Controls	Action By who	Action by when
Impact on physical and mental health	Staff Students Cleaners Contractors Visitors to your premises Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your operations	<ul style="list-style-type: none"> All staff will have an individual risk assessment. Where individuals have expressed concerns in relation to the COVID-19 response, line managers meet with them and if appropriate to seek advice from Human Resources. Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Regular communication of mental health information and has an open-door policy for those who need additional support. 	M	Updated as required	DCO DCO DCO SLT JBA	12.6.20/ 12.1.21/ 22.2.21/ Sept 2021 12.6.20/ as required As required As required As required

Employee Support Programme

Employee support enables you to benefit from free, confidential and independent support to help achieve a greater work/life balance.

Work/life balance – Relationships – Bereavement and Loss – Debt – Stress – Care of elderly people – Anxiety – Depression

Service is available 24/7, accessible by phone/email, professionally trained counsellors and confidentiality assured

CONTACT

Freephone number: 0808 1682143/ www.carefirst-lifestyle.co.uk

Username: CofWC

Password: EAP2016

Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Controls	Action By who	Action by when
Individuals vulnerable to serious infection coming into school	Staff Students Cleaners Contractors Visitors to your premises Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your operations	<ul style="list-style-type: none"> Identify those students who are vulnerable e.g. underlying health conditions that may be affected by the current threat. Discuss with parents the initial steps and agree key actions i.e. isolation/seclusion Clinically Extremely Vulnerable (CEV) – as of 1st April 2021 national guidance outlined that shielding for CEV individuals would come to an end. From this date CEV individuals have been subject to COVID rules in the same way as the general population. In regard to staff the guidance set out that CEV employees can return to work, if working from home is not feasible. School to consider remote teaching for those self isolating. 	M	<ul style="list-style-type: none"> Vulnerable staff (and those staff who have been identified as higher or medium higher risk) to maintain 2 metre social distancing at all times. 	SLT SLT/ St Serv SLT	Induction/ as necessary Induction/ as necessary As necessary

Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Controls	Action By who	Action by when
School Trips and Residential	Staff Students Cleaners Contractors Visitors to your premises Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your operations	<ul style="list-style-type: none"> In line with the roadmap, schools were able to resume educational day visits from 12 April 2021. Any educational day visits must be conducted in line with relevant COVID-secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination. Full and thorough risk assessments should be undertaken in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, you will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. You should consult the health and safety guidance on educational visits when considering visits. https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits In line with the roadmap, schools can undertake domestic residential education visits, from 17 May. Any domestic residential educational visits must be conducted in line with relevant COVID-19 guidance and regulations in place at that time. Please refer to Annex C in the following document - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/984843/10_May_Schools_Guidance.pdf Given the likely gap in COVID-19 cancellation related insurance, schools considering booking a new visit are advised to ensure that any new bookings have adequate financial protection in place. International visits - The government has now published red, amber and green list rules for entering England. Given the complexities attached to international travel at this stage of the pandemic, it is recommended schools do not go on any international visits this academic year up to and including 5 September 2021. After this time international visits that have previously been deferred or postponed can take place. 	M		All staff	N/A

Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Controls	Action By who	Action by when
Lateral Flow Testing in school	Staff Students Cleaners Contractors Visitors to your premises Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your operations	<ul style="list-style-type: none"> • Following updated guidance all students will be tested on their return to school in January 2022 and encouraged to test at home twice weekly thereafter. • Following initial testing of students in January 2022 a testing centre will be retained to test those students who are unable to test at home. • All students will be tested twice, 3 – 5 days apart, on their return to school in the Autumn Term. • Asymptomatic: All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19 or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms. • Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building. • Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing. • Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking. • Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception / security staff. • Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff. • Hand hygiene: All subjects to use hand sanitizer provided on arrival & adherence to this enforced by reception staff. • Social distancing: Two metre social distancing to be maintained between subjects with floor markings in addition to verbal reminders if necessary, from reception, queue management & sampling staff. • A one-way flow of subjects through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. • Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects • Training: Staff complete required training • See appendix 2 for full risk assessment 	M		Testing Team	7.1.22
Date of risk assessment – January 2022 – Review date – as required						

Lateral Flow Testing Risk Assessment

Assessment Date	8.1.21	Lead Assessor	Dean Coombes	Contract		Assessment Number	
Activity / Task							
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at St Matthias School						
Activities Involved	Traversing the site on foot Testing school staff and students					Location	St Matthias School – G54
Who Might be affected	Employee ✓	Client ✓	Contractor ✓	Visitor ✓	Service User ✓		

- Students will be tested on their return to school in January 2022 and encouraged to test at home twice thereafter.
- Following testing of students on return to school in January 2022, the school will retain testing facilities to test those students who are unable to test at home.
- Home test kits are supplied to staff and students to enable twice weekly testing.
- Positive LFT cases tested at home will require a confirmatory PCR test if the student is displaying COVID symptoms.
- Staff and students do not require an LFT antigen test within 90 days of a previous positive COVID-19 PCR test unless the person develops a new incidence of symptoms. Should a person test positive again following a previous positive, they will be required to isolate from the date of the most recent test (this is irrespective of the length of time that has passed from any previous test).

Hazard Identification and evaluation

No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed?
				Probability	Severity	Risk	Action No
1	Contact between subjects increasing the risk of transmission of COVID19	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Asymptomatic: All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19 or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms. • Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building. • Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing. • Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking. • Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception / security staff. • Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff. • Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff. • Social distancing: Two metre social distancing to be maintained between subjects with floor markings in addition to verbal reminders if necessary, from reception, queue management & sampling staff. • A one-way flow of subjects through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. • Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects • Training: Staff complete required training 	1	4	4	

No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed?
				1	4	4	Action No
2	Contact between subjects and staff increasing the risk of transmission of COVID19: <u>Welcome & registration</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Queuing strategy in place in relation to numbers of attendees. • Asymptomatic: All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19 or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms. • Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building. • Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing. • Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking. • Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception / security staff. • Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff. • Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff. • Social distancing: Two metre social distancing to be maintained between subjects with floor markings in addition to verbal reminders if necessary, from reception, queue management & sampling staff. • A one-way flow of subjects through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. • Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects • Training: Staff complete required training 	1	4	4	

No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed?
				1	4	4	Action No
3	Contact between subject and sampler increasing the transmission of COVID19: Sample taking	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Physical barriers in place. Procedures to be followed as per training i.e., PPE, cleaning, administering tests, etc. Asymptomatic: All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19 or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms. Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building. Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing. Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking. Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception / security staff. Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff. Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff. Social distancing: Two metre social distancing to be maintained between subjects with floor markings in addition to verbal reminders if necessary, from reception, queue management & sampling staff. A one-way flow of subjects through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff. Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects Training: Staff complete required training 	1	4	4	

No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed?
				1	4	4	Action No
4	Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample processing & analysis.</u> <u>COVID19: Sample disposal and waste disposal</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Procedures to be followed as per training i.e., PPE, cleaning, disposal, etc. Asymptomatic: All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19 or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms. Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building. Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing. Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking. Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception / security staff. Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff. Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff. Social distancing: Two metre social distancing to be maintained between subjects with floor markings in addition to verbal reminders if necessary from reception, queue management & sampling staff. A one-way flow of subjects through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff. Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects Training: Staff complete required training 	1	4	4	

No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed?
							Action No
5	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> 2 identical barcodes are provided to subject at check in The subject registers their details to a unique ID barcode before conducting the test (staff only) School procedure for logging test results post test are adhered to. Barcodes are attached by trained staff at the sample collection bay Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station 	1	4	4	
6	Damaged barcode, lost LFT, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	<ul style="list-style-type: none"> Rule based recall of subjects who have not received a result within 3 hrs of registration Subjects are called for a retest 	1	4	4	
7	Extraction solution which comes with the lab test kit contains the following components: Na_2HPO_4 (disodium hydrogen phosphate), NaH_2PO_4 (sodium phosphate monobasic), NaCl (Sodium Chloride)	These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under conditions of use as described in other product literature. This is the case for exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.	<ul style="list-style-type: none"> PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Safety glasses with side shields which are tested and approved under appropriate government standards to be worn at all times when handling the extraction solution. Impervious clothing to be worn to protect the body from splashes or spillages. Environmental: do not let product enter drains Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures Do not use if the solution has expired Training to be provided in handling potentially biohazardous samples, chemicals and good lab practice. Adhere to guidelines in these training procedures to prevent improper handling. Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals. 	1	4	4	
8	Occupational illness or injury	Muscular skeletal injury from poor posture Exposure to COVID-19	<ul style="list-style-type: none"> Monitoring by Test Site Manager and risk assessed as required COVID-19 exposure – see control measures in 1 	1	4	4	
9	Manual handling		<ul style="list-style-type: none"> None identified 	1	4	4	
10	Unauthorised access by members of the public	Exposure to COVID-19 Risk of assault	<ul style="list-style-type: none"> Following school procedures to remove unauthorised person/s. 	1	4	4	
11	Uneven surfaces (floor protection in the Testing and Welfare areas)		<ul style="list-style-type: none"> None identified 	1	4	4	
12	Stairs to / from sample processing / registration area and welfare space		<ul style="list-style-type: none"> None identified 	1	4	4	

No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed?
				1	4	4	Action No
13	Inclement weather	Risk of exposure to elements	<ul style="list-style-type: none"> • Queuing strategy in place in relation to numbers of attendees. 	1	4	4	
14	Electrical safety / plant & equipment maintenance Defective electrical equipment	Electrical shock	<ul style="list-style-type: none"> • All equipment PAT tested and pre use inspection carried out. 	1	4	4	
15	Use of shared equipment	Exposure to COVID-19	<ul style="list-style-type: none"> • Any resources shared between groups will be: <ul style="list-style-type: none"> ○ Cleaned frequently and meticulously, and always between groups using them; or ○ Where possible rotated so they can be unused and out of reach for 48 hours between uses by different groups. • Unnecessary sharing will be avoided • Individual and very frequently used equipment e.g., pens and pencils, will not be shared. 	1	4	4	

Control Improvements				
Action No	Recommended additional control measures	Responsibility	Target Date	Date completed
1	Content of the risk assessment to be communicated with all workers as part of induction	COVID Coordinator	11.1.20	
2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency	COVID Coordinator	11.1.20	

Additional Notes

Risk Evaluation

		Consequence of event occurring (Severity)				
		Negligible	Minor	Moderate	Major	Critical
Likelihood of event occurring (Probability)	Almost Certain	Tolerable 5	Substantial 10	Intolerable 15	Intolerable 20	Intolerable 25
	Likely	Tolerable 4	Substantial 8	Intolerable 12	Intolerable 16	Intolerable 20
	Possible	Trivial 3	Tolerable 6	Substantial 9	Intolerable 12	Intolerable 15
	Unlikely	Trivial 2	Tolerable 4	Tolerable 6	Substantial 8	Substantial 10
	Rare	Trivial 1	Trivial 2	Trivial 3	Tolerable 4	Tolerable 5

Likelihood

Rare, will probably never happen/recur

Unlikely, do not expect it to happen, but is possible

Possible, Might happen

Likely, will probably happen

Almost Certain, will undoubtedly happen

Severity

Negligible

Minor

Moderate

Major

Critical

Risk control strategies

Intolerable – stop activity, take immediate action to reduce the risk

Substantial - Take action within an agreed period

Tolerable – monitor the situation

Trivial – No action required

Declaration - If the above control measures are implemented the risks posed by the task / process / environment assessed will be controlled to as low as is reasonably practicable.	
Persons involved in assessment	DCO/JBA/JMO/JSM/VBE
Signature of Lead Assessor	DCO - 8.1.21

Reviews – this assessment should be reviewed at intervals no greater than 12 months or when there are changes in operational procedure, personnel, the work environment or following an incident							
Comments	Reviewed by	Signature	Review date	Comments	Reviewed by	Signature	
Following change to government guidelines							

