

COVID-19: 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.

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|------------------------------------|---|---|------------------|
| School name: | St Charles' VC Academy | Assessment conducted by – name: | Sarah Woodmansey |
| Covered by this assessment: | Staff, pupils, contractors, visitors, volunteers, vulnerable people | Assessment conducted by – job title: | Head of School |
| Assessment date: | 06/09/2021 | Review interval: | Monthly |
| | | Date of next review: | 04/10/2021 |

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 | |
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| Trust/Local Authority documents: | <p>Government guidance:</p> <p>Coronavirus (COVID-19): Education and childcare</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Safe working in education, childcare and children's social care</p> <p>Coronavirus (COVID-19) Collection: guidance for schools and other educational settings</p> <p>Actions for schools during the coronavirus outbreak</p> <p>COVID-19: cleaning in non-healthcare settings</p> |

Risk matrix

| 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 | | |
| Area for concern | Risk rating prior to action (H/M/L) | Control measures | In place? (Yes/No) | Additional measures / comments | In place? (Yes/No) | Residual risk rating (H/M/L) |
| Infection control | | | | | | |
| Spread of COVID-19 due to poor hygiene and infection control | H | <ul style="list-style-type: none"> Current government guidance is being observed, and additional local controls are in place in response to public health advice for schools in Kingston upon Hull. These include the continued wearing of face masks where appropriate. <p>1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, do not attend school</p> <p>The information below is included in the school's reopening plan. This information is issued at staff and pupil briefings and in letters home to parents:</p> <ul style="list-style-type: none"> Anyone with symptoms must remain at home and self-isolate for 10 days if they test positive. They should take a PCR test as soon as possible. Staff and students who have been in close contact with a positive case should be encouraged to take a PCR test as | Y | | Y | L |

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|------------------|--|---|-----------------------|--------------------------------|-----------------------|---------------------------------|
| | | <p>soon as possible. They may remain at school until the results of the test are known.</p> <ul style="list-style-type: none"> • A child with symptoms awaiting collection needs to be isolated and kept at a distance of 2m from the supervising staff member, ideally in a well-ventilated place. PPE is required if this distance cannot be maintained or there is a risk of contaminated bodily fluids. • If the child uses the bathroom, it must be thoroughly disinfected before use by anyone else. • 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 with disinfectant after they have left to reduce the risk of passing the infection on to other people. <p>In addition:</p> <ul style="list-style-type: none"> • Staff are reminded that they have received training on infection control that gives them a good understanding of how the spread of coronavirus occurs and can be mitigated. • Infection control training is arranged for new staff. <p>2. Face Coverings</p> <ul style="list-style-type: none"> • Face coverings should be worn by staff if distancing with other adults is difficult but will remain personal choice around school. • Children in primary school do not need to wear a face covering. <p>3. Clean hands thoroughly more often than usual</p> <ul style="list-style-type: none"> • Handwashing / sanitising is scheduled into the school day. It takes place as a minimum: when pupils, staff or visitors | <p>Y</p> <p>Y</p> | | | |

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| | | <p>enter the school; at break; before and after lunch; before leaving school; whenever the toilet is used.</p> <ul style="list-style-type: none"> • Handwashing / sanitising should be managed safely by staff to ensure that the areas are not overcrowded. • Handwashing routines are re-taught to pupils using suitable video. • Checks are scheduled during the day on stocks of hand sanitiser, soap and paper towels. Steps are taken to ensure that there is sufficient supply in school. • Each classroom and teaching area has an box with PPE supplies which include hand santisier, tissues, bags and antibactical wipes. • All classrooms have access to a sink and soap for additional handwashing throughout lesson times if needed. <p>4. Minimise contact between individuals and maintain social distancing wherever possible</p> <ul style="list-style-type: none"> • Arrangements are in place to reduce the number of contacts between pupils and staff. Gathering of classes will be limited to no more than 15 minutes and will not be frequent • Individuals are encouraged to maintain safe distances where possible. • Some staggered arrangements may be re-introduced in accordance with the contingency plan should their be a rise in cases. • Children are taught in age-appropriate ways about coronavirus, how it is spread and how they can play their part in keeping everyone safe. • Resources which are shared across classes sanitised where required. <p>5. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> | Y | | | |

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| | | <ul style="list-style-type: none"> • Posters are downloaded/made/bought that remind pupils and staff about the approach and the importance of handwashing. These are displayed around the school, particularly by washbasins/ toilets and at entry/exit points • The location of bins around the school is checked, so that each teaching space has a bin. • A schedule for bins to be emptied / disinfected is in place and is adhered to. • A stock of masks is maintained and made available for staff who cannot socially distance and wish to wear one (for use if they are required to provide first aid / intimate care to pupils with COVID-19 symptoms) and for pupils who do not have a mask for use on public transport. <p>6. Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents</p> <ul style="list-style-type: none"> • The school's office or site manager ensures delivery of the induction package to cleaning staff so they fully understand their role in preventing the spread of coronavirus. • The cleaning schedule is reviewed and if necessary additional staff hours are provided to ensure that high standards of cleanliness are maintained. • Stock checks and stock control are maintained. • Teachers and TAs ensure that any communal teaching space used is sanitised after use ready for subsequent groups of children. <p>7. Where necessary, wear appropriate personal protective equipment (PPE)</p> <ul style="list-style-type: none"> • The school continues to maintain and monitor stocks of PPE and has access to supplier lists. | Y | | | |

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| | | <ul style="list-style-type: none"> • Staff are supplied with PPE when supervising a pupil who has symptoms of COVID-19 (if 2m social distancing cannot be ensured) and for the provision of routine intimate care to pupils that involves the use of PPE. • Gloves and aprons are provided for cleaning staff. • Face masks are worn by staff when cleaning visible bodily fluids from suspected COVID-19 case. • Stocks of PPE are regularly monitored and replenished. • Staff are referred to the trust PPE guidance document. <p>8. Keeping occupied spaces well ventilated</p> <p>Once the school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.</p> <p>This can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> • natural ventilation – windows are opened (in cooler weather windows are opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Internal doors are opened where possible to assist with creating a throughput of air. • natural ventilation – if necessary external opening doors are opened (as long as they are not fire doors and where safe to do so) • Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice is available in school and observed. • The government is providing schools with CO2 monitors to check on air quality across the site. They are due to be received by the end of September by the Trust. | | | | |

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| | | <p>9. Engage with the NHS Test and Trace process</p> <ul style="list-style-type: none"> • School leaders understand the importance of twice weekly lateral flow testing for staff. • Regular twice weekly home testing will commence from Week 6th Septmeber. • All staff and parents must engage with NHS Test and Trace immediately. • Local health protection advice will be followed in the event of a local outbreak. • All relevant information is available on the School website. <p>10. Manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <ul style="list-style-type: none"> • Contact details for local Public Health England team and local authority health and safety team are readily to hand. • In line with current guidance, a clear process is in place to notify the appropriate authorities of any cases that test positive (e.g., the Trust, the Local Authority, the DfE/Local Health Protection Team as required). • A spreadsheet is maintained to record all staff and pupils who are self-isolating who have tested positive. These spreadsheets are kept up to date. • Use is made of any template letters provided by Public Health England / local authority as directed locally. • The Toolkit/Action Plan for confirmed COVID-19 cases in school is followed for all confirmed cases. • Support and advice are sought from the Trust for any queries/complex cases. Further advice is sought from the Local Authority/DfE/PHE as required. | | | | |

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| | | <p>11. Contain any outbreak by following local health protection team advice</p> <ul style="list-style-type: none"> • Advice provided by the local health protection team is acted on immediately. • Good working relationships are established and maintained enabling rapid communication with local authorities and local Public Health England. | | | | |
| <p>Pupils operate in reduced contact class groups but these classes mix at certain times</p> | | <ul style="list-style-type: none"> • Current government guidance is being applied. • Pupils observe hygiene guidance and wash hands frequently. • Teachers moving between groups comply with social distancing and hygiene guidance. • Whenever groups mix, distance is maintained and adequate ventilation established. | | | | |
| <p>Maintaining safe spaces to prevent spread of COVID-19</p> | | <ul style="list-style-type: none"> • Current government guidance is being applied. • Classrooms are well-ventilated. • Outdoor learning is incorporated into the curriculum where possible. • Whole staff meetings, congregational assemblies and other large gatherings are kept to a minimum. Whenever this takes place, a large, well ventilated space is used and gatherings are kept to no longer than 15 minutes. • Signage is in place to deter parents from gathering at the school gate. • Restrictions are placed on the number of staff using staff rooms and communal working spaces at any one time. • Arrangements are put in place in kitchens to remind staff of the need to work separately from each other. • Increased supervision levels for younger pupils support safe spaces during lessons and at play times. • Access to toilets is planned and managed to avoid large groups/queues from forming. | | | | |

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| | | <ul style="list-style-type: none"> • Activities that involve shared resources/equipment are reduced. • Senior management closely monitor compliance with the arrangements and adjust procedures where necessary. | | | | |
| <p>There is a member of staff or pupil with suspected COVID-19 symptoms in school</p> | | <ul style="list-style-type: none"> • Current government guidance is being applied. • The school engages fully with the NHS Test and Trace process and staff and parents understand and act on their obligations under NHS Test and Trace to get tested if they show symptoms of COVID-19 • Appropriate guidance is followed according to the result of the test. • Staff, pupils and parents have been briefed regarding the need to self-isolate with symptoms and take a PCR test as soon as possible in accordance with the latest government guidance. • Procedures are in place to ensure that staff, pupils or visitors do not enter the school if: they have COVID-19 symptoms/ have been told to self-isolate by a healthcare professional until is safe to do so according to the latest government guidance. • Any staff/pupils who become unwell at school must be isolated immediately and sent home as soon as possible with arrangements made for them to take a PCR test under NHS Test and Trace. • A room and separate toilet have been designated to accommodate any suspected case whilst they are waiting to be collected. Additional spaces have been identified in the event of multiple simultaneous cases arising. • Arrangements are in place for staff supervision of any pupil displaying COVID-19 symptoms (2m distancing should be observed and where this is not possible, they should wear suitable PPE). • Staff and pupil absence related to COVID-19 is monitored and carefully tracked so that no pupils or staff are accepted | | <ul style="list-style-type: none"> • | | |

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| | | <p>back into school before the incubation timeline has elapsed as set out in the latest government guidance.</p> <ul style="list-style-type: none"> • Arrangements are in place to notify the Trust/Local Authority of any pupils or staff who test positive for COVID-19. • Pupils suspected of having COVID-19 are sent home until confirmation of a test result under NHS Test and Trace is received. • The Toolkit/Action Plan for confirmed COVID-19 cases in school is followed for all confirmed cases. • Support and advice are sought from the Trust for any queries/complex cases. Further advice is sought from the Local Authority/DfE/PHE as required. | | | | |
| Access to /egress from site | | <ul style="list-style-type: none"> • Arrangements for dropping off and picking up pupils have been reviewed. • Parents to avoid congregating at the school entrance. • Staff, pupils and parents have been briefed regarding organisational arrangements. • No non-essential visitors are admitted to school. • Procedure is in place for receptionist to check that no one enters the school who has COVID-19 symptoms or lives with someone who has COVID-19 symptoms. • The signing in board is cleaned frequently with disinfectant wipes. • A dedicated waiting area and meeting room is made available for visitors, adjacent to reception where possible. • Protocols are agreed with transport provider(s) to reflect safe spaces including the continued wearing of facemasks if age appropriate. • Designated person(s) are assigned to receive deliveries. • Deliveries are managed effectively in a timely manner, with recipients adhering to social distancing and wearing PPE where appropriate. | | <ul style="list-style-type: none"> • | | |

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| 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. • Staff are provided with face masks if specifically required. Gloves and aprons are made available if required. • Staff are referred to the trust PPE guidance document. | | • | | |
| Staff and pupil wellbeing | | | | | | |
| 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. • Staff and pupils with underlying health issues have been provided with updated guidance and discussions have been held with them regarding attending work/school. • All members of staff and pupils with underlying health issues, those within vulnerable groups have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. • Members of staff and pupils with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. • Staff and pupils are clear about the definitions and associated mitigating strategies in relation to people who | | • | | |

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| | | <p>are classed as clinically vulnerable and clinically extremely vulnerable as set out in the latest government guidance.</p> <ul style="list-style-type: none"> For vulnerable staff and pupils, concerns are discussed, procedures explained and risk assessments offered. A pregnancy risk assessment is in place for any pregnant staff. If the risk assessment raises any significant issues for pregnant staff who are not in the third trimester then the full range of options will be considered including working from home earlier than 28 weeks. | | | | |
| Mental health concerns for staff and pupils due to COVID-19 | | <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 access to trained staff who can deliver any bereavement counselling and support. | | <ul style="list-style-type: none"> | | |
| Operational issues | | | | | | |

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| Existing site maintenance regimes are not up to date and/or all systems are not operational | | <ul style="list-style-type: none"> • Current government guidance is being applied. • All utilities and systems (including gas, heating, water supply, mechanical and electrical systems and catering equipment) have been re-commissioned before reopening as would have been the case after a long holiday period. • Where water systems have not been maintained in line with required schedules, they have been chlorinated, flushed and certified by a specialist contractor prior to reopening. • Pest control is being utilised where necessary. • Ventilation systems have been tested and any practical improvements to improve ventilation have been put in place. • The Estates toolkit checklist and guidance is in place. | | • | | |
| Current policies and procedures have not been adapted/updated to take account of COVID-19 impact | | <ul style="list-style-type: none"> • Existing policies and procedures have been updated/adapted to take account of COVID-19 impact. <ul style="list-style-type: none"> • distancing rules during evacuation and at muster points • Staff and pupils have been briefed on any new evacuation procedures. | | • | | |
| Third party contractors on-site whilst school is in operation may pose a risk to social distancing and infection control | | <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 | | • | | |

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| | | assessments and method statements, and contractor induction) and these have been reviewed. | | | | |
| Staff shortages due to absence may compromise operational safety | | <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/senior staff members 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. | | • | | |
| 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 catering services checklist has been completed with the catering provider and measures are in place as outlined in the checklist/guidance. | | • | | |
| Risk of infection during PE due to lack of COVID secure arrangements | | <ul style="list-style-type: none"> Where possible PE is undertaken outdoors. Where lessons take place indoors, ventilation is maximised and where practical doors and windows opened whilst the lesson is taking place. Sports equipment is sanitised between each use. Activities are selected that allow for social distancing and small consistent groupings. Children come to school in their PE kit to reduce the need to bring extra clothing and equipment to school. | | • | | |
| Wrap around and extra-curricular provision leading to an increased risk of infection | | <ul style="list-style-type: none"> Registers are kept. Government guidelines apply for educational settings. | | • | | |

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| Music, dance, and drama in school – increased risk of infection due to the nature of the activity | | <ul style="list-style-type: none"> • Social distancing and consistent groupings are maintained during dance, drama and music. • Teachers closely monitor and supervise the use of equipment. • Where music equipment is shared it is sanitised regularly after every use, including any accessories. • Instruments are cleaned by the pupils, following guidance from teachers. • Pick and drop off points are designated for returning equipment with appropriate quarantine/cleaning procedures in place. • Any room where singing is taking place is well ventilated. • Children do not stand facing others when singing. | | • | | |
| Transmissions due to asymptomatic cases put pupils and staff at risk and could result in some transmissions in schools going undetected. This is a particular concern given high transmissibility of new variants. | | <ul style="list-style-type: none"> • A separate risk assessment for COVID-19 testing in schools is in place to cover testing arrangements (refer to the Trust 'COVID-19 Risk Assessment: School Based Asymptomatic Testing' for further details). | 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. • <u>Contingency Framework</u> is implemented if/when additional restrictions are applied to Local Authority area. • DfE System of controls is implemented and regularly reviewed. • Local Authority notified of all positive cases in school. | Y | • | | |
| Clinically Extremely Vulnerable (CEV) staff and clinically vulnerable (CV) staff in high transmission | | <ul style="list-style-type: none"> • Risk assessments are offered/reviewed for all CEV and CV staff. | Y | • | | |

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| areas are at increased risk due to new variants. | | | | | | |
| Clinically Extremely Vulnerable (CEV) pupils in high transmission areas are at increased risk due to new variants. | | <ul style="list-style-type: none"> Risk assessments are offered/reviewed for all CEV and CV pupils. | Y | <ul style="list-style-type: none"> | | |
| Additional site-specific issues | | | | | | |
| Currently closer of Year ¾ boys toilets due to ongoing building work. | M | <ul style="list-style-type: none"> Year ¾ boys will be supersied to use the Upper KS2 toilets at a pre-arranged time in order to reduce traffic flow in this area. Outside of these times, the disabled toilet and male toilet at the front of school will be utilited. Any use of these toilets will be supervised by an adult. | Y | <ul style="list-style-type: none"> | | |
| | | | | <ul style="list-style-type: none"> | | |