

Coronavirus Risk Assessment

School: <i>Halesbury School</i>	Reference: <i>V15</i>
Activity: <i>Full School Operation during COVID-19</i>	Site: <i>Halesbury School</i>
People at Risk: <i>Staff, pupils and visitors</i>	Additional Information: <i>Written in respect of the Corona Virus</i>
Name of Person Completing Form: John Kulyk	Date: 03/05/2022
Job Title: Head Teacher	Review Date: As new guidance is released

Related documents

[Coronavirus \(COVID-19\): Contingency Plan, Infection Control Policy First Aid Policy, COSHH Policy, Individuals at High Risk from Coronavirus \(COVID-19\) Risk Assessment, Ventilation Policy.](#)

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

Area for concern	Risk rating prior to action H/M/L	Existing control measures	Final rating H/M/L	Action required
Awareness of policies and procedures	H	<ul style="list-style-type: none"> • All staff and volunteers are aware of all relevant policies and procedures, including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - Infection Control Policy - First Aid Policy - Coronavirus (COVID-19): Contingency Plan • Pupils are supported to understand and follow the relevant school policies and procedures, including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - Infection Control Policy • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - DfE (2021) 'Health and safety: responsibilities and duties for schools' - UK Health Security Agency (2022) 'People with symptoms of a respiratory infection including COVID-19' - UK Health Security Agency (2022) 'Living safely with respiratory infections, including COVID-19' • Staff, volunteers, parents, pupils, visitors and contractors receive any necessary information and training on measures that have been implemented that are relevant to their role, e.g. infection control and pupil wellbeing. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - UK Health Security Agency (UKHSA) - Department of Health and Social Care - The school's local health protection team (HPT) • The SLT reviews relevant school policies to ensure they account for the latest provisions. 	M	

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Understanding government guidance on respiratory infections, including coronavirus	H	<ul style="list-style-type: none"> Staff, parents, pupils and visitors are informed of the national guidance regarding what to do if you have symptoms of a respiratory infection, including coronavirus, have tested positive for coronavirus or are a close contact of someone with coronavirus. Staff, parents, pupils and visitors are informed of any additional school-level advice on this matter. 	M	
Close contact with confirmed coronavirus cases	H	<ul style="list-style-type: none"> Staff, parents and pupils are informed that people who live in the same household as someone with coronavirus are at highest risk of becoming infected, and those who have stayed overnight in the same household are also at high risk. Individuals who live in the same household as someone with coronavirus or who have stayed overnight with them are encouraged to follow national guidance on precautions they can take to reduce the risks to themselves and others. Individuals who are a contact of a positive case but do not live with or have not stayed overnight with the individual are advised to follow the 'Living safely with respiratory infections, including COVID-19' guidance. The school will take advice from the local HPT regarding specific precautions to be taken in response to managing a case or outbreak. 	M	
Contact with individuals who develop coronavirus symptoms at school	H	<ul style="list-style-type: none"> If anyone develops coronavirus symptoms while at school, they are advised to go home and informed of the national guidance on what to do if you have symptoms of a respiratory infection, including coronavirus, or test positive for coronavirus. Pupils going home after displaying symptoms who are awaiting collection by a parent are moved away from others to a location that can be ventilated. If the pupil needs to use the toilet while awaiting collection, they use a separate bathroom if possible. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else. 	M	

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		<ul style="list-style-type: none"> Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds with soap and running warm water or hand sanitiser. The area around the symptomatic individual is cleaned and appropriately ventilated after they have left the premises. 		
Managing respiratory infections, including coronavirus	H	<ul style="list-style-type: none"> Staff with symptoms of a respiratory infection, including coronavirus, who have a high temperature and do not feel well enough to work will be advised to stay at home and avoid contact with others until they no longer have a high temperature and feel well enough to return to work. Staff will be supported to work from home where possible. Pupils with mild respiratory infection symptoms, such as a runny nose, sore throat or slight cough, who are otherwise well, are able to continue to attend school. Pupils who are unwell and have a high temperature will be advised to stay at home and avoid contact with others until they no longer have a high temperature and feel well enough to return to school. Anyone with symptoms of a respiratory infection, including coronavirus, will be advised to follow the UKHSA guidance. 	M	
Managing confirmed cases of coronavirus	H	<ul style="list-style-type: none"> Anyone who has a high temperature (37.8 or above) should not attend. All positive COVID test results must be reported to the school by phoning 01384 818630 or emailing info@halesbury.dudley.sch.uk Staff and parents/carers must inform school of any absence following the usual school procedures. Parents are asked not to bring their children onto the school premises if they have tested positive for coronavirus to protect the school community and minimise disruption to face to face education. Where an individual in the school community tests positive for coronavirus, the school follows public health advice and procedures outlined in the Infection Control Policy. Individuals who test positive for coronavirus follow the UKHSA guidance on precautions to take. 	M	

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		<ul style="list-style-type: none"> • Staff who have coronavirus are supported to work from home where possible. If this is not possible, the staff member and their manager discuss other options. • Staff with a confirmed case of coronavirus will be advised to not come to school for 5 days after they took a test. If the staff member feels well enough to return to work after 5 days and do not have a high temperature, they will do so, but should avoid contact with any member of the school community who is at higher risk of serious infection from coronavirus for 10 days after the day they took a test. • Pupils with a confirmed case of coronavirus will be advised to not come to school for three days after they took a test. If the pupil feels well enough to return to school after 3 days and they do not have a temperature, they will do so. • Staff, pupils and parents are informed, via email, letter, ParentHub or telephone, of how the school will manage any COVID outbreaks if they have been a close contact. 		
PPE	M	<ul style="list-style-type: none"> • PPE is available to use in the medical room and care rooms if it required or recommended for safely carrying out their tasks and duties. • Used PPE is disposed of properly using yellow lined bins provided in the care rooms and medical room. • All PPE waste is put in a yellow and black striped plastic rubbish bag which, once full, is tied and placed in the lidded offensive waste container at the back of the school to await collection. 	L	
Hand cleaning and respiratory hygiene	H	<ul style="list-style-type: none"> • Suitable handwashing and sanitising facilities are provided for individuals to wash their hands regularly. • Adequate amounts of tissues and bins are available in the relevant areas. • Visual aids are displayed throughout the school reminding pupils to wash their hands regularly and follow the 'catch it, bin it, kill it' approach. • Pupils are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any. 	M	

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		<ul style="list-style-type: none"> Younger pupils and those with complex needs are supported to ensure they adopt good hand cleaning and respiratory hygiene practices. 		
Cleaning	H	<ul style="list-style-type: none"> The school maintains an appropriate cleaning schedule which includes the regular cleaning of areas and equipment. There is a particular focus on frequently touched surfaces. The school is cleaned in line with the Hazardous Substances Policy. Enhanced cleaning is undertaken if there is an outbreak at the school, in line with advice from the local HPT. 	L	
Protecting high-risk individuals	H	<ul style="list-style-type: none"> All staff and pupils must attend unless attend as usual, unless they have received clinical advice not to do so. A separate Individual risk assessment is carried out for those who are clinically extremely vulnerable. All clinically vulnerable staff and pupils age 5 upwards are encouraged to have COVID vaccinations. The school has facilitated onsite COVID vaccinations for all pupils aged 12 – 16. 	M	
Remote education	M	<ul style="list-style-type: none"> Remote education is provided for pupils in circumstances when in-person attendance is not possible or is contrary to government guidance, e.g. they have an infectious illness. Remote education is provided as soon as possible, in proportion to the length of the pupil's absence and disruption to their learning. Remote education is delivered in line with the following policies and documents: <ul style="list-style-type: none"> Remote Learning Policy Remote Education Offer 	L	
Educational visits	H	<ul style="list-style-type: none"> Educational visits are conducted in line with government guidance. This includes the COVID-secure measures in place at the destination. A full and thorough risk assessment is made in relation to all educational visits to ensure they can be undertaken safely, and all trips are conducted in line with their risk assessment. 	M	

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Communication	H	<ul style="list-style-type: none"> • The HeadTeacher puts into place any actions or precautions advised by the local HPT if necessary. • The Head Teacher liaises with the LA where necessary and includes any local guidance in the Staff Handbook, where required. • The school’s website is kept up-to-date with any important information regarding the running of the school during the coronavirus pandemic, e.g. local arrangements. • The Head Teacher liaises with the Governing Body about possible arrangements for running the school, where necessary. • All staff, pupils, parents, visitors and volunteers are made aware of the symptoms of respiratory infections, including coronavirus, what to do if they display symptoms, and what to do if others display symptoms. • The SLT is actively present around the school to provide additional support, advice and reassurance. 	L	
Ventilation	H	<ul style="list-style-type: none"> • The school has a clear approach to increasing ventilation and minimising risk of aerosol transmission. • Particular consideration is given to ventilation when hosting events where visitors such as parents are on site, e.g. school productions. • The Site Team check that all ventilation systems, including fume extraction systems, are in working order in accordance with manufacturer’s recommendations, and that there are no blockages present in external or internal vents. • All ventilation systems remain energised in normal operating mode. • Where mechanical ventilation is used, recirculatory systems are adjusted to full fresh air where possible. • Where possible, the windows of occupied rooms are open. In cold weather, where this causes issues with thermal comfort, the following mitigations are put in place where possible: <ul style="list-style-type: none"> – Classrooms are rearranged to minimise the discomfort caused by draughts from open windows, e.g. by moving desks and chairs 	L	

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		<ul style="list-style-type: none"> - High level windows are opened in preference to low level windows, to reduce draughts - Ventilation is increased while the space is unoccupied, e.g. during break- and lunchtimes • The school uses CO₂ monitors provided by the DfE to help assess how well-ventilated spaces in the school are, and find a good balance of ventilation and thermal comfort. • To avoid inaccurate readings, CO₂ monitors are placed: <ul style="list-style-type: none"> - At head height when seated. - Away from ventilation outlets, such as grilles or windows. - At least 0.5 metres away from occupants of the space being monitored. • The school maintains a consistent CO₂ monitor reading value of 800ppm or under. • Where the CO₂ monitor reading exceeds 800ppm, ventilation is increased in the necessary spaces. • Spaces where ventilation cannot be improved are provided with air cleaners. 		
Managing outbreaks	H	<ul style="list-style-type: none"> • The school has a COVID-19 Contingency Plan in place to manage outbreaks of respiratory infections, including coronavirus which is on the school website. • The school will contact its local HPT if there is: <ul style="list-style-type: none"> - A higher than previously experienced and/or rapidly increasing number of staff or pupil absences due to acute respiratory infection. - Evidence of severe disease due to respiratory infection, for example if a pupil or staff member is admitted to hospital. • If an outbreak or incident is suspected, the school will review and reinforce infection prevention and control measures that are already in place. 	L	

