

John Port Spencer Academy
Coronavirus (COVID-19): risk assessment for pupils at school
Version 3.3 - Updated 10 January 2022

Assessment conducted by: Karen Squire/Marie Walker-Endsor	Job title: Principal/Estates Manager	Covered by this assessment: <u>pupils, staff and other relevant individuals</u>
Date of assessment: 10 January 2022	Review interval: <u>in line with government updates</u>	Date of next review: 27 January 2022 (after next Government review)

Related documents
<u>Infection Control Policy, Health and Safety Policy</u>

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

For the purpose of this risk assessment, we have used the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19). Individual Schools need to ensure this risk assessment reflects local arrangements. This document should be read in conjunction with the most up to date guidance which changes frequently and schools must ensure they are following the most recent version.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/966866/210224_Schools_guidance.pdf

Area for concern	Who is at risk	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	Staff/ pupils and visitors are at possible risk of contracting/ transmitting Covid-19	H	<ul style="list-style-type: none"> All staff, pupils 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 Accident reporting Policy 	Y	Principal	30/8/2020	M
			<ul style="list-style-type: none"> All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 The Health Protection (Notification) Regulations 2010 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' DfE and PHE (2020) 'COVID-19: guidance for educational settings' 	Y	Principal	30/8/2020	M
			<ul style="list-style-type: none"> The relevant staff receive any necessary training that helps minimise the spread of infection- Ihasco- infection control training is essential. 	Y	Principal	30/8/2020	M
			<ul style="list-style-type: none"> All staff to have read and follow the SAT safe systems of work. 	Y	Principal	30/8/2020	M
			<ul style="list-style-type: none"> All staff to have read and follow the SAT safe systems of work. 	Y	Principal	30/8/2020	M

			<ul style="list-style-type: none"> The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - Department of Health and Social Care - PHE <p>The school's local health protection team (HPT) https://www.gov.uk/health-protection-team</p> <ul style="list-style-type: none"> Staff are made aware of the school's infection control procedures in relation to coronavirus via email. Parents are made aware of the school's infection control procedures in relation to coronavirus via Parentmail – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. Staff have undertaken online training via i-Hasco in accordance with the schools infection control policy- coronavirus awareness and infection control and prevention. Pupils are made aware of the school's infection control procedures in relation to coronavirus via a briefing by form tutors and are informed that they must tell a member of staff if they begin to feel unwell. Confidentiality of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus must be adhered to 	Y	Principal	30/8/2020	M
			<ul style="list-style-type: none"> Staff are made aware of the school's infection control procedures in relation to coronavirus via email. 	Y	Principal	30/8/2020	M
			<ul style="list-style-type: none"> Parents are made aware of the school's infection control procedures in relation to coronavirus via Parentmail – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. 	Y	Principal	30/8/2020	M
			<ul style="list-style-type: none"> Staff have undertaken online training via i-Hasco in accordance with the schools infection control policy- coronavirus awareness and infection control and prevention. 	Y	Principal	30/8/2020	M
			<ul style="list-style-type: none"> Pupils are made aware of the school's infection control procedures in relation to coronavirus via a briefing by form tutors and are informed that they must tell a member of staff if they begin to feel unwell. 	Y	Principal	30/8/2020	M
			<ul style="list-style-type: none"> Confidentiality of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus must be adhered to 	Y	Principal	30/8/2020	M
Poor hygiene practice	Staff/ pupils and visitors are at	H	<ul style="list-style-type: none"> Posters are displayed throughout the school reminding pupils to wash their 	Y	Principal/Es tates Manager	30/8/2020	M

possible risk of contracting/transmitting Covid-19	hands, e.g. before entering and leaving the school.	Y	Principal/Es tates Manager	30/8/2020	M
	<ul style="list-style-type: none"> Pupils wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds. 	Y	Principal/Es tates Manager	30/8/2020	M
	<ul style="list-style-type: none"> Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where handwashing is not readily available. 	Y	Principal/Es tates Manager	30/8/2020	M
	<ul style="list-style-type: none"> Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. 	Y	Principal/Es tates Manager	30/8/2020	M
	<ul style="list-style-type: none"> Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels or hand dryers and waste disposal bins are supplied in all toilets and kitchen areas, where possible these bins should have a lid and be operated by foot for opening to minimise touching unnecessary surfaces. 	Y	Principal/Es tates Manager	30/8/2020	M
	<ul style="list-style-type: none"> Bar soap is not used, in line with the Infection Control Policy – liquid soap dispensers are installed and used instead. 	Y	Principal/Es tates Manager	30/8/2020	M
	<ul style="list-style-type: none"> Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary and where possible. 	Y	Principal/Es tates Manager	30/8/2020	M
	<ul style="list-style-type: none"> Pupils do not share cutlery, cups or food. All utensils are thoroughly cleaned before and after use. Cleaners are employed carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. 	Y	Principal/Es tates Manager	30/8/2020	M

			<ul style="list-style-type: none"> The Estates Manager arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Head of Estates and Facilities 	Y	Principal/Estates Manager	30/8/2020	M
Ill health	Staff/ pupils and visitors are at possible risk of contracting/transmitting Covid-19	H	<ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature or a loss of taste and smell, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. Update guidance on when to isolate can be found at https://www.nhs.uk/conditions/coronaviruses-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/ PLEASE READ THIS LINK TO UNDERSTAND THE LATEST ISOLATION RULES <p>Any pupil who displays signs of being unwell is immediately referred to a first aider, The first aider is to be provided with PPE (Disposable gloves, apron and facemask, and face shield) which can be located in the emergency PPE pack in the First Aid area</p> <ul style="list-style-type: none"> staff are to act in line with the Flow chart within the Infection Control Policy and ensure that any unwell pupils are moved to an empty room with a closed door depending on the pupils age, with a window open if possible whilst they wait 	Y	Principal	30/8/2020	M
				Y	Principal	10/01/2022	M
				Y	Principal	30/8/2020	M

			<p>for their parent to collect them. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people</p> <ul style="list-style-type: none"> • If they need to use the bathroom whilst waiting to be collected they should use a separate bathroom where this is not possible, the toilets should be cleaned and disinfected thoroughly before anyone else can use the facilities. • Pupils displaying symptoms of coronavirus should not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. • The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen. • The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff. • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy. • Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated. • Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk. • If a member of staff has helped someone who was taken unwell with coronavirus (COVID-19) symptoms, they do not need 	Y	Principal	30/8/2020	M
				Y	Principal	30/8/2020	M
				Y	Principal	30/8/2020	M
				Y	Principal	30/8/2020	M
				Y	Principal	30/8/2020	M
				Y	Principal	30/8/2020	M
				Y	Principal	30/8/2020	M
				Y	Principal	30/8/2020	M

			<p>to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. The cleaning procedure after someone with a possible case of coronavirus can be found here- https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p>				
Spread of infection	Staff/ pupils and visitors are at possible risk of contracting/ transmitting Covid-19	H	<ul style="list-style-type: none"> Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy, using PPE at all times. 	Y	Principal/Es tates Manager	30/8/2020	M
			<ul style="list-style-type: none"> Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units. Following the prevention guidance- Catch it, Bin it, Kill it. This should be promoted at all times- signage should be displayed in all areas of the school. 	Y	Principal/Es tates Manager	30/8/2020	M
			<ul style="list-style-type: none"> Pupils clean their hands after they have coughed or sneezed. 	Y	Principal/Es tates Manager	30/8/2020	M
			<ul style="list-style-type: none"> Parents are informed via Parentmail not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. 	Y	Principal/Es tates Manager	30/8/2020	M
			<ul style="list-style-type: none"> Although no longer mandatory it is recommended that masks are worn in crowded areas such as public transport. 	Y	Principal/Es tates Manager	30/8/2020	M
			<ul style="list-style-type: none"> Children who display any symptoms of coronavirus must get a test. Staff and 	Y		30/8/2020	M

		<p>pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19</p> <ul style="list-style-type: none"> • A PCR is not currently required from a positive LFD test – Correct from 11 January 2022 until further notice 			Principal/Es tates Manager		M
		<ul style="list-style-type: none"> • Whilst awaiting the PCR result, the individual should continue to self-isolate. 	Y	Principal/Es tates Manager	30/8/2020		M
		<ul style="list-style-type: none"> • If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms. 	Y	Principal/Es tates Manager	30/8/2020		M
		<ul style="list-style-type: none"> • Windows in the classroom must be kept open as much as possible weather and safety dependent, Staff and pupils MUST not climb on desks or chairs to open windows. If a window cannot be reached a member of the site team must be informed. 	Y	Principal/Es tates Manager	30/8/2020		M
		<ul style="list-style-type: none"> • Sanitiser will be placed at several locations throughout the school and should only be used where handwashing facilities are not immediately available. 	Y	Principal/Es tates Manager	30/8/2020		M
		<ul style="list-style-type: none"> • Visitors to reception will be managed by the receptionist. See Separate assessment on Reception management at the end of this Risk Assessment 	Y	Principal/Es tates Manager	30/8/2021		M
		<ul style="list-style-type: none"> • Twice Weekly testing for all staff – All staff to collect test kits from reception and test themselves twice per week 3-5 days apart 	Y	Principal/Es tates Manager	30/8/2021		M

			<ul style="list-style-type: none"> All students whose parents have consented will be tested twice on their return to school Twice weekly testing for all students – Kits to be handed out in registration 	Y Y	Principal/Estates Manager Principal/Estates Manager	30/8/2021 30/8/2021	M M
Poor management of infectious diseases	Staff/ pupils and visitors are at possible risk of contracting/transmitting Covid-19	H	<ul style="list-style-type: none"> Staff are vigilant and report concerns about a pupil's symptoms to a first aider. The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. The Estates and Facilities Manager monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus with the Head of estates and facilities. 	Y Y Y	Principal/Estates and Facilities Manager Estates and Facilities Manager	30/08/2020 30/08/2020 30/08/2020	M M M
Poor/ lack of cleaning could lead to the spread of infection	Staff/ pupils and visitors are at possible risk of contracting/transmitting Covid-19	H	<ul style="list-style-type: none"> Regular handwashing for pupils/ staff/ visitors using soap and water for at least 20 seconds. Sanitising products available in each classroom and disposable cloth/tissue. Cleaning staff to clean regularly throughout the day covering high intensity touch areas. 	Y	Estates and facilities Manager	30/8/2020	M
Risk of fire spreading if fire doors are propped open	Staff/pupils and	H	<ul style="list-style-type: none"> All staff to be aware of what doors are open – staff are responsible for closing these door if the alarm sounds. It is recommended that you only open doors where you feel it is necessary. (external doors are not fire doors and can all be open) All fire doors should NOT be propped open and must be kept closed. 	Y Y	Estates and Facilities Manager	30/08/2020 30/08/2020	M M

	visitors are at possible risk from fire		<ul style="list-style-type: none"> Where classrooms have an exit door that leads outside this door can be kept open, this will also allow additional airflow into the classroom. In the event of a fire staff and pupils are to leave via the nearest exit closing doors behind them. Teaching staff are responsible for making sure they close any open doors on their way out. In the event of an emergency fire evacuation students and staff should follow the normal escape procedure. 	Y	Estates and Facilities Manager	30/08/2020	M
				Y	Estates and Facilities Manager	30/08/2020	M
				Y	Estates and Facilities Manager	30/8/2020	M
Additional information	Staff/pupils and visitors are at possible risk of contracting/transmitting Covid-19	H	<ul style="list-style-type: none"> Home testing for students – See new addendum Lateral Flow testing in school – See separate risk assessment 	Y	Estates and facilities Manager	4/1/2021	M
				Y		4/1/2021	M
Air conditioning systems and Ventilation systems	Staff/pupils and visitors are at possible risk of contracting/transmitting Covid-19	H	<ul style="list-style-type: none"> Air conditioning unit use must follow HSE guidance as updated August 2021 https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm Rooms where possible are cooled prior to use Occupied rooms should use natural ventilation such as external door/window. CO2 monitors should be used to regulate this, there is no need to keep windows open constantly in cold weather. The DfE have recently published a blog on the importance of 	Y	Estates and Facilities Manager	30/08/2020	M
				Y		30/08/2021	M
				Y	Estates and Facilities Manager	30/08/2020	M
				Y	Estates and Facilities Manager	10/01/2022	M

			<p>ventilation that you may find useful. For more tips on keeping classrooms warm, see our latest blog on the Education Hub.</p> <ul style="list-style-type: none"> • Corridors and communal areas should be ventilated with natural air where possible. • In demand control systems CO2 set points should be set to 400ppm to increase the delivery of outside air • Ensure that numbers are limited to those that comply with social distancing regulations. • Ensure that all systems are serviced over the summer, as per PPM's on Every. • "All systems to remain energised in normal operating mode. Where mechanical ventilation is present, re-circulatory systems should be adjusted to full fresh air. If this is not possible, systems should be operated as normal. Where possible, occupied room windows should be open. Ventilation to chemical stores should remain operational." • Ensure that ventilation facilities are not obstructed or blocked by curtains or furniture. • Turn off recirculation and use a fresh air supply only • CO2 monitors provided by the DFE will be installed in as many classroom and staffrooms as possible to aid adequate ventilation Records will be kept and reviewed regularly 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Estates and Facilities Manager</p> <p>Estates and Facilities Manager</p> <p>Estates and Facilities Manager</p> <p>Estates and Facilities Manager</p> <p>Staff</p> <p>Site Manager</p> <p>Site Manager</p>	<p>30/08/2020</p> <p>30/8/2021</p> <p>30/8/2021</p> <p>30/8/2021</p> <p>30/8/2021</p> <p>30/08/2021</p> <p>30/08/2021</p> <p>22/12/2021</p> <p>22/12/2021</p>	<p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p>
--	--	--	---	---	---	---	---

Transporting students to school including school minibuses	Staff/pupils and visitors are at possible risk of contracting/transmitting Covid-19	H	See separate risk assessment	Y	Estates Manager	June 2020	M
School Reception	Staff/pupils and visitors are at possible risk of contracting/transmitting Covid-19	H	<ul style="list-style-type: none"> Visitors to reception will be managed by the receptionist. All visitors will be asked to sanitise their hands Reception staff will manage the number of visitors in reception Visitors will sign in on the Inventory system and then sanitise their hands with the sanitiser provided. The Inventory screen will be sanitised regularly during the school day. Staff are asked to minimise visits to reception, and not to use reception as a cut through 	Y Y Y Y Y Y	Estates and Facilities Manager Estates and Facilities Manager Estates and Facilities Manager	June 2020 June 2020 June 2020 June 2020 June 2020 June 2020	M M M M M M
Local Covid Outbreak or School Outbreak		H H	<ul style="list-style-type: none"> Refer to and follow individual school <u>COVID -19 outbreak management plan</u> <p>ADDITIONAL MEASURES IN PLACE FOR A SCHOOL OUTBREAK – 21 SEPTEMBER 2021 (UNTIL FURTHER NOTICE)</p> <p>All staff, students and visitors should wear a face covering when indoors</p> <p>Staff should avoid gathering in groups (meetings, staffrooms, etc)</p>	Y Y Y	Principal Principal Principal	September 2021 – Reviewed 10 January 2022 22 Sept 2020 22 Sept 2021	M M M

Staff/ pupils and visitors are at possible risk of contractin g/transmitt ing Covid- 19	H	No singing in music lessons	Y	Principal	22 Sept 2021	M
	H	PE to be outside	Y	Principal	22 Sept 2021	M
	H	All assemblies will be online	Y	Principal	22 Sept 2021	M
	H	Visitors to site should be restricted and parent meetings should be held online or on the telephone if possible	Y	Principal	22 Sept 2021	M
	H	Training and trips are subject to cancellation	Y	Principal	22 Sept 2021	M