

## RISK ASSESSMENT FORM

### Part A

<b>DEPARTMENT/ SERVICE</b>		Hazelbeck	
<b>Assessor/ Person(s) assisting with the assessment</b>	Suzanne Wahed / Beth McPhail		<b>DATE</b>
<b>TASK / ACTIVITY</b>	<b>Beckfoot Trust – Covid 19 Risk Assessment Update for Return September 2021</b> <b>THIS DOCUMENT SUPPLEMENTS AND DOES NOT REPLACE DfE Guidance which can be found here:</b> <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</a>		

  

Likelihood of Occurrence	Severity of Outcome				
	1 Negligible	2 Slight	3 Moderate	4 Severe	5 Very Severe
1 Very Unlikely	LOW (1)	LOW (2)	LOW (3)	LOW (4)	LOW (5)
2 Unlikely	LOW (2)	LOW (4)	LOW (6)	MEDIUM (8)	MEDIUM (10)
3 Possible	LOW (3)	LOW (6)	MEDIUM (9)	HIGH (12)	HIGH (15)
4 Probable	LOW (4)	MEDIUM (8)	HIGH (12)	HIGH (16)	HIGH (20)
5 Very Likely	LOW (5)	MEDIUM (10)	HIGH (15)	HIGH (20)	HIGH (25)

  

Persons / groups at risk			
<b>A</b>	Employees	<b>E</b>	General Public / Pupils
<b>B</b>	New Employees	<b>F</b>	Visitors
<b>C</b>	Contractors / Sub-Contractors	<b>G</b>	Volunteers
<b>D</b>	Young person / Work experience	<b>H</b>	Clients / Service users

  

**Likelihood of occurrence X Severity of outcome = Risk Rating**

**Example:**

Likelihood (possible 3) X Severity (Moderate 3) = Risk Rating (Medium 9)

Following the implementation of the Government's step four of their covid-19 road map, the Department for Education have made clear their expectation is that all schools will be open for all pupils from September with lower levels of control and greater scope for activity to continue as normal. However, the remaining four elements of the PHE-Endorsed 'system of controls' remain important and are reflected in this risk assessment.

The four remaining elements are:

1. Ensure good hygiene for everyone
2. Maintain appropriate cleaning regimes
3. Keep occupied spaces well ventilated
4. Follow public health advice on testing, self-isolation and managing confirmed cases of covid-19

Schools must apply the system of controls in a way that reduces risk to the lowest, reasonably practicable level, in a way that works for their school and allows them to deliver a broad and balanced curriculum for pupils.

## Part B

What are the hazards and What could happen	Affected persons groups	Risk rating if no action taken (see chart)	What are the base control measures	Further action required/taken to eliminate or reduce the risk	Residual risk rating (see chart)
Hospitalisation/ Severe Illness due to Spread of covid-19 between pupils; staff; families of pupils/ staff.	ALL	2 x 4 = 8	Schools will be open to all pupils from September. There is an expectation that the system of controls will keep infection/spread of covid-19 cases in school to a low level. School will work closely with the Trust, the Local Authority, Public Health England and the DfE to ensure that any cases/outbreaks are managed carefully and all appropriate guidelines are followed.	The Trust and the School will continue to monitor DfE, PHE, LA, HSE guidance, amend risk assessment and implement additional controls if advised to (see Outbreak Management Plan)	1 x 4 = 4
		2 x 4 = 8	<b>1a Clean hands thoroughly more often than usual</b> Covid-19 is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Only use alcohol hand rub or sanitiser if soap and water not available.	School is taking steps to ensure that all pupils and staff to wash hands regularly: when they arrive at school, when they return from breaks, when they change rooms and before and after eating, and after coughing or sneezing.  We are promoting hand washing through posters and regular reminders and building it into school routines and behaviour expectations.  We demonstrate good hygiene practice.  We make use of resources from e-bug  We provide alcohol based hand sanitiser where a sink is not readily available, and supervise it given the risks around ingestion.  We ensure pupils who need supervision and/or help whilst washing hands receive it.	1 x 4 = 4
		2 x 4 = 8	<b>1b Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</b>  <b>N.B. Staff and Pupils are permitted to wear face coverings if they wish.</b>	We ensure that all have enough tissues and bins available in the school to support pupils and staff to follow this routine. We talk to all pupils and staff about respiratory and hand hygiene.  <b>We empty bins in toilet areas and classrooms twice a day.</b>  Some pupils with complex needs struggle to maintain as good respiratory hygiene as their peers. This is considered in risk assessments in order to support these pupils and the staff working with them.	1 x 4 = 4

		<b>2 x 4 = 8</b>	<p><b>2. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach. Products used should be capable of killing covid-19, but must be used safely and in line with manufacturers instructions /</b></p>	<p>We have Identified surfaces that are regularly touched – such as desks, chairs, keyboards, handles, light switches etc. We instruct and ensure supervision of cleaning staff accordingly. We have appropriate COSHH assessments in place to ensure that products are used safely.</p> <p>We have put in place a cleaning schedule that ensures cleaning is generally enhanced and includes:</p> <ul style="list-style-type: none"> <li>○ more frequent cleaning of rooms / shared areas that are used by different groups</li> <li>○ frequently touched surfaces being cleaned more often than normal</li> <li>○ toilets being cleaned regularly and pupils are encouraged to clean their hands thoroughly after using the toilet</li> </ul> <ul style="list-style-type: none"> <li>• <b>Enhanced twice daily cleaning via Amey to continue until end of October 2021</b></li> <li>• <b>Staff to continue to clean touch points on entry to shared areas</b></li> </ul>	
		<b>3 x 4 = 12</b>	<p><b>3. Dilute the concentration of any air-borne virus in a building.</b></p>	<p>We ensure ventilation is kept to a maximum. (artificial and natural) and have set heating/ventilation systems accordingly. We open windows as much as possible. Staff/pupils are allowed to wear warm clothing (if necessary) to facilitate this.</p>	
		<b>2 x 4 = 8</b>	<p><b>4a. Minimise contact with individuals who are unwell by ensuring that those who have covid-19 symptoms, or who have someone in their household who does, do not attend school</b></p> <p>N.B. There will always be residual risk from those who are asymptomatic.</p>	<p>We communicate with pupils and staff that if they have displayed covid-19 symptoms and/or have tested positive for covid-19 in the last <b>10 days</b> they must not attend school.</p> <p>We communicate with parents that if pupils have displayed Covid-19 symptoms and/or have tested positive for covid-19 in the last <b>10 days</b> they must not attend school.</p> <p>We communicate with staff, students and others that if they are displaying symptoms, they must get tested for covid-19 by booking a PCR test.</p> <p>We communicate with visitors and contractors, that access to site is only possible with no covid-19 symptoms. They must follow school procedures and practices and (where appropriate) carry out a separate risk assessment.</p> <p>We continue to communicate to students, staff and parents that households should isolate for 10 days if someone in the household displays symptoms or they are told to by NHS Track and Trace. (As appropriate within current rules around those under 18 years and four months or those who are vaccinated, which are subject to</p>	<b>1 x 4 = 4</b>

				<p>change)</p> <ul style="list-style-type: none"> <li>• <b>Staff should isolate until they've had a negative PCR test if they have been a close contact of someone who has a positive test.</b></li> </ul> <p>School is implementing the current DfE advice on LFD testing for staff.</p> <ul style="list-style-type: none"> <li>• <b>Twice weekly testing on Sunday evenings and Wednesday evenings</b></li> </ul>	
			<p><b>4b. Take Steps to identify asymptomatic cases amongst staff in school to reduce potential infection routes. Take steps to reduce the risk when anybody starts to display symptoms in a school setting passing on the infection to others.</b></p> <p><b>See Trust procedure on "Dealing with Confirmed or Suspected Cases"</b></p>	<p>We follow Trust guidance 'Dealing with confirmed or Suspected Cases' (v4 as at 12/07/21). This is available on the 'Trust Matters' Share-Point. If you cannot access this, you can request a copy by e-mailing <a href="mailto:becamv@beckfoot.org">becamv@beckfoot.org</a></p>	<b>1 x 4 = 4</b>
		<b>2 x 4 = 8</b>	<p><b>4c. Response to infection Engage with NHS Track and Trace</b></p>	<p>We ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> <li>• book a PCR test if they are displaying symptoms</li> <li>• provide details of anyone they have been in close contact with if they were to test positive for covid-19 or if asked by NHS Test and Trace</li> <li>• self isolate if they have been in close contact with someone who develops covid-19 symptoms or someone who tests positive for covid-19 (As appropriate within current rules around those under 18 years and four months or those who are vaccinated, which are subject to change)</li> <li>• <b>Staff should isolate until they've had a negative PCR test if they have been a close contact of someone who has a positive test.</b></li> </ul> <p>Anyone who displays symptoms of covid-19 can and should get a PCR test.</p> <p>If anyone displays symptoms whilst in school they should follow the Trust procedure "Dealing with Confirmed or Suspected Cases"</p>	<b>1 x 4 = 4</b>

