

Activities Covered by this Assessment	Schools Operation during COVID 19 Step 4 Based on Government guidance July 2021		
Site Address / Location	Hastings High School	Department / Service / Team	Education
<p>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.</p> <p>As part of planning for step 4 of the government’s roadmap on the 19th July, it is a legal requirement that schools should 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 covid controls during the normal day to day operation of a school in step 4</p> <p>Guidance for step 4 schools. Please refer to:</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999689/Schools_guidance_Step_4_update_FINAL.pdf</p> <p>Brief summary of changes for schools in Step 4</p>			

From 19th July (Step 4) school covid rules are lifted so that:

- Staggered start and finish times are no longer needed.
- Face coverings will no longer be required in classrooms and communal areas, or on dedicated transport or on public transport.
- Bubbles are no longer needed for school or summer school.
- Assemblies can resume.
- Normal lunch times can resume.
- School will no longer be required to carry out contact tracing.

From 16th August:

- Close contacts of a confirmed case under 18 (18yrs + 4 months) will no longer be required to self-isolate. However, they will be required to engage with test and trace and take a PCR test.

Schools should continue to:

- Exercise good hand hygiene.
- Exercise good respiratory hygiene, catch it, bin it, kill it principles.
- Use 'enhanced cleaning' regimes, particularly on frequently touched surfaces (minimum twice a day is suggested).
- Maintain good ventilation in occupied parts of the school, balancing ventilation with thermal comfort.
- Use PPE where appropriate to their setting or activity ([link](#)).
- Have systems in place to encourage all who have symptoms of covid to self-isolate (including household siblings), engage with test and trace and follow PH advice.
- Engage with regular testing if attending summer school activities (pupils and staff) and 3 days prior to the start of the autumn term. (to be reviewed Sept 2021)

Schools will be required to have an Outbreak Management Plan for Covid 19 – a template will be available from PHE**Outbreak Management:**

From Step 4, close contacts will be identified via NHS Test and Trace. You may be contacted in exceptional cases to identify close contacts, as currently happens in managing other infectious diseases. You will continue to have a role in working with health protection teams in the case of a local outbreak

Schools should ask parents and staff to inform them immediately of the results of a test: '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'

PPE:

Face coverings are not classified as PPE (personal protective equipment). PPE is used in a limited number of settings to protect wearers against hazards and risks, such as surgical masks or respirators used in medical and industrial settings. A face covering is a covering of any type which covers your nose and mouth.

The majority of staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 1+ metres from others.

Additional PPE for coronavirus (COVID-19) is only required in a very limited number of scenarios, for example, when:

- a pupil becomes ill with coronavirus (COVID-19) symptoms, and only then if a 1+ metre distance cannot be maintained
- performing aerosol generating procedures (AGPs)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999722/PPE_in_education_childcare_and_childrens_social_care_settings.pdf

When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, should be worn. The guidance on safe working in education, childcare and children's social care provides more information about preventing and controlling infection. This includes:

- when and how PPE should be used
- what type of PPE to use
- how to source it

Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) Guidance:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999722/PPE_in_education_childcare_and_childrens_social_care_settings.pdf

Face Coverings:

From 19 July, in line with Step 4 of the roadmap, face coverings will no longer be recommended for pupils in classrooms or communal areas in all schools. Face coverings will also no longer be recommended for staff in classrooms.

The reintroduction of face coverings for pupils, students or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern. In all cases, any educational drawbacks should be balanced with the benefits of managing transmission. The Local Action Committee structure (bronze/silver/gold) should be used in such circumstances to re-introduce the use of face coverings. Immediate outbreak response (at the level of individual settings or a cluster of settings) remains for **local directors of public health** to advise on.

Domestic residential educational visits:

Domestic residential educational visits In line with the roadmap, schools can undertake domestic residential education visits, from 17 May. Bubbles are no longer required after 19th July.

International visits can resume after 19th July but are not recommended until the autumn term.

Any domestic and international residential educational visits must be conducted in line with relevant COVID-19 guidance and regulations in place at that time and for the country you are visiting. For international trips the foreign and commonwealth office (FCO) should be consulted before any trip is considered.

For international visits school will need to be mindful of the restrictions still in place regarding the red, amber and green list and be mindful that for amber countries there may be requirements for all participants to quarantine or self-isolate upon return.

Schools will also need to be mindful to check their insurance status for short notice cancellation.

For guidance refer to gov.uk or <https://oeapng.info/>

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (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. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> Staff, pupils, visitors and contractors do not come into the school if they have COVID19 symptoms or have tested positive in the last 10 days. Anyone developing COVID19 symptoms is sent home. Persons who have symptoms will isolate for at least 10 days and will not be in school. Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply: <ul style="list-style-type: none"> they are fully vaccinated they are below the age of 18 years and 6 months they have taken part in or are 	H	L	M	<ul style="list-style-type: none"> Follow advice from PH concerning return to school. 						

		<p>currently part of an approved COVID-19 vaccine trial</p> <ul style="list-style-type: none"> • they are not able to get vaccinated for medical reasons • Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case • The individual will only be able to return to school following a negative PCR test and a daily flow test must be carried out each morning, during the 10 day period 												
<p>A pupil shows symptoms of COVID19 whilst in school</p>	<p>Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> • 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. • Windows are opened for ventilation. • PPE is worn by staff caring for the pupil while they await collection if a distance of 1+ metres cannot be maintained. • The area around the pupil with symptoms is cleaned and disinfected after they have left. (See cleaning hazard) • Everyone washes their hands 	H	M	H									

		thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.													
Use of public transport/school buses	Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> Pupils and staff are encouraged to cycle or walk to work. Communicate information to parents and staff where appropriate. pupils clean their hands before boarding transport and again on disembarking. Additional cleaning of vehicles is put in place, touch points in school owned buses / minibuses are cleaned after each journey. Fresh air (from outside the vehicle) through ventilation, is maximised through opening windows and ceiling vents. Pupils have been informed not to board home to school transport if they, or a member of their household, has had a positive test result or has symptoms of coronavirus (COVID19). 	H	L	M										
Visitors to site	Staff, pupils, parents/guardian, visitors and	<ul style="list-style-type: none"> Visitors to site should be kept to a minimum, appointments preferred so that: 	H	L	M										

	contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> Visitors are asked if they have any symptoms of COVID19 or have had contact with anyone who has symptoms of COVID19, before they arrive on site. 																
Carrying out 1st aid	<p>First Aider Person being treated by the first aider. (Carrying out 1st aid may require the 1+mtr social distancing rule to be broken)</p> <p>This activity requires the 1+mtr social distancing rule to be broken. This could lead to either person involved in becoming infected with COVID-19 through</p>	<ul style="list-style-type: none"> A first aider should not be administering first aid treatment to a person who has the symptoms of COVID-19 unless life threatening condition and using St John's ambulance guidance (link at end of document). Isolation care can be given. If a child presents symptoms of COVID-19 they will be isolated 1+m away from people and parents called to collect them. Persons who have symptoms will isolate for 10 days and will not be in school. The first aider will wash their hands for at least 20 seconds with soap and water before donning gloves. Nitrile Gloves conforming BSEN455 will be worn to deliver first aid. Latex gloves will be avoided to remove the risk of allergic 	H	L	M													

	<p>close contact with an asymptomatic carrier, transmitting the virus through bodily fluids or respiratory droplets entering the persons eyes, nose or mouth.</p> <p>The First aider may have an allergic reaction to latex gloves.</p>	<p>reaction.</p> <ul style="list-style-type: none"> • The first aider will cover any cuts on their hands with waterproof plasters. • The first aider will avoid putting their fingers in their mouth and touching their face. • The first aider will avoid touching any part of a dressing that will come in contact with a wound. • The first aider will wear goggles (if the person requiring first aid is showing signs of COVID19) conforming BSEN 166.1b.3 to prevent bodily fluids being splashed into the eyes. • A fluid-resistant surgical face mask will be worn by the first aider, if the person is presenting with COVID19 symptoms. The surgical masks used conform to BS EN 14683:2019 Type IIR. • After each first aid treatment is given all equipment and surfaces, including goggles and visor used will be cleaned down using a detergent solution. This is followed by disinfection using a solution that contains 1000 parts per million (1000 ppm av.cl.). The goggles and visor are rinsed with 													
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		<p>clean water after being disinfected to remove any chemical residue.</p> <ul style="list-style-type: none"> • After using the face masks, aprons and gloves they will be correctly doffed and placed straight into a bag and the bags tied. • NHS hand washing posters have been installed above sinks to give information on good hand washing techniques. • Face masks and gloves will only be used for 1 treatment of first aid they will not be used to treat a second person requiring first aid. • First aiders have been given information on how to correctly don and doff their PPE. • No food will be stored or eaten in the first aid room. • After first aid treatment is given and cleaning has been completed the first aider will wash their hands with soap and water for at least 20 seconds before commencing any further work. • There is a dedicated room for first 												
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		<p>aid that will be used solely for first aid treatment to help prevent bodily fluids contaminating other parts of the building.</p> <ul style="list-style-type: none"> The first aid room is well ventilated at all times. 													
Insufficient Cleaning	Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> 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. A record of each cleaning / disinfecting activity is recorded to include what has been cleaned, by who, when and how. Hard surfaces are cleaned with soap and water/standard detergent prior to disinfecting. Hard surfaces to be cleaned with soap and water prior to disinfecting. 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 	H	L	M	<ul style="list-style-type: none"> Consider increasing hours of cleaning staff/increasing the number of cleaning staff assist in enhancing the cleaning regime. 									

		<p>of 1000 parts per million (ppm) available chlorine (av.cl.) the goggles and visor will be rinsed with clean water after being disinfected.</p> <ul style="list-style-type: none"> • Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door 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>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"> • Hand towels and hand wash are to be checked and replaced as needed by the Premises Officer and cleaning staff. • Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. • Only cleaning products supplied by the school are to be used. Staff are told not to bring cleaning products from home. 												
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		<ul style="list-style-type: none"> • Please refer to the school's COSHH risk assessments for further control measures in relation to cleaning chemicals used. • PPE required for cleaning will be noted in the outcome of the COSHH risk assessments conducted for cleaning chemicals used. • Bin liners are used in all bins and bins are emptied into the external waste bin/skip regularly. • 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. 												
<p>Poor Ventilation / Lack of Ventilation</p> <p>Thermal Discomfort in colder months</p>	<p>Staff, pupils, visitors, contractors.</p> <p>Reduced infection control which may result in spread of COVID19.</p> <p>COVID-19 transmitting</p>	<ul style="list-style-type: none"> • Natural ventilation is provided by opening windows. In cooler weather windows will be opened just enough to provide constant background ventilation. • Windows should be opened more fully during breaks to purge the air in the space. • Parents will be informed that the uniform policy has been relaxed to allow for pupils to wear warm 	H	L	M	<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>								

	through mechanical ventilation ducts that link between rooms.	<p>clothing such as a jumper or jacket in colder months.</p> <ul style="list-style-type: none"> • Advice to inform the control measures for mechanical ventilation systems has been sought from the school's HVAC engineer (Envtec Services Ltd.) • Natural ventilation is provided by opening external doors where this would not create a safeguarding and/or fire risk. • Furniture can be re-arranged where possible to avoid direct drafts. This may prove to be difficult where class sizes are large. • Heating will be used and adjusted as necessary in occupied spaces to help to ensure thermal comfort levels are maintained. 										
Breakfast and after school clubs	Staff, pupils, parents/guardian, visitors and contractors. Reduced infection	Individual Covid risk assessments should be available for activities taking place out of school hours. This should contain controls to reduce the spread of COVID19 and be consistent with step 4 guidance for the activity being	H	L	M							

	control which may result in spread of COVID19	undertaken e.g. music clubs.	H	L	M								
Residential visits / off-site visits	Staff, pupils, parents/guardian/public/volunteers Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> A COVID risk assessment will be created for each off-site visit. Any educational visits will be conducted in line with relevant COVID-19 guidance and regulations in place at that time both domestically and internationally. OEAP and government guidance will be followed during the visits and will be used to help develop risk assessments for the visits. 	H	L	M								
Poor Hand Hygiene	Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> 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. 	H	L	M								
Poor Respiratory Hygiene	Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> Tissues provided in every classroom. Lidded bins provided in all classrooms and in communal areas. Relay the “catch it, kill it, bin it” approach to all staff and pupils. 	H	L	M								
		<ul style="list-style-type: none"> 											

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

Risk Assessor (s) Name(s):	Peter Tilbury	Risk Assessor(s) Signature (S):		
				Initial
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:		
		Date of Review:		
		Date of Review:		

Potential Severity of Harm	High Death, long term serious ill health.	Medium	High	High
	Medium Illness requiring further medical assistance.	Low	Medium	High

	Low Mild illness requiring self-isolation only	Low	Low	Medium
		Low The event is unlikely to happen.	Medium It is fairly likely to happen.	High It is likely to happen.
Likelihood of Harm Occurring				

Risk Rating Definitions	
Low	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.
Medium	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.
High	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 High , 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.