

RISK ASSESSMENT: COVID-19 SAFE RETURN TO SENIOR SCHOOL

Date(s):	Daily	Timings:	Daily
Activity location:	Upper Dicker – all buildings, work areas and outside spaces	Responsible person:	Various
Activity detail:	All senior school teaching and activities		
Who is at risk of harm?	<p>ALL STAFF, STUDENTS, VISITORS, CONTRACTORS especially those who:</p> <ul style="list-style-type: none"> • have a long-term health condition, for example asthma, diabetes, heart disease, hepatitis, Parkinson's disease or multiple sclerosis (MS) • have a weakened immune system as the result of medicines such as steroid tablets or chemotherapy • are pregnant • are aged 70 or over • are seriously overweight (a body mass index (BMI) of 40 or above) • are a member of a Black, Asian or Minority Ethnic community (BAME) 		

SEVERITY		LIKELIHOOD		RISK EVALUATION Severity x Likelihood = Risk (R)	RESIDUAL DEGREE OF RISK S x L=R		
Major	5	Frequent	5		S	L	R
Substantial	4	Probable	4				
Moderate	3	Occasional	3				
Low	2	Unlikely	2				
Minimal	1	Rare	1				
HAZARD	WHO WILL BE HARMED (and how)	RISK CONTROL MEASURES (What you will do to stop or reduce the harm)			S	L	R
Increased risk of infection and complications for vulnerable workers and students	Direct transmission of virus from carriers to vulnerable individuals	<ul style="list-style-type: none"> • where 'clinically vulnerable' staff are able to work from home they are being supported to do so • HR and lead nurse have a system in place to identify people who fall in to <ul style="list-style-type: none"> - clinically extremely vulnerable - people self-isolating - people with symptoms of coronavirus • Lead nurse/Admissions/HR maintains up to date list of staff and students who fit these categories e.g. they start chemotherapy or are pregnant • HR and lead nurse are in contact with staff and their line managers to assess their risk from working on site 			5	2	10

		<ul style="list-style-type: none"> • H&WB have a risk assessment framework for students in the high risk categories • Line managers have been provided with instructions about how to manage clinically vulnerable staff • High risk workers are advised to strictly observe the following social distancing measures <ul style="list-style-type: none"> ○ stay 2 metres away from people from other households (except if they're in your support bubble) ○ wash your hands regularly with soap and water or hand sanitiser ○ take particular care to minimise contact with others not in your household or support bubble ○ do not share or exchange personal belongings (such as cups and water bottles) with others outside your household or support bubble ○ avoid going into enclosed spaces and other shops, buildings and households (except the home of the other household in your support bubble) 			
Social contact on site	Direct transmission of virus from carriers to well individuals	<ul style="list-style-type: none"> • HR and lead nurse have an up to date list of staff who fit the Clinically Vulnerable and extremely vulnerable categories • HR and lead nurse are in contact with these staff and their line managers to assess their risk from working on site • H&WB have a risk assessment framework for students in the high risk categories • Staff and students are advised to strictly observe the following control measures <ul style="list-style-type: none"> ○ stay 2 metres away from people from other households (except if they're in your support bubble) ○ wash your hands regularly with soap and water or hand sanitiser ○ take particular care to minimise contact with others not in your household or support bubble ○ do not share or exchange personal belongings (such as cups and water bottles) with others outside your household or support bubble ○ avoid going into enclosed spaces and other shops, buildings and households (except the home of the other household in your support bubble) • Limit interaction with pupils and other staff as much as possible 	5	2	10

		<ul style="list-style-type: none"> • Avoid using shared facilities (taps / fridge/ kettle) or and avoid shared indoor spaces where possible • Bring own refreshments to work • use allocated toilets where instructed • Avoid shared transport for journey to and from work • Wear a face mask or covering 			
Social contact in classrooms	Risk to staff and students of direct transmission of virus from carriers to well individuals	<ul style="list-style-type: none"> • All classrooms have been audited for safe occupancy numbers and teaching staff informed of these for each room • Desk layout reflects schools guidance of distancing the desks and the staff at 2 metres • All classrooms have been fitted with hand sanitiser dispensers • All classrooms have been provisioned with a Cleaning pack consisting of a pedal operated bin; blue roll, anti-viral trigger spray, gloves, COSHH risk assessment for the spray and a video is available showing how to clean desks and chairs correctly • All teaching staff have been issued with a plastic visor 	3	3	9
Social contact on site including Visitors	Direct transmission of virus from carriers to well individuals	<ul style="list-style-type: none"> • All support staff have been issued with a plastic visor • Staff who live with somebody who is clinically vulnerable are able to discuss whether any reasonable adjustments can be made to reduce their working hours/ work from home / change location of where they work, with their line manager • Visitors are limited in number on site at any one time and are accompanied by a host – see revised Visitor’s guidance • All visitors including contractors must sign health declaration before entry to site and they must do this every day • All staff are required to follow the correct procedure when arranging for somebody to visit the school and applies to ALL visitors including ex-staff and ex-students <ul style="list-style-type: none"> ○ Once you have arranged the visit to the School, you MUST email Maria Leigh, Front of House Co-ordinator, and copy in the Porters Lodge so all of the details can be entered into the Reception diary. Please provide the following information: ○ Full name(s) of your visitor(s) ○ Date and time of visit ○ Who they are visiting ○ Who will be collecting/meeting them once they arrive (include contact details so we can inform you of their arrival) 	5	2	10

		<ul style="list-style-type: none"> • Please make your visitors aware of our signing in and out procedures, direct them to park in the visitors car park and to report to the Porters' Lodge in the first instance on arrival to sign in, collect their Visitor Pass and to complete a COVID-19 declaration form. • Your visitor(s) should be picked up from the Manor House Reception or the MPH Reception so please indicate this as well in your email. The host must stay with their visitor(s) at all times and escort them back to the Porters' Lodge on conclusion of the visit. 			
Getting or spreading the virus by not washing hands or not washing them adequately	Direct transmission of virus from carriers to well individuals including workers, students, visitors, contractors, drivers coming to our business, staff travelling to other sites for business	<ul style="list-style-type: none"> • Guidance on cleaning, hygiene and hand sanitiser provided to all staff, students visitors and contractors • Monitoring and supervision in place to ensure people are following the guidance • Signs have been posted around the business to remind people not wash their hands and how to do so correctly • Information about how and when to use sanitiser is available • Teachers provided with cleaning pack for classrooms • Protocol for teachers to clean after every class • Replenishing of hand sanitisers is built in to increased cleaning regime of all toilet facilities • Publication of cleaning schedules for all buildings • Expectant mothers should have access to toilet facilities that are easily accessible from their workstation location as they may need to visit them frequently and at short notice • 	5	2	10
Provision of welfare facilities and washing facilities for pupils	Direct transmission of virus from carriers to well individuals	<ul style="list-style-type: none"> • Improved provision around the site of cold water wash troughs for hand washing and mains fed drinking water via automated taps 	3	2	3
Provision of washing facilities for visiting drivers (legal duty to provide this)	Direct transmission of virus from carriers to well individuals	<ul style="list-style-type: none"> • Delivery drivers are able to use toilet facilities in the MPH reception only 	5	3	15
Getting or spreading the virus in common use high traffic areas such as classrooms, dining rooms, corridors, toilets, entry/exit points, changing rooms	Direct transmission of virus from carriers to well individuals including workers, students, visitors, contractors, drivers coming to our business, staff	<ul style="list-style-type: none"> • increased cleaning regime of all toilet facilities • All rooms have been assessed for ventilation and safe occupancy and maximum occupancy numbers are posted on every classroom • Classrooms have been reorganised to accommodate fixed occupancy numbers to meet social distancing guidelines • On-line meetings are being encouraged instead of face to face 	5	2	10

<p>and other communal areas</p>	<p>travelling to other sites for business</p>	<ul style="list-style-type: none"> • One-way systems are in place for corridors where this is possible otherwise staff and students are instructed to ‘keep left’ • Perspex screens are being installed in the Main Hall Reception, the school shop, MPH reception and Health and Wellbeing • Information has been provided to all staff and line managers explaining hygiene arrangements for kitchens, tea points, use of equipment such as kettles, fridges etc • Hand sanitiser has been installed via dispenser at these key points • Catering plans are in place to manage safe use of dining rooms • Ventilation has been checked for all rooms and instructions issued to air rooms sufficiently throughout the working day • Non-fire doors may be left open to improve ventilation (these will need to be marked) 			
<p>Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations</p>	<p>Direct transmission of virus from carriers to well individuals including workers, students, visitors, contractors, drivers coming to our business, staff travelling to other sites for business</p>	<ul style="list-style-type: none"> • Every classroom will be issued with a cleaning pack including spray, roll, hand sanitiser, COSHH risk assessment and posters • Every member of staff will have access to hand sanitiser as well as access to wash their hands regularly • Follow social distancing guidelines, i.e., keep 2 metres away from others where possible • Ventilate your workplace as much and as often as possible • Wash your hands more regularly than you would normally do. • Do not share your workstation and keep it clean. De-clutter your desk to make cleaning easier. • Keep communal areas for tea making and preparing food clear of items and clean them regularly with disinfectant spray. Everyone who uses these facilities should clean up after themselves and sanitise the area and items they have used after every use. Clean kettle handles for example. • Do not share mugs, cups or glasses. Wash cutlery with detergent and warm water after every use and leave to air dry where possible. • Do not share phones but where this cannot be avoided sanitise the handset after every use. • Avoid mixing with others beyond your workstation as much as possible • Avoid visiting the Prep school unless this is absolutely necessary – use Google meet or a Zoom call instead of face to face meetings where possible. 	<p>5</p>	<p>2</p>	<p>10</p>

		<ul style="list-style-type: none"> Cleaning team on alert to deep clean should a case of COVID-19 be confirmed 			
Getting or spreading coronavirus by not cleaning toilets and other high risk facilities frequently enough	Direct transmission of virus from carriers to well individuals including workers, students, visitors, contractors, drivers coming to our business, staff travelling to other sites for business	<ul style="list-style-type: none"> increased cleaning regime of all toilet facilities and cleaners schedule currently supports cleaning of every toilet on site every half an hour 	5	2	10
Mental Health and wellbeing affected through isolation due to furlough or anxiety about the virus when returning to work	Risk to workers that their mental health deteriorates	<ul style="list-style-type: none"> Staff returning to work are provided with safety information and the means to keep their work areas, offices and classrooms clean and safe Furloughed workers receive regular updates from their line manager which can be in the form of emails or phone calls, social media contact etc Workers required to self-isolate are also receiving support from their line managers 	5	3	15
Contracting or spreading the virus by not social distancing	Direct transmission of virus from carriers to well individuals including workers, students, visitors, contractors, drivers coming to our business, staff	<ul style="list-style-type: none"> Work areas have been rearranged to allow people to follow social distancing guidelines Signage and communication is in place Use of marker tape applied to floors where risk assessment shows physical control is required i.e., Dining Hall One-way systems – tell everyone to ‘keep left’ 	5	3	15
Poor workplace ventilation leading to increased risk of coronavirus spreading (see NERVTAG paper)	Direct transmission of virus from carriers to well individuals including workers, students, visitors, contractors	<ul style="list-style-type: none"> Air conditioning units – we will follow Government guidance A window audit has been completed for the school and any windows that require repair or attention will be attended to 	5	3	15
Exposure to workplace hazards because it isn't possible to get normal personal protective equipment (PPE)	Workers including cleaners, nursing staff, matrons and house parents	<ul style="list-style-type: none"> Systems are in place to keep PPE supplies for Cleaners and Health and Wellbeing workers, matrons and house parents under review so action can be taken to avoid running out of supplies 	5	3	15
Capacity to activate Outbreak Management Plan	Risk of delayed activation causing failure to isolate cases quickly enough	<ul style="list-style-type: none"> How does this look in terms of staff resources and availability? i.e., to not divert senior nurses from daily health and wellbeing support 	5	3	15

Capacity on site to isolate more than 2 pupils	Risk to pupils of contracting or spreading the virus	<ul style="list-style-type: none"> Fairfield Isolation Unit can take 2 pupils and a matron but may not be fit for purpose because it has no fire detection which is required for sleeping accommodation 	5	4	20
Capacity in cleaning team	Risk to staff of contracting the virus which will reduce cleaning provision because staff will have to self-isolate including deep cleaning capacity	<ul style="list-style-type: none"> There are sufficient numbers of Cleaning staff to cover cleaning requirements throughout the day 	4	5	20
Responsible person:	P Goodyer CEO	Health and Safety Manager	Julia Brown	Date:	20.08.20
This risk assessment will be kept under regular review and is accessible to all staff, students and their parents via Bede's Google docs					

Risk assessment matrix and Risk Score Legend

	Likelihood				
	Rare (1)	Unlikely (2)	Possible (3)	Likely (4)	Almost certain (5)
Catastrophic (5)	Moderate risk	Moderate risk	High risk	Critical risk	Critical risk
Major (4)	Low risk	Moderate risk	High risk	High risk	Critical risk
Moderate (3)	Low risk	Moderate risk	Moderate risk	High risk	High risk
Minor (2)	Low risk	Low risk	Moderate risk	Moderate risk	Moderate risk

Risk score	Risk Level Category	Description
1 to 4	Low Risk	Manage by routine procedures, should not require much attention but should be reviewed at least every 18 months
5 to 10	Moderate risk	Manage by specific monitoring or response procedures; should be monitored and reviewed every 12 months
11 to 18	High Risk	Requires escalation to SMT; should be constantly monitored and reviewed every 3 months
19 to 25	Critical Risk	Requires escalation to Board Committee responsible for Risk Management oversight; should be constantly monitored and reviewed monthly

Insignificant (1)	Low risk	Low risk	Low risk	Low risk	Moderate risk
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Severity

Complete this action plan if your risk assessment above shows that you need new controls to reduce high risk ratings

ACTION PLAN									
Hazard Ref.	New controls required			By whom	By when	Outcome	Revised risk rating		
Capacity on site to isolate more than 2 pupils	<ul style="list-style-type: none"> Fairfield Isolation Unit requires installation of fire detection which is required for sleeping accommodation 			<ul style="list-style-type: none"> Estates 	URGENT	Reduced risk	5	1	5
Capacity in cleaning team	<ul style="list-style-type: none"> There are sufficient numbers of Cleaning staff to cover cleaning requirements throughout the day 			<ul style="list-style-type: none"> Estates 	URGENT	Reduced risk	5	2	10
Date	1st Review Date		2nd Review Date		3rd Review Date		4th Review date		5th Review Date
Signature	Signature		Signature		Signature		Signature		Signature