

## COVID-19 Risk assessment – Opening schools

### Health and Safety Risk Assessment – *Opening Schools* – COVID-19

<b>Academy / School</b>	Harris Academy Wimbledon	<b>Assessment No.</b>	14
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Site	HAWI	Location	High Path, SW20 2JY		
Subject of Assessment		Schools operating from January 2022.			
Assessed by	Jo Larizadeh, Principal, Sue Kirby, Health & Safety Lead, Kerry Judd, Premises Manager	Date	January 2022	Review date	As and when guidance is updated
Details of workplace/activity	Students and employees partaking in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off (where applicable), First aid and external visitors to the school.			Persons Affected (Who may be harmed)	
				Students, Employees, <span>Volunteers</span> , Contractors and Visitors.	

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
1. Spread/contraction of COVID-19 due to interaction with a person who has	<ul style="list-style-type: none"> <li>Face coverings to be worn in all areas of the academy apart from when eating and outside.</li> </ul>	Low	

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
<p>symptoms of the disease, a person who may be asymptomatic or lack of information on how infection risks are controlled in the school.</p> <p>Stress or anxiety caused due to lack of support, information or staff consultation.</p> <p>Those who are clinically extremely vulnerable becoming ill.</p>	<ul style="list-style-type: none"> <li>• Parents of SEN students or those with care plans are individually consulted in order that plans are reviewed to include any new safety measures;</li> <li>• Staff are briefed and consulted on school procedures and the plans for re-entry of students in the autumn term;</li> <li>• Employees have had sufficient training and briefing regarding infection control and school protocols;</li> <li>• Staff are up to date on other related Guidance and support in relation to themselves and students such as stress and wellbeing, including:  <a href="https://www.gov.uk/government/publications/COVID-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-COVID-19-outbreak">https://www.gov.uk/government/publications/COVID-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-COVID-19-outbreak</a> </li> <li>• In relation to mental health and stress support organisation, details are available to staff including confidential employee helplines and information that can be provided to students;</li> <li>• Staff can access the free helpline <a href="#">Education Support Partnership</a> for school staff and targeted support for mental health and wellbeing</li> <li>• There are communication, consultation and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively;</li> <li>• Hazard reporting mechanisms are in place and are easily accessible;</li> </ul>		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<ul style="list-style-type: none"> <li>Talks with staff about the planned changes (E.g. safety measures), have taken place, including discussing whether additional training would be helpful</li> <li>COVID-19 guidelines are published in the school's website</li> <li>The school will try as far as practically possible to be flexible and accommodate additional measures for vulnerable people where appropriate</li> <li>Specific risk assessments for new and expectant mothers are completed in line with current Government Guidance.</li> <li>An ongoing review will be carried out for expectant mothers from 28 weeks gestation and for new or expectant mothers with underlying health conditions to identify reasonable adjustments and home working arrangements when required</li> </ul> <p><b>Communication with contractors:</b></p> <ul style="list-style-type: none"> <li>The school has detailed discussions with contractors to ensure all of the school's COVID-19 controls measures are understood and followed. This includes hygiene measures.</li> <li>Where possible, site visits are made outside of school working hours.</li> <li>A record of all contractors/visitors is kept in order that NHS Test and Trace measures can be adhered to.</li> </ul>		
2.	Spread/contraction of COVID-19 due to lack of good ventilation.	Good ventilation will be maintained at all times. This is achieved by:	Low	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<ul style="list-style-type: none"> <li>The building has a modern air handling system to all classrooms and stores, this is designed to achieve 6 air changes an hour. This is programmed to activate when the building is in use and at midnight to purge the building.</li> <li>The building has carbon dioxide sensors fitted that automatically increase ventilation if the levels of cO2 increase.</li> <li>The teachers are able to boost ventilation by either using the boost function on the classroom panels or by opening the window in the classrooms.</li> </ul>		
3.	Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.	<ul style="list-style-type: none"> <li>All staff and students are encouraged to do a lateral flow test every Sunday and Wednesday;</li> <li>Face coverings to be worn in all areas of the academy apart from when eating and outside;</li> <li>Hand washing stations are positioned at each student, staff and visitor entrance to the school;</li> <li>All those entering the school are required to wash/sanitise their hands;</li> <li>Hand washing stations are located on each floor, within each classroom and on entry to the dining hall;</li> <li>Hand washing sinks are located within each toilet provision;</li> <li>Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively;</li> <li>Students and staff have been shown how to wash hands properly;</li> </ul>	Low	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<ul style="list-style-type: none"> <li>• Help is available for children and young people who have trouble cleaning their hands independently;</li> <li>• Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> <li>➢ Entry and exit from the school;</li> <li>➢ After using the toilet;</li> <li>➢ When returning from breaks</li> <li>➢ On entry to the dining hall;</li> <li>➢ Before and after eating;</li> <li>➢ On entry and exit from each classroom.</li> </ul> </li> <li>• Unnecessary touching of the face is discouraged.</li> <li>• Teachers will remind students to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm, 'catch it, bin it, kill it';</li> <li>• Control of Infection training will be provided to staff, e-learning modules are available from the Judicium portal</li> </ul>		
4.	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<ul style="list-style-type: none"> <li>• The school has implemented additional cleaning regimes. This includes the following: <ul style="list-style-type: none"> <li>➢ Frequent cleaning of touch points, Toilets, common areas and dining halls;</li> </ul> </li> <li>• Common areas will be cleaned once a day;</li> <li>• Equipment used by the students and staff will be suitably cleaned at the end of each day or before it is used by another person.</li> </ul>	Low	

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
<p>5. Spread/contraction of COVID-19 due to insufficient First aid measures or poor arrangements when handling student's medication. This includes:</p> <ul style="list-style-type: none"> <li>• Dealing with general First aid;</li> <li>• Lack of trained first aiders;</li> <li>• Dealing with a suspected case of COVID-19;</li> <li>• Inappropriate handling/removal of clinical waste</li> <li>• Aerosol Generating Procedures (AGP)</li> </ul>	<ul style="list-style-type: none"> <li>• A specific First Aid (FA) needs assessment has been completed – see other 'First Aid Needs assessment – COVID-19;</li> <li>• The FA assessment takes into account numbers and ages of students, number and training of employees;</li> <li>• This information forms the decision on what activities and groups can safely be managed within the school;</li> <li>• Where an individual exhibits symptoms during the school day, the individual will be escorted to the marked Isolation Room/Area to isolate them from the main population until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate;</li> <li>• The door to the isolation room will be closed (where possible).</li> <li>• Staff escorting the individual will be provided with disposable gloves and apron if the 2-metre social distancing rule cannot be maintained Where the risk of contact with droplets to the face, e.g., from coughing or vomiting, face protection should be provided</li> <li>• Staff or contractors carrying out the area clean should be provided with a minimum of disposable gloves, aprons, mop heads or paper towels.</li> <li>• Where visible contamination, e.g. saliva droplets, is present face protection in the form of mask, goggles or face shield will be provided.</li> <li>• All building users advised re monitoring their own health, reporting symptoms and self-isolating</li> <li>• Where available, the school will provide individuals displaying symptoms with a home testing kit;</li> </ul>	Low	

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
	<ul style="list-style-type: none"> <li>• First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor;</li> <li>• First aiders have completed appropriate training for 'donning and doffing' PPE;</li> <li>• First aiders have completed appropriate training for 'donning and doffing' PPE – PHE guidance: <a href="https://www.gov.uk/government/publications/COVID-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/COVID-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a></li> <li>• PPE is disposed of in accordance with NHS COVID-19 waste management guidance; <a href="https://www.gov.uk/government/publications/COVID-19-decontamination-in-non-healthcare-settings/COVID-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/COVID-19-decontamination-in-non-healthcare-settings/COVID-19-decontamination-in-non-healthcare-settings</a></li> <li>• The first aid room is cleaned frequently and after each use (when first aid care has been provided).</li> <li>• Staff dispensing medication to students should minimise contact and their wash hands before and after dispensing the medication. If required, gloves will be worn by staff when giving medication</li> <li>• Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc.</li> </ul> <p><b>Waste disposal measures</b>            Waste control measures from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> <li>• Put in a plastic rubbish bag and tied when full;</li> </ul>		

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		<ul style="list-style-type: none"> <li>The plastic bag is placed in a second bin bag and tied;</li> <li>It is put in a suitable and secure place and marked for storage until the individual's test results are known;</li> <li>Waste is stored safely and kept away from children;</li> <li>Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours;</li> <li>If the individual tests negative, this can be put in with the normal waste;</li> <li>If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste;</li> <li>If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment.</li> </ul>		
6.	Lack of staffing / insufficient staff ratios	<ul style="list-style-type: none"> <li>Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation;</li> <li>Children are suitably supervised at all times.</li> </ul>	Low	
7.	Lack of suitable premises management	<ul style="list-style-type: none"> <li>Premises staff levels are maintained and suitable for the use of the building;</li> <li>Appropriate cleaning and premises staffing levels are in place;</li> </ul>	Low	



Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<ul style="list-style-type: none"> <li>Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste;</li> <li>Contingency in place for sudden premises staff absence;</li> <li>The Guidance provided in Judicium Education Newsletters 'Managing School Premises during COVID-19 outbreak', a six-part series of guidance documents (in the form of newsletters) and a 'Managing Premises Functions' separate risk assessment has been completed;</li> <li>Good ventilation can help reduce the risk of spreading coronavirus, where possible windows and doors (unless fire doors) will be opened to improve general ventilation through fresh air, when this is not possible, the Premises Manager will look at improving mechanical systems.</li> </ul>		
8.	Hazardous substances management, unsuitable COSHH management and unsafe use of chemicals leading to ill-health, environmental contamination or fire.	<ul style="list-style-type: none"> <li>Suitable storage and management of flammable hand sanitiser is in place;</li> <li>All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately;</li> <li>Safety data sheets are held for all chemicals and readily available to all staff;</li> <li>All cleaning chemicals are stored safely and securely in accordance with requirements;</li> <li>COSHH safety training has been completed by all those using chemicals for cleaning, COSHH e-learning training is available from the Judicium portal</li> </ul>	Low	

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		<ul style="list-style-type: none"> <li>Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment.</li> </ul>		
9.	Transmission of COVID-19 via food preparation, handling, storage, contact surfaces or packaging.	<ul style="list-style-type: none"> <li>The Kitchen/Catering Manager has reviewed and implemented the <a href="#">Guidance for food businesses on coronavirus (COVID-19)</a></li> <li>The Kitchen/Catering Manager has reviewed and implemented FSA <a href="#">guidance on good hygiene practices</a> in food preparation and <a href="#">PHE guidance</a></li> <li>The HACCP processes and waste disposal arrangements have been reviewed to reduce the spread of coronavirus</li> </ul>	Low	
10.	Spread/contraction of COVID-19 during an educational visit.	<ul style="list-style-type: none"> <li>Domestic local, residential and <a href="#">international</a> education visits can take place with appropriate planning in line with the Educational Visits Policy.</li> <li><a href="#">International visits will be planned taking into consideration Government guidance  https://www.gov.uk/government/publications/health-and-safety-on-educational-visits</a></li> <li>The school will check broader international travel policy and travel legislation and will have contingency plans to account for any changes</li> <li>The school will liaise with the visit provider and the insurance provider to assess the protection available and ensure the safety and wellbeing of staff and students</li> <li>All visits will be conducted in line with relevant COVID-19 Guidance and regulations in place at the time.</li> </ul>	Low	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<ul style="list-style-type: none"> <li>Sports fixture competitions with other schools that take place outside have resumed and follow Guidance</li> <li>A risk assessment – in line with the school's policy will be carried out for all educational visits.</li> </ul>		
11.	Spread/contraction of COVID-19 from students arriving from abroad.	<ul style="list-style-type: none"> <li>Where possible, remote education is provided to pupils who are abroad and are facing challenges to return due to travel restrictions.</li> <li>The school liaises with the parent/guardian of students travelling from abroad to ensure all the guidance requirements have been met  <a href="https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england">https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england</a> </li> </ul>	Low	
12.	Student's stress, anxiety or poor behaviour due to the ongoing changes and challenges caused by the pandemic.	<ul style="list-style-type: none"> <li>The school is utilising all the advice and resources available on the Pupil wellbeing and support section of the DfE guidance <a href="#">Schools coronavirus (COVID-19) operational Guidance</a></li> </ul>		

**Please note:**

The hazards and controls noted above are an example of that which may be present when completing such a task. This assessment template is an example only and should either be used as reference only or amended to reflect the actual hazards and controls identified on site by the assessor.

Following assessment if no further actions are assessed to be required, please mark an **X** in the "Further Actions" box. If, however additional controls or actions are assessed to be required please place a **✓** in the box and note the action in the action plan.

<b>ACTION PLAN</b> (Additional Control Measures Required/Recommended Actions)					
Hazards and Risks		Recommended Actions	Target Date	Completed by	Date Completed

*Any further actions identified should be completed before the assessed task is carried out.*

<b>Reviewed / Approved By</b>		<b>Job Title</b>		<b>Date</b>	
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***By signing this risk assessment, I confirm the assessment has been shared / made available to all relevant staff to review. All staff have been asked to confirm they have read and understood the control measures.***

## Appendix – Assess the Level of Risk

In this risk assessment the level of risk is expressed qualitatively as **Low, Medium, High or Very High**. Underlying these descriptors of risk is a probabilistic model which factors the **likelihood** of an accident or event against the **severity** of harm that may occur. The **risk rating**, calculated as **likelihood x severity**, maps into the qualitative terms used as follows:

		Severity			
		Minor Injury	Reportable Injury	Serious Injury	Critical
Likelihood	Unlikely	Low	Low	Low	Medium
	Possible	Low	Medium	High	High
	Probable	Medium	High	High	Very High

**Reportable Injury** is an important threshold and refers to UK legislation in this respect, often referred to as **RIDDOR**. A reportable injury or occurrence includes:

- major injuries as defined in RIDDOR,
- accidents that resulted in more than 7 days off work,
- an injury to a member of the public, a customer or visitor, or a school pupil or student, that required hospital treatment.

(See <https://www.hse.gov.uk/pubns/edis1.pdf> for more information on RIDDOR).