

# RISK ASSESSMENT FORM



## Risk Assessment Method

In order to evaluate the risk level associated to a hazard, two factors need to be considered:-

- 1) the likelihood of the outcome to occur

How likely is it that the hazard will be realized and result in harm? Five categories are defined: -

<b>1</b>	<b>Very Unlikely</b>
<b>2</b>	<b>Unlikely</b>
<b>3</b>	<b>Fairly Likely</b>
<b>4</b>	<b>Likely</b>
<b>5</b>	<b>Very Likely</b>

- 2) the possible Consequence of the outcome

Realistically, what is the worst likely outcome? This method defines five categories of Consequence: -

<b>1</b>	<b>Insignificant – No injury</b>
<b>2</b>	<b>Minor – minor injuries needing first aid</b>
<b>3</b>	<b>Moderate – up to three days absence</b>
<b>4</b>	<b>Major – more than seven days absence</b>
<b>5</b>	<b>Catastrophic – Fatality or permanent Disability</b>

Once those two factors are assessed, the matrix on the next page can be used to determine the level of risk. Measure the Likelihood (L) X the Consequence (C) which will give the school a numerical score. Using the table the school can convert this score into a qualitative value for example (L) fairly likely X (C) Major = 12 = Medium Risk Level

This information will then be used to prioritise any control measures necessary to eliminate or reduce the risk to an acceptable level.

# RISK ASSESSMENT FORM



## Risk Assessment Method (continuing).

### Matrix

Consequence					
Catastrophic	5	10	15	20	25
Major	4	8	12	16	20
Moderate	3	6	9	12	15
Minor	2	4	6	8	10
Insignificant	1	2	3	4	5
Likelihood	Very Unlikely	Unlikely	Fairly Likely	Likely	Very Likely

### Action Level

20-25 VERY HIGH	Unacceptable risk - immediate action required
10-16 HIGH	Risk reduction required - high priority
4-9 MEDIUM	Medium risk - action required so far as is reasonably practicable
2-3 LOW	Low priority - further risk reduction may not be feasible or cost effective
1 Very Low	Low risk - no further action required

# RISK ASSESSMENT FORM



<b>Service:</b> Education	<b>Location:</b> Earlsmead School	<b>Assessment Completed by:</b> Scott McKenna, lyke Igbokwe, Hina Shah
<b>Description of Activity/Task Assessed:</b> Full opening of schools during Covid-19	<b>Date of Assessment:</b> 14/01/2022	<b>Review Date:</b> 14/01/2022

## Introduction and Instruction

The Department for Education and Public Health have issued revised guidance to schools following the further easing of Covid restrictions, to assist schools with managing new arrangements the Health and Safety Team has produced the following Risk Assessment Template for schools to adapt to their specific setting. The Risk Assessment must be reviewed by Head Teachers point by point and where actions are implemented, they must be reworded to show how the controls have been applied.

Where points are not completed but will need to be addressed, they should be placed in the Further Actions Required column with a time frame for completion. Items that are not applicable to the school's specific settings should be deleted.

Government guidance updated from the 16th of August 2021 states: From 16 August, you will not be required to self-isolate if you are a close contact of someone with COVID-19 and any of the following apply:

- you are fully vaccinated
- you are below the age of 18 years 6 months
- you have taken part in or are currently part of an approved COVID-19 vaccine trial
- you are not able to get vaccinated for medical reasons

Instead of self-isolating, those who are fully vaccinated and under 18s identified as close contacts of positive coronavirus cases are advised to get a free PCR test as soon as possible.

From Monday 17 January, people who are self-isolating with COVID-19 will have the option to reduce their isolation period after 5 full days if they test negative with a lateral flow device (LFD) test on both day 5 and day 6 and they do not have a temperature (above 37.8°C). For example, if they test negative on the morning of day 5 and the morning of day 6, they can return to their education or childcare setting immediately on day 6. This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these tests are negative, anyone can stop self-isolating on day 6.

The first test must be taken no earlier than day 5 of the self-isolation period, and the second must be taken the following day. All test results should be [reported to NHS Test and Trace](#).

If the result of either of their tests is positive, they should continue to self-isolate until they get negative results from two LFD tests on consecutive days or until they have completed 10 full days of self-isolation, whichever is earliest.

Anyone who is unable to take LFD tests or anyone who continues to have a temperature will need to complete the full 10 day period of self-isolation.

# RISK ASSESSMENT FORM



Confirmatory PCR tests following a positive lateral flow device (LFD) test result are to be temporarily suspended from Tuesday 11 January. This will mean that anyone who receives a positive LFD test result will be required to self-isolate immediately and will not be required to take a confirmatory PCR test.

However, anyone with COVID symptoms will be required to have a PCR and to self isolate if positive. If their symptoms stop, on day 5 and 6 they can take a LFD and if they are both negative they can stop self isolation.

If **NHS Test and Trace** contact an individual who has been in contact with a person who has had a positive test result for the Omicron variant, they must self-isolate for 10 days and get a PCR test as soon as possible regardless of age or vaccination status.

Employees should register all their lateral flow results on the Government website here: <https://www.gov.uk/report-covid19-result>

Anyone leaving self-isolation should continue to work from home if possible and limit close contact with other people in crowded or poorly ventilated spaces, or at higher risk of severe illness. Where staff are required to do front line work they should follow the risk control measures that are in place for their team, including regular testing and wearing PPE. [Self-isolation for COVID-19 cases reduced from 10 to 6 days following negative LFD tests - GOV.UK \(www.gov.uk\)](#)

**Staff members who have been identified by NHS Test and Trace as having had a close contact with a positive case should take an LFD test every day for 7 days and continue to come to work unless they develop symptoms.** This process applies to double vaccinated staff. Unvaccinated staff will need to self-isolate for 10 days and arrange their PCR test ASAP, at a walk-in centre.

Fully vaccinated means that you have received your final dose of an MHRA- approved COVID-19 vaccine in the UK vaccination programme at least 14 days prior to contact with a positive case.

In either situation, if a member of staff becomes symptomatic, they must stay at home and arrange for a PCR test immediately (regardless of previously having had a negative PCR test result).

**Students (from reception age or above) who live with someone who has tested positive for COVID-19**, should in addition to arranging a PCR test also take an LFD test every day for 7 days while they continue to attend school – testing should start from when the first person in the home tests positive as household transmission is very likely to happen.

If at any time the student becomes symptomatic, they must stay at home and arrange for a PCR test immediately (regardless of having already had a negative PCR test result). If families are having difficulty in accessing PCR tests promptly, Public Health Haringey have confirmed that the school or a local chemist can supply them with a LFD test. If the result is negative the child can attend. If it is positive they need to isolate for 10 days and are advised to get a PCR test ASAP.

## Increasing lateral flow testing – NEW LOCAL GUIDANCE FOR PRIMARY

Lateral flow device (LFD) testing is now recommended to children under the age of 12 and should be used as a preventative measure in the outbreak management response for primary schools starting from reception age (4 years old). This means, if a school reaches the threshold for activating their outbreak management plan, or there has been two or more cases within the class, all children within the class (or consistent group) should be asked to take a LFD test as soon as it is possible to do so – and repeat the LFD test 3 days later. Families should still arrange for a PCR test. During this process children continue to attend school unless they have a positive result or develop

# RISK ASSESSMENT FORM



symptoms.

Lateral flow devices (LFD) should not be used for symptomatic people.

If there has only been a single case within a class, and the school have identified very close contacts to the positive case (e.g., only a small number of students have been identified such as those sitting at the same table), the school should ask the very close contacts to take an LFD test as soon as it is possible to do so – and repeat the LFD test 3 days later. PCR testing for the very close contacts would also still be advised

Primary schools should encourage families to pick up a lateral flow testing kit from a local pharmacy or library but do also have the option of ordering additional lateral flow kits to the school. Some schools may wish to order additional testing kits to hand out to those families whom they think are less likely to collect one.

Children aged under five years old are not required to take a test unless the positive case is within their household.

Anyone who tests positive following the PCR test will still be legally required to self-isolate, irrespective of their vaccination status or age in order to break onward chains of transmission.

## Self-isolation and shielding

All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.

Further information is available in the guidance on [supporting pupils at school with medical conditions](#).

You should ensure that key contractors are aware of the school's control measures and ways of working.

No	What is the Hazard? (i.e. potential causes of injury/damage)	Who might be harmed	How might people be harmed?	Existing Risk Control Measures	Risk Rating *			Additional Controls	Residual Risk Rating			Action monitored by whom?	Action Completed by When?
					L	C	R		L	C	R		
<b>Section 1 - Prevention</b>													
1	Infection of Covid-19 Virus	Staff, Students Visitors,	Ill health, possible long term	<b>Minimise contact with individuals who are required to self-isolate by ensuring they do not attend</b>	2	2	4	If a staff member has one or more symptoms, they are required to attend a walk-in centre to obtain a	1	1	1	SLT	06/12/21

# RISK ASSESSMENT FORM



	Self-isolation	contractors.	health effects, possible fatality	<p><b>the school</b> When an individual develops coronavirus (COVID-19) symptoms or has a positive test Pupils, staff, and other adults must not come into the school if:</p> <ul style="list-style-type: none"> <li>• they have one or more coronavirus (COVID-19) symptoms</li> <li>• they are required to quarantine having recently visited countries outside the Common Travel Area</li> <li>• they have had a positive test</li> </ul> <p>They must immediately cease to attend and not attend for at least 6 days from the day after:</p> <ul style="list-style-type: none"> <li>• the start of their symptoms</li> <li>• the test date if they did not have any symptoms but have had a positive test (Whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test)</li> </ul> <p>If anyone in the school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), the school:</p> <ul style="list-style-type: none"> <li>• must send them home to begin isolation - the isolation period includes the day the symptoms started and the next 6 full days</li> <li>• advise them to follow the <a href="#">guidance for households with</a></li> </ul>			<p>PCR test. When staff receive an email verifying a positive result this <b>must</b> be forwarded to the Deputy Head and the business manager.</p> <p>Where the PCR test is negative you <b>must</b> return to work immediately.</p> <p>Expectations and protocols will be clearly communicated and regularly shared with the whole school community using a range of different methods, including; emails, the school website, letters, newsletters so that everyone understands what their responsibilities are and what to do.</p> <p>If staff need to isolate it is their responsibility to inform either the Head or Deputy Headteacher immediately.</p> <p>If children test positive families should contact the school as soon as possible and this information should be passed onto the Senior Leadership team.</p> <p>When families receive an email verifying a positive result this needs to be forwarded to <a href="mailto:office@earlsmead.co.uk">office@earlsmead.co.uk</a>.</p>				
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# RISK ASSESSMENT FORM



			<p><a href="#">possible or confirmed coronavirus (COVID-19)</a> infection</p> <ul style="list-style-type: none"> <li>• advise them to arrange to have a PCR test as soon as possible to see if they have Covid 19</li> <li>• They should also take an LFT every day for seven days</li> </ul> <p>Employees who have tested positive with Covid (no matter which variant) can now stop self-isolating on day 6, provided they do not have a high temperature (above 37.8°C), and they have tested negative on day 5 of isolation and again 24 hours later on day 6. If both these tests are negative, employees can stop self-isolating on day 6.</p> <p>RISK ASSESSMENT FORM</p> <p>Corporate Health and Safety Team – August 21 V10 Page 7 of 4</p> <p>If the lateral flow test on day 5 or day 6 are positive, the employee must continue to self-isolate. Re-tests should be done on day 7 and day 8 - employees can stop isolation on day 8 if both tests are negative and they do not have a high temperature.</p> <p>Employees should register all their lateral flow results on the Government website <a href="#">here</a>.</p>							
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# RISK ASSESSMENT FORM



Anyone leaving self-isolation should continue to work from home if possible and limit close contact with other people in crowded or poorly ventilated spaces, or at higher risk of severe illness. Where staff are required to do front line work they should follow the risk control measures that are in place for their team, including regular testing and wearing PPE. Self-isolation for COVID-19 cases reduced from 10 to 6 days following negative LFD tests - GOV.UK

Employers should call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware that any of their workers have tested positive.

Employers will need to provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts. This will ensure that all workplace contacts are registered with NHS Test and Trace and can receive the necessary public health advice, including the support available to help people to self-isolate where required.

- From 16 August, you will not be



# RISK ASSESSMENT FORM



			<p>required to self-isolate if you are a close contact of someone with COVID-19 and any of the following apply:</p> <ul style="list-style-type: none"> <li>• you are fully vaccinated (and at least two weeks have passed since your final dose)</li> <li>• you are below the age of 18 years 6 months</li> <li>• you have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>• you are not able to get vaccinated for medical reasons</li> </ul> <p>Instead of self-isolating, those who are fully vaccinated and under 18s identified as close contacts of positive coronavirus cases are advised to get a free PCR test as soon as possible. <b>In addition to arranging for a PCR test, take an LFD test every day for 7 days if they continue to attend work.</b></p> <p>Those who are aged 4 or younger are not required to take a test unless the positive case is within their household.</p> <p><b>If NHS Test and Trace</b> contact an individual who has been in contact with a person who has had a positive test result for the Omicron variant, they must self-isolate for 10 days and get a PCR test as soon as possible regardless of age or vaccination status.</p>							
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# RISK ASSESSMENT FORM

2	Infection of Covid-19 Virus  Symptomatic Pupils	Staff, Students Visitors, contractors.	Ill health, possible long term health effects, possible fatality	<p><b>If a pupil displays coronavirus (COVID-19) symptoms, or has a positive test, while at their school</b></p> <p>They should avoid using public transport and wherever possible, be collected by a member of their family or household.</p> <p>If a pupil is awaiting collection:</p> <ul style="list-style-type: none"> <li>• they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision if required</li> <li>• a window should be opened for fresh air ventilation if it is safe to do so</li> <li>• if it is not possible to isolate them, move them to an area which is at least 2 metres away from other people</li> <li>• if they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible - the bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else</li> <li>• personal protective equipment (PPE) must be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very the young</li> </ul>	3	3	9	<p>A well ventilated room with an adjoining toilet and a supply of PPE has been identified in a safe space where a pupil or a member of staff exhibits symptoms can be supervised until they are collected or goes home. This is located in the Children’s Centre building. PPE is located in the First Aid drawers in the main school hall and in the first aid station in the Rec/Yr 1 building.</p> <p>The bathroom adjoins the room where anyone with symptoms will wait. Cleaners will be notified after use in order to clean it. Cleaning materials will be safely stored so supervising adults also have access to them as necessary.</p> <p>The school has invested in PPE including aprons, face masks, visors, and gloves as outlined in the guidance and staff are aware of when it is necessary to wear it and that this is stored in the inclusion office, First Aid drawers in the main school hall, in the first aid station in the Rec/Yr 1 building and in the Children’s Centre. Additionally, every class’s first aider has access to a PPE kit in the classroom.</p> <p><b>Remote Learning</b></p> <p>If children are sent home, because they are close contacts with a</p>	2	2	4	SLT	06/12/21
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# RISK ASSESSMENT FORM



**home to self-isolate unless:**

- they develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test)
- they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated)
- they have tested positive from an LFD test

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned after they have left, to reduce the risk of passing the infection on to other people. See the guidance on the [cleaning of non-healthcare settings](#).

If an individual is contacted by NHS Test and Trace or the school local health protection team and told to self-isolate because they have been a close contact of a positive case, they have a legal obligation to do so.

All identified close contacts are now required to take a PCR test and inform the setting of the result.

# RISK ASSESSMENT FORM

				<p><b>In addition to arranging for a PCR test, take an LFD test every day for 7 days if they continue to attend work</b></p> <p>Close contacts are defined as  <b>Direct contact:</b></p> <ul style="list-style-type: none"> <li>• Anyone who lives in the same household as a case</li> <li>• Anyone who has had face to face contact with a case, for any length of time, including being coughed on or talked to</li> <li>• Anyone who has been within 1 metre of a case for one minute or longer</li> </ul> <p><b>Proximity contact:</b></p> <ul style="list-style-type: none"> <li>• Anyone who has been within two meters of a case for more than 15 minutes</li> <li>• Anyone who has travelled in a small vehicle with a case</li> </ul> <p>Contacts of contacts do not need to self-isolate. This means that household members of students or staff that are self-isolating because they are contacts of a case do not need to self-isolate themselves.</p>				<p>Close contacts need to inform the Deputy Head and the Business Manager of their PCR results immediately.</p> <p>When a positive case is identified inside a class only those who are close contacts with that person need to take a PCR test.</p> <p>However, if 2 or more people within the class test positive then the whole class are advised to get tested.</p>					
4	Infection of Covid-19 Virus  Face Coverings	Staff, Students Visitors, contractors.	Ill health, possible long term health effects, possible	Face coverings should be worn in communal areas in all settings by staff, visitors and pupils or students in year 7 and above, unless they are exempt. Pupils or students (in year 7 or above)	1	1	1	If staff or children choose to wear a face mask they are allowed to but must follow public health advice.	1	1	1	SLT	06/12/21

# RISK ASSESSMENT FORM

			fatality	<p>should continue to wear face coverings on public and dedicated school transport, unless they are exempt.</p> <p>In primary schools, we recommend that face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas where social distancing is not possible. Health advice continues to be that children in primary schools should not be asked to wear face coverings. See Circumstances where people are not able to wear face coverings for exceptions to this. Face coverings do not need to be worn when outdoors.</p> <p>If you have an outbreak in your school, a director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by pupils' staff and visitors, unless exempt). You should make sure your outbreak management plans cover this possibility.</p>									
5	<p>Infection of Covid-19 Virus</p> <p>Washing Hands</p>	<p>Staff, Students Visitors, contractors.</p>	<p>Ill health, possible long term health effects, possible fatality</p>	<p><b>Ensure everyone is advised to clean their hands thoroughly and more often than usual</b></p> <p>Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and water or hand sanitiser. The school must ensure</p>	2	1	2	<p>Teachers will indicate on their class timetables the different sessions when children will wash or sanitise their hands ensuing good hand hygiene. These times will include when; entering the classroom, moving to other parts of the school, after coughing or sneezing and using toilets etc.</p>	1	1	1	SLT	06/12/21



# RISK ASSESSMENT FORM

				<p>skin friendly skin cleaning wipes can be used as an alternative</p> <ul style="list-style-type: none"> <li>• building these routines into school culture, supported by behaviour expectations and helping ensure younger pupils and those with complex needs understand the need to follow them</li> </ul>								
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\*Risk Rating is calculated by multiplying the (L)Likelihood by the (C) Consequence using the matrix at the end of this document

No	What is the Hazard? <small>(i.e. potential causes of injury/damage)</small>	Who might be harmed	How might people be harmed?	Existing Risk Control Measures	Risk Rating			Additional Controls	Residual Risk Rating			Action monitored by whom?	Action Completed by When?
					L	C	R		L	C	R		
6	Infection of Covid-19 Virus  <b>Respiratory Hygiene</b>	Staff, Students Visitors, contractors.	Ill health, possible long term health effects, possible fatality	<p><b>Ensure good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach</b></p> <p>The ‘catch it, bin it, kill it’ approach continues to be very important. Ensure enough tissues and bins are available to support pupils and staff to follow this routine. As with hand cleaning, ensure the younger pupils and those with complex needs are helped to get this right, and all pupils understand that this is now part of how the setting operates. <a href="#">The e-Bug coronavirus (COVID-19)</a></p>	2	1	2		1	1	1	SLT	06/12/21



# RISK ASSESSMENT FORM

				<p><a href="#">website</a> contains free resources for schools, including materials to encourage good hand and respiratory hygiene. Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in risk assessments in order to support these pupils and the staff working with them and is not a reason to deny these pupils face-to-face education.</p>									
7	<p>Infection of Covid-19 Virus</p> <p><b>Enhanced Cleaning</b></p>	<p>Staff, Students, Visitors, contractors.</p>	<p>Ill health, possible long term health effects, possible fatality</p>	<p><b>Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products, such as detergents</b></p> <p>In line with the risk assessment and timetabling of the day, put in place and maintain an enhanced cleaning schedule. This should include:</p> <ul style="list-style-type: none"> <li>• more frequent cleaning of rooms or shared areas that are used by different groups</li> <li>• frequently touched surfaces being cleaned more often than normal</li> <li>• cleaning toilets regularly</li> <li>• encouraging pupils to wash their hands thoroughly after using the toilet</li> <li>• if the school site allows it, allocating different groups their own toilet blocks</li> </ul>	1	1	1	<p>Cleaners are aware of the importance of regularly emptying the pedal, lidded bins we have purchased for each classroom, toilets, staff rooms and office spaces.</p> <p>All staff to remain proactively vigilant of sanitising and cleaning resources in their classrooms or work spaces and to make sure that they keep these resources replenished. The school has adequate stock. The SBM is in regular contact with our cleaning providers and expectations have been made clear. The caretaker and SBM will monitor the frequency and quality of their regime via the record sheet cleaners are required to complete on a day to day basis and we have also made the expectation to monitor clear to their managers.</p>	1	1	SLT	06/12/21	

# RISK ASSESSMENT FORM

				PHE has published <a href="#">guidance on the cleaning of non-healthcare settings</a> . This contains advice on the general cleaning required in addition to the existing advice on cleaning when there is a suspected case.				A timetable for cleaning has been agreed and established. The cleaning schedule is displayed inside / just outside classrooms indicating the frequency of cleaning (signed and dated)						
1 3	Infection of Covid-19 Virus  <b>Ventilation</b>	Staff, Students Visitors, contractors.	Ill health, possible long term health effects, possible fatality	<p><b>Keep occupied spaces well ventilated</b></p> <p>Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. This happens when people breathe in small particles (aerosols) in the air after someone with the virus has occupied an enclosed area. When the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. These can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> <li>mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated.</li> </ul>	1	1	1	<p>Staff will ensure that windows will be kept open as will doors of classrooms and the school building in order to aid ventilation.</p> <p>When temperatures drop, the expectation to keep spaces well ventilated remains. In cooler weather, windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in this space. During this colder weather, higher windows in preference to low level ones to reduce drafts is preferred. Opening internal doors will also assist in creating a through breeze of air. If necessary external doors will also be opened. It is important that the school community dresses appropriately. Good ventilation will remain a priority.</p> <p>CO2 monitors are disturbed around the school in less well</p>	1	1	1	SLT	06/12/21	



# RISK ASSESSMENT FORM



				<p>additional, suitable indoor clothing – for more information see school uniform</p> <ul style="list-style-type: none"> <li>rearranging furniture where possible to avoid direct draughts</li> </ul> <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. The Health and Safety Executive have provided guidance for assessing the adequacy of ventilation in your work environment <a href="#">Link</a></p> <p>If schools have concerns regarding ventilation systems or specific areas in their buildings, they can contact the Corporate Landlord. The Corporate Landlord employs M&amp;E specialists who will be able to give them advice and support regarding ventilation.</p>									
Section 2 - System of controls - response to any infection													
1 4	Infection of Covid-19 Virus  <b>NHS Test and Trace</b>	Staff, Students Visitors, contractors.	Ill health, possible long term health effects, possible fatality	<p><b>Promote and engage with the NHS Test and Trace process</b></p> <p>Staff members, parents and carers will need to:</p> <ul style="list-style-type: none"> <li>book a test if they or their child has symptoms - the main symptoms are:</li> <li>a high temperature</li> </ul>	1	1	1					SLT	06/12/21

# RISK ASSESSMENT FORM

				<ul style="list-style-type: none"> <li>• a new continuous cough</li> <li>• a loss or change to your sense of smell or taste</li> <li>• self-isolate immediately and not come to school if:</li> <li>• they develop symptoms</li> <li>• they are required to do so having recently travelled from certain other countries</li> <li>• they have been advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation</li> <li>• provide details of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</li> </ul>								
1 5	Infection of Covid-19 Virus  <b>Confirmed case Management</b>	Staff, Students Visitors, contractors.	Ill health, possible long term health effects, possible fatality	<p><b>Manage confirmed cases of coronavirus (COVID-19) amongst the school community</b></p> <p>The school must take swift action when the school becomes aware that someone who has attended has tested positive for coronavirus (COVID-19).</p> <p>The school can access support on the action it should take to respond to a positive case, by contacting the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached</p>	1	1	1				SLT	06/12/21

# RISK ASSESSMENT FORM



			<p>by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice. Alternatively the school can contact Haringey Public Health  <a href="mailto:publichealth@haringey.gov.uk">publichealth@haringey.gov.uk</a></p> <p>The advice service (or PHE local health protection team if escalated) will work with the school to guide them through the actions needed to be taken. Based on their advice, the school must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate immediately and for the next 10 full days counting from the day after contact with the individual who tested positive.</p> <p>All identified close contacts are now required to take a PCR test and inform the setting of the result.</p> <p>The advice service (or PHE local health protection team if escalated) will provide advice on who must be sent home. To support them in doing so, it is recommended the school keep a record of pupils and staff in each group, and any close contact that takes places between pupils and staff in different groups. This should be a proportionate recording</p>							
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# RISK ASSESSMENT FORM



			<p>process. The school do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <p>Where individuals are self-isolating and are within the definition of vulnerable, it is important that schools put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support.</p> <p>A template letter will be provided to the school, on the advice of the health protection team, to send to parents and staff if needed. The school must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>If NHS Test and Trace contact an individual who has been in contact with a person who has had a positive test result for the Omicron variant, they must self-isolate for 10 days and get a PCR test as soon as possible regardless of age or vaccination status</p>							
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# RISK ASSESSMENT FORM



<p><b>1</b> <b>6</b></p>	<p>Infection of Covid-19 Virus</p> <p>Outbreak Management</p>	<p>Staff, Students Visitors, contractors.</p>	<p>Ill health, possible long term health effects, possible fatality</p>	<p><b>Contain any outbreak by following PHE local health protection team advice</b></p> <p>If the school have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, the school may have an outbreak.</p> <p>The school should call the dedicated advice service who will escalate the issue to the school local health protection team where necessary and advise if any additional action is required. The school can reach them by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure. This could be the class or year group.</p> <p>DfE guidance presents thresholds that should trigger the setting to undertake an additional assessment and seek advice as necessary. Thresholds are described as:</p>	<p>1</p>	<p>1</p>	<p>1</p>				<p>SLT</p>	<p>06/12/21</p>
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# RISK ASSESSMENT FORM



			<ul style="list-style-type: none"> <li>• 5 cases or 10% (whichever is reached first) test-confirmed cases of COVID19 (either PCR testing or LFD Ag testing with follow-up PCR) within 10 days, among students or staff clustered in a <b>consistent group or cohort</b>. Dates should be calculated based on illness onset, or test date if asymptomatic</li> <li>Or</li> <li>• Evidence of severe illness e.g. students or staff members admitted to hospital or a death as a result of a COVID-19 infection (PCR or LFD Ag with follow up PCR) as the setting may require advice on risk assessment and communication.</li> </ul> <p>If risk assessment by a public health professional indicates transmission is occurring in the setting further control measures may be advised, including the following:</p> <ul style="list-style-type: none"> <li>• Reintroduction of face coverings.</li> <li>• Additional asymptomatic LFD testing, including reinstating onsite testing.</li> <li>• Advice to anyone (staff or pupil) who is known be at increased risk of severe infection.</li> <li>• Other proportionate measures as necessary, seeking to</li> </ul>						
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# RISK ASSESSMENT FORM



			<p>maintain face to face education if is safe to do so. For example, reducing crowding through temporarily suspending assemblies or other events that bring larger groups together.</p> <p>If the school are implementing the system of controls, addressing any issues the school have identified and therefore reducing transmission risks, whole site closure will not generally, be necessary. The school should not close except on the advice of health protection teams.</p>								
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# RISK ASSESSMENT FORM



## Risk Assessment Method

In order to assess a risk associated to a hazard, two factors need to be considered:-

i - the possible Consequence of the outcome

Realistically, what is the worst likely outcome? This method defines four categories of Consequence: -

<b>1</b>	<b>Insignificant – No injury</b>
<b>2</b>	<b>Minor – minor injuries needing first aid</b>
<b>3</b>	<b>Moderate – up to three days absence</b>
<b>4</b>	<b>Major – more than seven days absence</b>
<b>5</b>	<b>Catastrophic – Fatality or permanent Disability</b>

ii - the likelihood of the outcome to occur

How likely is it that the severe outcome will occur? Five categories are defined: -

<b>1</b>	<b>Very Unlikely</b>
<b>2</b>	<b>Unlikely</b>
<b>3</b>	<b>Fairly Likely</b>
<b>4</b>	<b>Likely</b>
<b>5</b>	<b>Very Likely</b>

Once those two factors are assessed, the matrix on the next page can be used to determine the level of risk. This information will then be used to prioritise any control measures necessary to eliminate or reduce the risk to an acceptable level.

# RISK ASSESSMENT FORM

## Risk Assessment Method (continuing).

### Matrix

Catastrophic	5	10	15	20	25
Major	4	8	12	16	20
Moderate	3	6	9	12	15
Minor	2	4	6	8	10
Insignificant	1	2	3	4	5
	Very Unlikely	Unlikely	Fairly Likely	Likely	Very Likely

### Action Level

20-25 VERY HIGH	Unacceptable risk - immediate action required
10-16 HIGH	Risk reduction required - high priority
4-9 MEDIUM	Medium risk - action required so far as is reasonably practicable
2-3 LOW	Low priority - further risk reduction may not be feasible or cost effective
1 Very Low	Low risk - no further action required