



Health and Safety Risk Assessment

January 2022

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COVID-19: Generic Health and safety risk assessment

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education.

School name: St Ives Infant & Nursery School

Assessment conducted by – name: Leisa Farrar

Covered by this assessment: Staff, pupils, contractors, visitors, volunteers, vulnerable people

Assessment conducted by – job title: Headteacher

Assessment date:	06/01/2022	Review interval:	Monthly	Date of next review:	31/01/2022
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Note: Risks assessments must be reviewed quarterly, whenever there is a significant change in the activity and following any incident. Risk assessments must be retained for a period of 6 years.

Related documents	
<p>Trust/Local Authority documents:</p> <p>Enhanced response Letter Outbreak Cluster Letter Flowchart for COVID Management</p>	<p>Government guidance:</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures</p> <p>https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>Confirmatory PCR tests to be temporarily suspended for positive lateral flow test results - GOV.UK (www.gov.uk)</p>

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	M
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

Risk matrix

Area for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
Access to /away from site		<ul style="list-style-type: none"> • Arrangements for dropping off and picking up pupils have been reviewed. Staggered arrivals/pick-ups are no longer in place but there are suggested gates for access. • Parents have been advised to avoid congregating on the school grounds and to limit time on site. Parents have been asked to wear masks where space may be compromised • Staff, pupils and parents have been briefed regarding organisational arrangements, including suggested access, limited entry. • Parents have been asked to continue with social distancing rules & masks in the playground as much as possible. Parents entry to school will continue to be limited and appointments will need to be made for entry to school. All parents will need a negative LFD. • The number of entrances and exits to be used has been assessed, challenges identified and communicated to parents. Separate managed entrances/exits are used for different groups • Outside doors are used to access classrooms directly • All visitor access will be assessed prior to the arrangement and on the day of the arrangement. • All visitors will be asked to provide proof of a negative LFD. Headteacher to oversee all visitors to the setting before visit agreed. Headteacher or Office staff to make visitors aware of need for negative LFD 	Y	<ul style="list-style-type: none"> • Carpark arrangements have been communicated with parents 	

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		<ul style="list-style-type: none"> • Sign in app amended to reflect need for negative LFD – all visitors to confirm they have had a test and it is negative. • The signing in touch screen is cleaned frequently with disinfectant wipes. • A dedicated waiting area and meeting room is made available for visitors. • Designated person(s) is/are assigned to receive deliveries. • Deliveries are managed effectively in a timely manner by office staff 			
Lack of / incorrect use of PPE or inappropriate disposal leading to increased risk of infection		<ul style="list-style-type: none"> • The latest government guidance on wearing PPE in schools is applied. • Guidance has been issued to staff around need for and how to put on and take off PPE correctly. • The need for PPE in some circumstances, such as providing intimate care, will be subject to a thorough individual risk assessment. • Adequate supplies of PPE are secured for staff where risk assessment identifies wearing of PPE is required. • Spill kits are available to be used when cleaning visible bodily fluids produced by a person with coronavirus (COVID-19) to reduce the risk of contamination. • Guidance has been issued regarding the correct disposal of PPE. • In the case of several positive cases of the school community these measures will be reviewed and amended. 	Y	<ul style="list-style-type: none"> • 	
Staff and pupils (or close family members), which current evidence suggests, have increased vulnerability to infection or poorer outcomes from COVID-19		<ul style="list-style-type: none"> • The latest government guidance is applied. • CEV people are advised as a minimum to follow the same guidance as everyone else. • Staff and pupils with underlying health issues have been provided with updated guidance • All members of staff and pupils with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. • For vulnerable staff and pupils, concerns are discussed, procedures explained and risk assessments offered. 	Y	<ul style="list-style-type: none"> • 	

Area for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
Mental health concerns for staff and pupils due to COVID-19	High	<ul style="list-style-type: none"> Wellbeing/mental health issues are discussed with pupils during PSHE/assemblies and at other appropriate opportunities. Age-appropriate websites/resources are provided for pupils. Staff direct pupils to these resources and are open to discussing them. Staff are directed to useful websites and resources that they might find helpful themselves. Line managers stay in touch regularly with staff and check that they are well. Staff briefings and training focus on wellbeing, recognising the importance of their own wellbeing and that of their pupils. Appropriate work plans are agreed with staff and support is provided where necessary. Staff working from home help to provide remote learning for any pupils who are not at school. Staff are considered as individuals and managed accordingly. Wellbeing and work-life balance are promoted with all staff. The school has signposted to trained staff who can deliver any bereavement counselling and support. 	Y	<ul style="list-style-type: none"> 	Low
Existing site maintenance regimes are not up to date and/or all systems are not operational	High	<ul style="list-style-type: none"> Current government guidance is being applied. Statutory compliance information and guidance are followed. Cleaning schedule agreed and adhered to 	Y		Low

Area for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
Current policies and procedures have not been adapted/updated to take account of COVID-19 impact	High	<ul style="list-style-type: none"> Existing policies and procedures have been updated/adapted to take account of COVID-19 impact. Fire procedures have been reviewed and revised where required, e.g., due to: <ul style="list-style-type: none"> possible absence of Fire Marshalls Staff and pupils have been briefed on any new evacuation procedures. Incident controller and Fire Marshalls have been trained/briefed appropriately. 	Y		Low
Third party contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	High	<ul style="list-style-type: none"> Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction, negative LFDs) and these have been reviewed. 	Y		Low
Staff shortages due to absence may compromise operational safety	High	<ul style="list-style-type: none"> The health status and availability of every member of staff is regularly updated so that deployment can be planned. All SLT are briefed on each other's roles in order to avoid any single point of failure. Sufficient cover/supply staff are available. Roles have been reallocated to cover any critical functions where appropriate. Staff have appropriate competences and training to fulfil their roles. Staff have been trained /briefed across disciplines to avoid any single points of failure. There are sufficient qualified first aiders to cover the numbers of staff and pupils on site. Possibility of remote learning where staff absence cannot be covered 	Y		Low

Area for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
Catering arrangements lead to increased risk of infection; failure of provision leads to pupils not being fed properly		<ul style="list-style-type: none"> The cook in charge is aware of all guidelines in terms of food preparation and service. Contingency plans are in place regarding absences or stock limits to ensure service runs as required 	Y		
Transmissions due to asymptomatic cases put pupils and staff at risk and could result in some transmissions in schools going undetected.		<ul style="list-style-type: none"> Lateral Flow Device testing for staff takes place twice a week and is in line with current government guidance. <i>(Scientific evidence indicates that lateral flow testing identifies new variants of Covid-19)</i> Staff who test positive through a LFD test are required to follow the latest government guidance, self-isolate, and book a PCR test. Up to date isolation information shared with staff and parents Staff and pupils will be asked to lateral flow test for 7 days if they are a confirmed close contact of a positive case. Ventilation in staff room and staff asked to use other areas to limit contact. From 11th Jan people who test positive LFD will be required to self isolate as per temporary measure update from UK Health (05.02.22). In line with the reduced self-isolation approach announced on 22 December, anyone who tests positive will be able to leave self-isolation 7 days after the date of their initial positive test if they receive 2 negative LFD results, 24 hours apart, on days 6 and 7. 	Y		
Increased infection rates due to high levels of community transmission, and impact of new variants.		<ul style="list-style-type: none"> Current government, PHE, DfE, Local Authority guidance is followed. DfE System of controls is implemented and regularly reviewed. Local Authority notified of all positive cases in school. 	Y		
Arrangements not kept up to date with current guidance (e.g., Tier 4 arrangements for CEV staff and pupils)		<ul style="list-style-type: none"> COVID arrangements are regularly reviewed to ensure they are in line with current guidance. 	Y		