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|--|-----------------------------------|-----------------------------|-----------|
| Activities Covered by this Assessment  | Schools Operation during COVID 19 |                             |           |
| Site Address / Location  | Hastings High School              | Department / Service / Team | Education |
| <p><b>This risk assessment is for guidance only and must be adapted to include any further hazards and subsequent control measures. It is intended for activities within and connected to the school premises. Once completed, please ensure initial risk ratings are added.</b></p> <p><b>This risk assessment is for guidance only and must be adapted to include any further hazards and subsequent control measures. It is intended for activities within and connected to the school premises. Once completed, please ensure initial risk ratings are added.</b></p> <p>It is a legal requirement that schools review and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the removal of restrictions and control measures in line with the roadmap out of the pandemic. Settings should also review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19). Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level.</p> <p>Schools may wish to retain previous versions of risk assessments as the DfE have indicated that schools may be asked to reinstate controls in the event of a local outbreak. These reinstatements are envisaged to be of short duration but may mean that there are frequent changes required. All reinstatements should be on the advice of public health (PH) and schools should tailor any risk assessment reviews to PH advice.</p> <p>This risk assessment template is designed to address the Covid19 controls during the normal day to day operation of a school.</p> <p>Operational guidance. Please refer to:<br/> <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</a></p> |                                   |                             |           |

If due to staff absence it is necessary to merge classes, please ensure the fire occupancy of classrooms are not exceeded.

**Isolation and Contact Tracing:**

Please follow the guidance here:

<https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts>

**From 1 April:**

The Government will remove the health and safety requirement for every employer to explicitly consider COVID-19 in their risk assessments. In alignment with current Government guidance this risk assessment template will be archived on April 1<sup>st</sup>, 2022. No further updates of this risk assessment will be issued After April 1<sup>st</sup> 2022.

The guidance above can be found in paragraph 60 in the link below:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1056229/COVID-19\\_Response\\_-\\_Living\\_with\\_COVID-19.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1056229/COVID-19_Response_-_Living_with_COVID-19.pdf)

**Adequate ventilation, cleaning, hand washing, and respiratory hygiene will still be required after 1st April 2022.**

| Hazard<br>(Something with a potential to cause harm) | Who might be Harmed & How?  | Existing Controls<br>(Consider Hierarchy of Control)   | Initial Risk Rating (S x L) |            |             | Further Controls Required<br>(Consider Hierarchy of Control)   | Final Risk Rating (S x L) |            |             | Action Required |                   |        |
|--|---|--|-----------------------------|------------|-------------|--|---------------------------|------------|-------------|-----------------|-------------------|--------|
|  |   |  | Severity                    | Likelihood | Risk Rating |  | Severity                  | Likelihood | Risk Rating | Who (Initial)   | Date By: (/--/--) | Done ? |
| Coming into contact with individuals who are unwell  | Staff, pupils, visitors and contractors.<br>Reduced infection control which may result in spread of COVID19 | <ul style="list-style-type: none"> <li>Staff, pupils, visitors and contractors do not come into the school if they have the main COVID19 symptoms.</li> <li>Anyone developing the main COVID19 symptoms is sent home.</li> <li>Persons who have the main symptoms or a positive test result will isolate for 5 days and can return to school following 2 negative lateral flow tests taken 24 hours apart. A LFT can be taken on day 5 and then another 24 hours later to end the isolation period if they are both negative.</li> </ul> <p><b>NOTE:</b> Self isolation should not</p> | H                           | M          | M           | <ul style="list-style-type: none"> <li>Follow advice from PH concerning return to school.</li> </ul> |                           |            |             |                 |                   |        |

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|   |   | <p>end if the person has a high temperature see this link:</p> <ul style="list-style-type: none"> <li><a href="https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts">https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts</a></li> </ul>  |   |   |   |  |  |  |  |  |  |  |  |  |
| <p><b>A pupil shows the main symptoms of COVID19 whilst in school</b></p> | <p>Staff, pupils, visitors and contractors.<br/>Reduced infection control which may result in spread of COVID19</p> | <ul style="list-style-type: none"> <li>A pupil awaiting to be collected, is moved, if possible, to a room where they can be isolated behind a closed door (<i>depending on the age and needs of the pupil</i>) with appropriate adult supervision if required.</li> <li>Windows are opened for ventilation.</li> <li>PPE is worn by staff caring for the pupil while they await collection if a distance of 1+ metres cannot be maintained.</li> <li>The area around the pupil with symptoms is cleaned and disinfected after they have left. (See cleaning hazard)</li> <li>Everyone washes their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</li> </ul> | H | M | H |  |  |  |  |  |  |  |  |  |

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| <p><b>Insufficient Cleaning</b></p> | <p>Reduced infection control which may result in spread of COVID19</p> | <ul style="list-style-type: none"> <li>• A detailed cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</li> <li>• A record of each cleaning / disinfecting activity is recorded to include what has been cleaned, by who, when and how.</li> <li>• Hard surfaces are cleaned with soap and water/standard detergent prior to disinfecting.</li> <li>• Hard surfaces to be cleaned with soap and water prior to disinfecting.</li> <li>• Disinfecting should be performed using either a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a household detergent followed by a disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) the goggles and visor will be rinsed with clean water after being disinfected.</li> <li>• Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door</li> </ul> | <p>H</p> | <p>L</p> | <p>M</p> | <ul style="list-style-type: none"> <li>• Consider increasing hours of cleaning staff/increasing the number of cleaning staff assist in enhancing the cleaning regime.</li> </ul> |  |  |  |  |  |  |  |  |
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|  |  | <p>handles, phones, light switches and door fobs, etc. at least twice a day with one of those times being either at the start or end of the day. Refer to the school's cleaning risk management matrix for further details.</p> <p>NOTE: The school's cleaning risk management matrix should align with the schools cleaning plan and cleaning record.</p> <ul style="list-style-type: none"> <li>• Hand towels and hand wash are to be checked and replaced as needed by the Premises Officer and cleaning staff.</li> <li>• Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</li> <li>• Only cleaning products supplied by the school are to be used. Staff are told not to bring cleaning products from home.</li> <li>• Please refer to the school's COSHH risk assessments for further control measures in relation to cleaning chemicals used.</li> <li>• PPE required for cleaning will be noted in the outcome of the COSHH risk assessments conducted for cleaning chemicals</li> </ul> |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |   | <p>used.</p> <ul style="list-style-type: none"> <li>Bin liners are used in all bins and bins are emptied into the external waste bin/skip regularly.</li> <li>Random monitoring spot checks are made by the Site Manager to confirm cleaning activities are being completed. This will be formally documented on the cleaning record.</li> </ul>  |          |          |          |   |  |  |  |  |  |
| <p><b>Poor Ventilation / Lack of Ventilation</b></p> <p><b>Thermal Discomfort in colder months</b></p> | <p>Staff, pupils, visitors, contractors.</p> <p>Reduced infection control which may result in spread of COVID19.</p> <p>COVID-19 transmitting through mechanical ventilation ducts that link between rooms.</p> | <ul style="list-style-type: none"> <li>Natural ventilation is provided by opening windows. In cooler weather windows will be opened just enough to provide constant background ventilation.</li> <li>Windows should be opened more fully during breaks to purge the air in the space.</li> <li>Parents will be informed that the uniform policy has been relaxed to allow for pupils to wear warm clothing such as a jumper or jacket in colder months.</li> <li>Advice to inform the control measures for mechanical ventilation systems has been sought from the school's HVAC engineer (Envtec Services Ltd.)</li> </ul> | <b>H</b> | <b>L</b> | <b>M</b> | <p>Consider using CO2 monitors to check air quality in poorly ventilated rooms. When the monitor indicates open windows and doors till monitor returns to normal.</p> <p>See CO2 Monitoring Information and Guidance for further details.</p> |  |  |  |  |  |

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|                                 |   | <ul style="list-style-type: none"> <li>Natural ventilation is provided by opening external doors where this would not create a safeguarding and/or fire risk.</li> <li>Furniture can be re-arranged where possible to avoid direct drafts. This may prove to be difficult where class sizes are large.</li> <li>Heating will be used and adjusted as necessary in occupied spaces to help to ensure thermal comfort levels are maintained.</li> </ul> |   |   |   |  |  |  |  |  |  |  |
| <b>Poor Hand Hygiene</b>        | Reduced infection control which may result in spread of COVID19 | <ul style="list-style-type: none"> <li>Pupils and staff to wash their hands with soap and water for at least 20 seconds (or use hand sanitiser) on arrival at school, before eating and after breaks.</li> <li>Hand sanitiser available throughout the school.</li> <li>Soap dispensers are checked and topped up daily if required.</li> </ul>   | H | L | M |  |  |  |  |  |  |  |
| <b>Poor Respiratory Hygiene</b> | Reduced infection control which may result in spread of         | <ul style="list-style-type: none"> <li>Tissues provided in every classroom.</li> <li>Lidded bins provided in all classrooms and in communal areas.</li> </ul>   | H | L | M |  |  |  |  |  |  |  |

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|  | COVID19 | <ul style="list-style-type: none"> <li>Relay the “catch it, kill it, bin it” approach to all staff and pupils.</li> </ul> |  |  |  |  |  |  |  |  |  |  |  |  |
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**Source:**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/999722/PPE\\_in\\_education\\_childcare\\_and\\_childrens\\_social\\_care\\_settings.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999722/PPE_in_education_childcare_and_childrens_social_care_settings.pdf)

**Guidance for full opening: schools**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/999689/Schools\\_guidance\\_Step\\_4\\_update\\_FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999689/Schools_guidance_Step_4_update_FINAL.pdf)

**Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/999758/OOSS\\_Provider\\_Guidance\\_PDF\\_Step\\_4.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999758/OOSS_Provider_Guidance_PDF_Step_4.pdf)

**Air conditioning and ventilation during the coronavirus outbreak**

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>

**Contacts: PHE health protection teams**

<https://www.gov.uk/guidance/contacts-phe-health-protection-teams>

**Source NHS:**

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

**COVID-19: cleaning in non-healthcare settings:**

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

St. John Ambulance Covid-19: advice for first aiders:

<https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>

Operational guidance for SEND in Step 4:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/999741/SEND\\_update\\_guidance\\_Step\\_4.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999741/SEND_update_guidance_Step_4.pdf)

|                            |               |                                 |   |                |
|----------------------------|---------------|---------------------------------|---|----------------|
| Risk Assessor (s) Name(s): | Peter Tilbury | Risk Assessor(s) Signature (S): |   |                |
|                            |               |                                 |   |                |
|                            |               |                                 |   |                |
|                            |               |                                 |   | <b>Initial</b> |
| Date Conducted:            | 10/08/21      | Date of Next Review:            | If and when guidance changes or something else is identified. |                |
|                            |               | Date of Review:                 | 19/08/21  | PT             |
|                            |               | Date of Review:                 | 27/08/21  | PT             |
|                            |               | Date of Review:                 | 29/11/2021  | PT             |
|                            |               | Date of Review:                 | 15/12/2021  | PT             |
|                            |               |                                 | 04/01/2022  | PT             |
|                            |               |                                 | 11/01/2022  | PT             |
|                            |               |                                 | 17/01/2022  | PT             |
|                            |               |                                 | 27/01/2022  | PT             |
|                            |               |                                 | 08/03/2022  | PT             |

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| Potential Severity<br>of Harm       | <b>High</b><br>Death, long term serious ill health.            | <b>Medium</b>                                  | <b>High</b>                                     | <b>High</b>                            |
|                                     | <b>Medium</b><br>Illness requiring further medical assistance. | <b>Low</b>                                     | <b>Medium</b>                                   | <b>High</b>                            |
|                                     | <b>Low</b><br>Mild illness requiring self-isolation only       | <b>Low</b>                                     | <b>Low</b>                                      | <b>Medium</b>                          |
|                                     |  | <b>Low</b><br>The event is unlikely to happen. | <b>Medium</b><br>It is fairly likely to happen. | <b>High</b><br>It is likely to happen. |
| <b>Likelihood of Harm Occurring</b> |  |  |   |  |

| Risk Rating Definitions |  |
|-------------------------|--|
| <b>Low</b>              | This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.  |
| <b>Medium</b>           | It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.   |
| <b>High</b>             | This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a <b>High</b> , then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious considerations should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur. |