



## RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

Document reference: 502\_V: 4  
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 Authorised by: C. Leach  
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<b>Academy:</b> Belgrave St. Bartholomew's Academy		<b>Activity/Workplace:</b> Novel Coronavirus (COVID-19)		<b>Next Review Date:</b> 19-04-25 or change in guidance									
		RA Number: 610		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Residual Risk</th> <th style="width: 50%;">Review Period</th> </tr> </thead> <tbody> <tr> <td>High, Medium &amp; Low</td> <td>1 Year</td> </tr> <tr> <td>Low &amp; Medium</td> <td>2 Years</td> </tr> <tr> <td>Low Only</td> <td>3 Years</td> </tr> </tbody> </table>		Residual Risk	Review Period	High, Medium & Low	1 Year	Low & Medium	2 Years	Low Only	3 Years
Residual Risk	Review Period												
High, Medium & Low	1 Year												
Low & Medium	2 Years												
Low Only	3 Years												
		Revision: 24											
<b>Prepared By:</b> Chris Leach <b>Date:</b> 19-04-2023			<b>Made Specific By</b> <b>IOSH Managing Safely Trained Staff:</b>		<b>Authorised By</b> <b>IOSH Managing Safely Trained Staff:</b>								
<b>Staff Member Agreement of Individual Risk Assessment</b> <b>Sign:</b> NA <b>Date:</b> NA			<b>Date:</b>										
<b>School Appointed Person</b> (where applicable): NA			<b>Subject/activity Lead Staff:</b> NA <b>Date:</b> NA										
<b>Contractor</b> (where applicable): NA			<b>Contact Name</b> (where applicable): NA										
<b>Revision</b>	<b>Revised By</b>	<b>Details of change</b>											
24	Chris Leach	Amended in accordance with GOV.UK Coronavirus (COVID-19) England as of 19-04-2023											

**Assessment Key = Severity x Likelihood**

S E V E R I T Y	FATALITY (5)	5	10	15	20	25
	SEVERE (4)	4	8	12	16	20
	MAJOR (3)	3	6	9	12	15
	MINOR (2)	2	4	6	8	10
	NEGLIGIBLE (1)	1	2	3	4	5
			IMPROBABLE (1)	REMOTE (2)	OCCASIONAL (3)	PROBABLE (4)
LIKELIHOOD						

**Risk Rating**

<b>17-25 UNACCEPTABLE RISK, STOP ACTIVITY AND MAKE IMMEDIATE IMPROVEMENTS</b>
<b>10-16 HIGH TOLERABLE RISK, LOOK TO IMPROVE IF POSSIBLE WITHIN TIMESCALE. SEEK FURTHER ADVICE FROM MANAGER OR TRUST CRM</b>
<b>5-9 MEDIUM ADEQUATE RISK, IF RISK CANNOT BE LOWERED FURTHER CONSIDER RISK AGAINST BENEFIT, LOOK TO IMPROVE AT NEXT REVIEW</b>
<b>1-4 LOW ACCEPTABLE RISK, NO FURTHER ACTION REQUIRED, BUT ENSURE CONTROL MEASURES ARE MAINTAINED</b>

**Calculate Using**

THE SEVERITY	X	THE LIKELIHOOD
1 NEGLIGIBLE (No Injury)	1	IMPROBABLE (Very Un-Likely)
2 MINOR (Needs First Aid)	2	REMOTE (Un-Likely)
3 MAJOR (Up to 3 Days Absence)	3	OCCASIONAL (Possible)
4 SEVERE (More Than 3 Days Absence)	4	PROBABLE (Likely)
5 FATALITY (Death)	5	FREQUENT (Very Likely)



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### How COVID-19 is spread

COVID-19 spreads very easily through close contact with people who have the virus.

When someone with COVID-19 breathes, speaks, coughs or sneezes, they release small droplets containing the virus. You can catch it by breathing in these droplets or touching surfaces covered in them.

You are more likely to catch it indoors and in crowded places.

You can still catch or spread COVID-19 if you:

- do not have symptoms
- are fully vaccinated
- have had the virus before

Many people will no longer be infectious to others after 5 days, but you can be infectious for up to 10 days.

### Symptoms of COVID-19

COVID-19 symptoms can include:

- a high temperature or shivering (chills) – a high temperature means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours
- a loss or change to your sense of smell or taste
- shortness of breath
- feeling tired or exhausted
- an aching body
- a headache
- a sore throat
- a blocked or runny nose
- loss of appetite
- diarrhoea
- feeling sick or being sick

The symptoms are very similar to symptoms of other illnesses, such as colds and flu.



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Most people feel better within a few days or weeks of their first COVID-19 symptoms and make a full recovery within 12 weeks. For some people, it can be a more serious illness and their symptoms can last longer.



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Hazard					Initial risk			Controls measures			Action plan			Residual risk		
Details of hazard		Who is affected and how?		Likelihood	Consequence	Risk L/M/H	What controls are already in place			Further action required	By whom	By when	Likelihood	Consequence	Risk L/M/H	
<b>Awareness and understanding</b>  Transmission / Spread of Germs and Novel Coronavirus (COVID-19)		<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Parents</li> <li>Visitors</li> <li>Contractors</li> </ul> <b>Effects</b> Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality		<b>3</b>	<b>4</b>	<b>HIGH</b>	<ul style="list-style-type: none"> <li>Latest PHE Coronavirus (COVID-19) information posters displayed in staff areas/visitor areas, entrances, classrooms and toilets for guidance on vaccinations, hand hygiene, respiratory hygiene, surface cleaning and ventilation.</li> <li>Regular briefings of GOV.UK Coronavirus (COVID-19) latest information give to all staff.</li> <li>COVID-19 risk assessment and revisions communicated to staff.</li> <li>Pupils reminded regularly to tell a member of staff if they feel unwell.</li> <li><a href="#">e-Bug</a> resources used to teach pupils and parents about hygiene.</li> <li>Pupils with SEND provided with specific help in preparation for changes.</li> <li>Staff provided with increased control measure information when transmission rates are high.</li> <li>Guidance provided to visitors, parents and contractors before entry to the school building around persons with</li> </ul>			2. Verbal agreement shared with office and procedure for visitor checks in place.  4. Covid 19 updates in staff briefing  14. SLT to monitor rates and inform staff when rates are high.	Office staff  GB/SLT  SLT  Office	9.3.22  Weekly  Weekly  On going	<b>1</b>	<b>4</b>	<b>LOW</b>	



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					COVID-19 symptoms, COVID-19 positive persons, hand hygiene, respiratory hygiene. •Additional COVID-19 control measure training given to school hosts.	15. Visitors working in small working areas advised to wear a mask.  16. All staff to challenge behaviours that encourage spread of virus	All staff	On going			
<b>Pupil attendance</b>	•Pupils  <b>Effects</b> Loss of learning Loss of social development Safeguarding concern Stress	<b>4</b>	<b>3</b>	<b>HIGH</b>	•Pupil attendance is mandatory for all pupils, unless they have tested positive for COVID-19 or are unwell and have a high temperature. •Where a pupil is unable to attend because they are following clinical and/or public health advice, they are offered access to remote education immediately. •Any concerns from staff, parents and pupils about being at school are discussed with the SLT and individuals. •Pupils who are reluctant or anxious to attend school are identified and SLT develop plans to re-engage these pupils.	SLT to track the numbers of pupils with Covid and monitor attendance	SLT	On Going	<b>2</b>	<b>3</b>	<b>MEDIUM</b>



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<b>Staff at higher risk of becoming seriously unwell from COVID-19</b>	<ul style="list-style-type: none"> <li>•Staff</li> </ul> <b>Effects</b> Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	<b>4</b>	<b>5</b>	<b>VERY HIGH</b>	<ul style="list-style-type: none"> <li>•Staff should attend school unless advised to shield by a medical professional.</li> <li>•COVID-19 Individual Risk Assessment completed with staff.</li> <li>•COVID-19 Individual Risk Assessment reviewed, action plan updated and agreed as guidance or health conditions change.</li> <li>•Additional support provided for hand hygiene, surface cleaning and ventilation through increased communication, facilities and materials.</li> <li>•Concerns discussed with SLT when shown by staff.</li> <li>•Staff recommended not to:             <ul style="list-style-type: none"> <li>a. deliver first aid</li> <li>b. provide personal or intimate care to pupil's</li> <li>c. supervise pupil's showing COVID-19 symptoms or virus symptoms or high temperatures.</li> </ul> </li> <li>•SLT to encourage staff compliance with disclosed medical advice.</li> <li>•Unvaccinated or partially vaccinated staff advised to take a more precautionary approach.</li> <li>•Avoid close contact with staff and pupils showing who are unwell and have a high temperature.</li> <li>•Pregnancy risk assessment for new and expectant mothers carried out and additional precautions to be taken considered.</li> </ul>	Support pregnant and staff at risk to make adjustments to roles where possible	GB	On going	<b>2</b>	<b>5</b>	<b>HIGH</b>
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					<ul style="list-style-type: none"> <li>Pregnancy risk assessment to be reviewed when guidance or medical conditions change.</li> </ul>									
<b>Pupils at higher risk of becoming seriously unwell from COVID-19</b>	<ul style="list-style-type: none"> <li>Pupils</li> </ul> <b>Effects</b> Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	<b>4</b>	<b>5</b>	<b>VERY HIGH</b>	<ul style="list-style-type: none"> <li>Pupils should attend school unless advised to shield by a medical professional.</li> <li>Pupil Care Plans reviewed and amended to reduce the risk of COVID-19 infection in accordance with the latest guidance or when medical conditions change.</li> <li>Additional support provided for hand hygiene, surface cleaning and ventilation through increased communication, facilities and materials.</li> <li>Concerns discussed with SLT when shown by pupils or parents.</li> <li>Pupils encouraged by staff to follow good hand and respiratory hygiene practises.</li> <li>Staff to encourage pupil compliance with disclosed medical advice.</li> </ul>	Continue to support pupils by continuing with hygiene routines across school  Site manager to ensure stock of hand sanitiser, which is readily available to all staff/children	All staff	On going						
<b>Unvaccinated members of staff</b>  Transmission / Spread of Germs and Novel Coronavirus (COVID-19)	<ul style="list-style-type: none"> <li>Staff</li> </ul> <b>Effects</b> Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	<b>4</b>	<b>5</b>	<b>VERY HIGH</b>	<ul style="list-style-type: none"> <li>All eligible staff are upon request provided with information for NHS vaccine guidance.</li> <li>Staff eligible for vaccination are allowed to attend booked appointments.</li> <li>The vaccination status of staff should be shared with the School Principal so consideration can be given where needed to protect staff and pupils.</li> </ul>	<b>All staff Vaccinated.</b>  2. New staff to be allowed time to get vaccinated	All staff	When required			<b>1</b>	<b>4</b>	<b>LOW</b>	



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					<ul style="list-style-type: none"> <li>•Any communications produced by the school regarding vaccination are retained, in line with the Data Protection Policy.</li> <li>•Staff who are not fully vaccinated should pay particular attention to the school's existing COVID -19 controls around ventilation, hand washing, cleaning of surfaces etc.</li> <li>•School Principal to consider additional measures to protect staff who are not fully vaccinated case-by-case.</li> <li>•In all cases, the school does not discriminate against any member of staff who has not being fully vaccinated for any reason, and adheres to its duties under the Equality Act 2010.</li> <li>•The NHS website provides information about available vaccines and when to have them.</li> </ul>	if not already.					
<b>Staff confirmed COVID-19 positive or showing symptoms</b>  Transmission / Spread of Germs and Novel Coronavirus (COVID-19)	<ul style="list-style-type: none"> <li>•Staff</li> <li>•Pupils</li> <li>•Parents</li> <li>•Visitors</li> <li>•Contractors</li> </ul> <b>Effects</b> Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	<b>5</b>	<b>4</b>	<b>VERY HIGH</b>	<ul style="list-style-type: none"> <li>•Staff with mild symptoms such as a runny nose, sore throat, or mild cough, who are otherwise well, can continue to attend work.</li> <li>•Staff who are unwell and have a high temperature should avoid contact with other persons and remain at home when possible until they feel well enough to attend and their temperature has returned to normal.</li> <li>• Staff who are unwell and have a high temperature who choose to take a COVID-19 test and test positive should</li> </ul>	Monitor covid staff absence and trends	SLT	On going	<b>3</b>	<b>4</b>	<b>HIGH</b>





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					<p>avoid contact with others and try to stay at home for 5 days after the day of the initial positive test result.</p> <ul style="list-style-type: none"> <li>•Staff who have tested positive for COVID-19 who then test negative within the 5 day stay at home period may return to work.</li> <li>•Staff who become unwell and have a high temperature whilst at school should inform a member of SLT and return home. Unwell staff should wear a well-fitting face covering made with multiple layers or a surgical face mask whilst on the school premises.</li> <li>•COVID-19 positive staff should avoid contact with higher risk persons regardless of vaccination status for 10 days after the day the positive test result.</li> <li>•Where required relevant parents and staff are informed of confirmed COVID-19 cases; however, the name of the individual is not shared.</li> </ul>						
<p><b>Pupils confirmed COVID-19 positive or showing symptoms</b></p> <p>Transmission /</p>	<ul style="list-style-type: none"> <li>•Staff</li> <li>•Pupils</li> <li>•Parents</li> <li>•Visitors</li> <li>•Contractors</li> </ul> <p><b>Effects</b> Mild flu symptoms</p>	<b>5</b>	<b>4</b>	<b>VERY</b>	<ul style="list-style-type: none"> <li>•Pupils with mild symptoms such as a runny nose, sore throat, or mild cough, who are otherwise well, can continue to attend school.</li> <li>•Pupils who are unwell and have a high temperature should avoid contact with other persons and remain at home when possible until they feel well enough to</li> </ul>	Continued monitoring of changes to guidance.	SLT	On going	<b>1</b>	<b>4</b>	<b>LOW</b>

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Spread of Germs and Novel Coronavirus (COVID-19)	Respiratory infection Breathing difficulties Asthma Fatality				attend and their temperature has returned to normal. <ul style="list-style-type: none"> <li>•Pupils who are unwell and have a high temperature who choose to take a COVID-19 test and test positive should avoid contact with others and try to stay at home for 3 days after the day of the initial positive test result.</li> <li>•Pupils who become unwell and have a high temperature whilst at school should be placed in an isolated location and parents contacted to collect the pupil.</li> <li>•Careful consideration given to refuse a pupils access to school who are unwell and have a high temperature. Decisions made using latest PHE guidance.</li> <li>•Where required relevant parents and staff are informed of confirmed COVID-19 cases; however, the name of the individual is not shared.</li> </ul>						
<b>Pupil isolation at school</b>  Transmission / Spread of Germs and Novel Coronavirus (COVID-19)	<ul style="list-style-type: none"> <li>•Staff</li> <li>•Casualty</li> <li>•Pupils</li> <li>•Parents</li> <li>•Visitors</li> <li>•Contractors</li> </ul> <b>Effects</b> Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	<b>5</b>	<b>4</b>	<b>VERY HIGH</b>	<ul style="list-style-type: none"> <li>•Supply of disposable tissues, a foot operated bin with bin bag, anti-bacterial wipes, sink with liquid soap and disposable hand towels or hand sanitiser 60% alcohol, face masks with an FFP2 or FFP3 rating where available or fluid resistant surgical masks, latex free disposable gloves, disposable aprons, face visor or safety goggles.</li> <li>•Use of a separate bathroom if possible.</li> <li>•Isolated pupils reminded             <ol style="list-style-type: none"> <li>a. not to touch people, surfaces and objects</li> <li>b. cover their mouth/nose with a tissue when they cough or sneeze</li> </ol> </li> </ul>	Monitoring and checks	SLT/Site Manager	On going	<b>2</b>	<b>4</b>	<b>MEDIUM</b>

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				<p>c. put used tissues in a bin or in a bag or their pocket for disposing in a bin later</p> <p>d. if tissues are not available to cough and sneeze into the crook of their elbow</p> <p>e. wear a face covering when possible</p> <ul style="list-style-type: none"><li>•Emergency assistance is called immediately if the pupil's symptoms worsen, and they require further medical care.</li><li>•Where direct personal care is needed and staff cannot maintain a distance of two metres staff to wear:<ul style="list-style-type: none"><li>a. FFP2, FFP3 tight-fitting face mask where available or fluid resistant surgical face mask.</li><li>b. face visor or goggles to be worn if the isolated person is coughing, sneezing, vomiting or spitting.</li><li>c. latex free gloves and disposable apron if physical contact is necessary.</li></ul></li><li>•Staff to receive training on the correct method required to put on and remove PPE.</li><li>•Once vacated places of isolation, toilets and other locations such as classrooms or offices used by the symptomatic person will be cleaned and disinfected in accordance with PHE "Decontamination in non-healthcare settings guidance" using standard cleaning products.</li><li>•Staff should wear as a minimum disposable gloves and apron. Additional PPE (FFP2, FFP3 tight-fitting face mask if available or fluid resistant surgical face mask and face visor or goggles worn</li></ul>							
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					<p>when a risk assessment indicates a higher level of virus may be present.</p> <ul style="list-style-type: none"> <li>•All waste that has been in contact with the symptomatic person, including used tissues and PPE, all PPE worn by staff in close contact with the person and all cloths and mop heads used to disinfect areas are put in a plastic rubbish bag and tied when full. The plastic bag then placed in a second bin bag and tied. Waste put in a secure safe place and marked for storage for at least 72 hours before putting into usual external household waste bin.</li> <li>•Staff to wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser following cleaning of or areas, removal of PPE and after any contact with someone who is unwell.</li> </ul>						
<p><b>Hand hygiene</b></p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> <li>•Staff</li> <li>•Pupils</li> <li>•Parents</li> <li>•Visitors</li> <li>•Contractors</li> </ul> <p><b>Effects</b>          Mild flu symptoms          Respiratory infection          Breathing difficulties          Asthma          Fatality</p>	<b>3</b>	<b>4</b>	<b>HIGH</b>	<ul style="list-style-type: none"> <li>•Adequate handwashing (soap and running water) and hand sanitising facilities provided.</li> <li>•Skin-friendly sanitising wipes used for pupils who may ingest hand sanitiser.</li> <li>•Hand dryers or disposable paper towels provided for drying hands.</li> <li>•Waste bins with remote/foot operated lids and lined with a bin bag provided for paper towels disposal.</li> <li>•Visual aids displayed reminding pupils, staff, and visitors, parents to wash or sanitise their hands regularly.</li> <li>•Pupils using hand sanitiser are appropriately supervised to avoid ingestion.</li> </ul>	7.	All staff	On-going	<b>1</b>	<b>4</b>	<b>LOW</b>



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					<ul style="list-style-type: none"> <li>Younger pupils and those with complex needs are supported to practice good hand cleaning.</li> <li>Hand sanitiser COSHH Assessment communicated to staff.</li> </ul>						
<b>Respiratory hygiene</b>  Transmission / Spread of Germs and Novel Coronavirus (COVID-19)	<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Parents</li> <li>Visitors</li> <li>Contractors</li> </ul> <b>Effects</b> Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	<b>3</b>	<b>4</b>	<b>HIGH</b>	<ul style="list-style-type: none"> <li>Adequate amounts of tissues provided in occupied areas.</li> <li>Waste bins with remote/foot operated lids and lined with a bin bag provided for used tissue and face coverings disposal.</li> <li>Visual aids displayed reminding pupils staff, visitors, parents to follow the 'catch it, bin it, kill it' approach.</li> <li>Younger pupils and those with complex needs supported to practice good respiratory hygiene.</li> <li>Individual risk assessments conducted for pupils with complex needs who struggle to maintain good respiratory hygiene.</li> </ul>	Site manager to monitor and replenish tissues, hand sanitiser and other hygiene measures.  6. SENCO to monitor/update Individual Risk assessments for pupils with complex needs.	BM  KC	Weekly  On going	<b>1</b>	<b>4</b>	<b>LOW</b>
<b>Cleaning Rooms Shared spaces Materials Equipment</b>	<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Parents</li> <li>Visitors</li> <li>Contractors</li> </ul>	<b>3</b>	<b>4</b>	<b>HIGH</b>	<ul style="list-style-type: none"> <li>Deep clean using fogging equipment and disinfectant solution at School Principal or SBMAT CLT request.</li> <li>A cleaning schedule maintained for frequent cleaning of rooms, equipment and materials using standard cleaning</li> </ul>	No further action required	N/A	Monitoring	<b>1</b>	<b>4</b>	<b>LOW</b>



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<p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<p><b>Effects</b>          Mild flu symptoms          Respiratory infection          Breathing difficulties          Asthma          Fatality</p> <p>Effects of using hazardous cleaning substances          Irritation of skin and respiratory system, damage to eyes and internal organs</p>				<p>products, detergents or anti-bacterial products.</p> <ul style="list-style-type: none"> <li>•Anti-bacterial wipes/sprays available and securely stored to prevent pupil access.</li> <li>•Waste bins emptied frequently to suit usage.</li> <li>•Staff wear latex free gloves when cleaning and handling waste such as used tissues and PPE and wash hands after use.</li> <li>•Staff read and follow cleaning products COSHH Assessments.</li> <li>•Cleaning contractors asked to provide copies of their risk assessment for managing exposure to COVID-19.</li> <li>•School information sharing with contracted cleaning services to reduce exposure to COVID-19.</li> <li>•GermDefence website used to identify ways to protect against COVID-19.</li> </ul>						<span style="font-size: 2em; color: green;">W</span>
<p><b>Ventilation</b></p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> <li>•Staff</li> <li>•Pupils</li> <li>•Parents</li> <li>•Visitors</li> <li>•Contractors</li> </ul> <p><b>Effects</b>          Mild flu symptoms</p>	<span style="font-size: 2em;">3</span>	<span style="font-size: 2em;">4</span>	<span style="font-size: 2em; color: orange;">HIGH</span>	<ul style="list-style-type: none"> <li>•Use of outside space wherever possible and appropriate.</li> <li>•Ventilation increased and adequate room size when hosting events.</li> <li>•Annual inspections of ventilation systems in accordance with manufacturer's recommendations to confirm fully operational.</li> </ul>	<p>9. Staff report consistent readings of 800 or above to SLT.</p>	<p>Teachers/Office staff/SLT</p>	<p>On going</p>	<span style="font-size: 2em;">1</span>	<span style="font-size: 2em;">4</span>	<span style="font-size: 2em; color: green;">LOW</span>



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	Respiratory infection Breathing difficulties Asthma Fatality				<ul style="list-style-type: none"> <li>•Ventilation systems remain in use in normal operating mode.</li> <li>•Mechanical ventilation re-circulatory systems adjusted to full fresh air.</li> <li>•Windows and trickle vents in windows open when rooms are occupied.</li> <li>•Classrooms rearranged to minimise the discomfort caused by draughts from open windows, e.g. by moving desks and chairs.</li> <li>•High level windows opened in preference to low level windows, to reduce draughts.</li> <li>•Ventilation increased while the space is unoccupied, e.g. during break and lunchtimes.</li> <li>•Staff and pupils allowed to wear additional indoor clothing in cooler temperatures.</li> <li>•Heating used as necessary to ensure comfort levels are maintained in occupied spaces</li> <li>•CO2 monitors used in accordance with the manufacturers operating instructions to assess ventilation levels.</li> <li>•Where the CO2 monitor reading exceeds 800ppm, ventilation is increased in the necessary spaces.</li> <li>•School Principal considers the use of air cleaning units where consistently high CO2 readings of 1,500 particles per million (ppm) or higher for at least one week while the room is occupied and where increasing ventilation such as</li> </ul>					
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					opening of windows and doors is not possible.							
<b>Catering</b>  Missed meals  Transmission / Spread of Germs and Novel Coronavirus (COVID-19)	<ul style="list-style-type: none"> <li>•Staff</li> <li>•Pupils</li> </ul> <b>Effects</b> Hunger Depression Poor nutrition Chronic illness Poor performance Delayed physical and mental development	<b>4</b>	<b>4</b>	<b>HIGH</b>	<ul style="list-style-type: none"> <li>•FSM or food parcels are provided for eligible pupils who are not attending school during term time where they:             <ul style="list-style-type: none"> <li>- Are self-isolating.</li> <li>- Have COVID-19 symptoms or a positive test result.</li> </ul> </li> <li>•Catering contractors asked to provide copies of their risk assessment for managing exposure to COVID-19.</li> <li>•School information sharing with contracted catering services to reduce exposure to COVID-19.</li> <li>•Plates and cutlery thoroughly washed at 70°C between each use.</li> <li>•Tables regularly cleaned / disinfected by staff.</li> <li>•Staff wash hands for at least 20 seconds with soap and water before serving food and before/after cleaning down.</li> </ul>	Office staff to monitor FSM children absent with Covid and offer support to families.	Office Staff	On going	<b>1</b>	<b>4</b>	<b>LOW</b>	
<b>Remote learning</b>  Pupils following clinical or government guidance to avoid contact with others.	<ul style="list-style-type: none"> <li>•Pupils</li> </ul> <b>Effects</b> Loss of learning Loss of social development	<b>4</b>	<b>3</b>	<b>HIGH</b>	<ul style="list-style-type: none"> <li>•Pupils given access to remote education as soon as reasonably practicable.</li> <li>•School provision of remote education equipment and learning resources in accordance with Department of Education guidance.</li> </ul>	Children isolating to take home iPad to access classroom learning.  Resources such as sim cards/stationa	Teacher s	On going	<b>1</b>	<b>4</b>	<b>LOW</b>	





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Pupils who are COVID-19 positive or are unwell and have a high temperature.					ry to be provided to children who require internet access or resources	SLT/Office	On going				
<b>Providing personal or intimate care to pupils</b>  Transmission / Spread of Germs and Novel Coronavirus (COVID-19)	<ul style="list-style-type: none"> <li>•Staff</li> <li>•Pupils</li> </ul> <b>Effects</b> Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	<b>4</b>	<b>4</b>	<b>HIGH</b>	<ul style="list-style-type: none"> <li>•Staff at higher risk of becoming seriously unwell from COVID-19 advised not to provide close contact personal or intimate care.</li> <li>•PPE provided for staff use including disposable latex free gloves, disposable apron, fluid resistant surgical face mask, face visor or safety goggles.</li> <li>• Staff instructed on the safe “donning and doffing” of PPE.</li> <li>•Review of Care Plans for pupils who spit uncontrollably or use saliva as a sensory stimulant to be carried out to determine PPE requirements based on individual circumstances.</li> <li>•Hand washing or sanitising by staff and pupils receiving support before and after care is provided.</li> </ul>	1. Clinically vulnerable staff to have individual risk assessments that are updated in line with government guidance.	GB	On going	<b>1</b>	<b>4</b>	<b>LOW</b>
<b>Providing first aid</b>  Transmission / Spread of Germs and	<ul style="list-style-type: none"> <li>•Staff</li> <li>•Casualty</li> </ul> <b>Effects</b> Mild flu symptoms Respiratory infection	<b>4</b>	<b>4</b>	<b>HIGH</b>	<ul style="list-style-type: none"> <li>•Staff at higher risk of becoming seriously unwell from COVID-19 advised not to provide first aid.</li> <li>•If the casualty is capable, first aider to instruct casualty to self administer treatment.</li> </ul>	No further action required	N/A	On-going Monitoring	<b>2</b>	<b>4</b>	<b>MEDIUM</b>



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Novel Coronavirus (COVID-19)	Breathing difficulties Asthma Fatality				<ul style="list-style-type: none"> <li>•First aiders to wash/sanitise hands before and after treating a casualty.</li> <li>•Disposable gloves, disposable apron, fluid resistant surgical mask worn when administering first aid to a COVID-19 symptomatic person.</li> <li>•Safety goggles or face visor worn where there is a risk of respiratory droplets splashing into eyes due to repeated coughing or vomiting.</li> <li>•First aiders instructed on the safe “donning and doffing” of PPE.</li> <li>•When performing CPR phone an ambulance and use compression only CPR until the ambulance arrives.</li> <li>•Use a resuscitation face shield whilst performing mouth to mouth resuscitation.</li> <li>•In an emergency call 999 and inform the emergency services if the injured person is showing COVID-19 symptoms.</li> <li>•Assessment of First Aid requirements reviewed as COVID-19 guidance changes.</li> </ul>						
Staff administration of medicines or supervision of pupils who self-administer.	<ul style="list-style-type: none"> <li>•Staff</li> <li>•Pupils</li> </ul> Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma	<b>4</b>	<b>4</b>	<b>HIGH</b>	<ul style="list-style-type: none"> <li>•Staff to wash/sanitise hands before and after administering medication to each pupil.</li> </ul>	Staff advised to wear PPE (Gloves) when administering medicine and safely disposing of	All staff	On going	<b>2</b>	<b>4</b>	<b>MEDIUM</b>



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Transmission / Spread of Germs and Novel Coronavirus (COVID-19)	Fatality					gloves after use						
<b>Availability of equipment and PPE</b>  Transmission / Spread of Germs and Novel Coronavirus (COVID-19)	<ul style="list-style-type: none"> <li>•Staff</li> <li>•Pupils</li> </ul> <b>Effects</b> Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	<b>4</b>	<b>4</b>	<b>HIGH</b>	<ul style="list-style-type: none"> <li>•Alcohol-based hand sanitiser containing at least 60% alcohol available where hand wash sinks are not available such as isolation rooms, first aid rooms, shared spaces, entrance and exit points.</li> <li>•Latex free gloves available in classrooms and isolation locations and first aid rooms.</li> <li>•Face masks with an FFP2 or FFP3 rating if available or fluid resistant surgical mask in isolation rooms.</li> <li>• Fluid resistant surgical mask available in first aid rooms and classrooms.</li> <li>•Face visors or safety goggles available in isolation locations and first aid rooms.</li> <li>• Disposable aprons available in isolation locations and first aid rooms.</li> <li>•Replenishment of stocks of hand sanitising gel, liquid soaps and PPE.</li> </ul>	Site manager to monitor stocks of PPE/Sanitiser and staff to report when they need restocking in class	JW/All staff	On going	<b>2</b>	<b>4</b>	<b>MEDIUM</b>	
<b>Educational visits</b>  Transmission / Spread of Germs and Novel Coronavirus (COVID-19)	<ul style="list-style-type: none"> <li>•Staff</li> <li>•Pupils</li> <li>•Volunteers</li> </ul> <b>Effects</b> Mild flu symptoms Respiratory infection Breathing difficulties Asthma	<b>3</b>	<b>4</b>	<b>HIGH</b>	<ul style="list-style-type: none"> <li>•A full and thorough risk assessment including the spread or transmission of COVID-19 is made in relation to all educational visits to ensure they can be undertaken safely, and all trips are conducted in line with their risk assessment.</li> </ul>	Covid-19 to be considered when booking a trip or educational visit.	All staff	On going	<b>1</b>	<b>4</b>	<b>LOW</b>	



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	Fatality										
<b>Stress</b>	<ul style="list-style-type: none"> <li>•Staff</li> <li>•Pupils</li> </ul> <p><b>Symptoms</b>            Anxiety            Excessive drinking            Overeating            Sleeping poorly            Shaking, chills or hot flushes            A tingling sensation in your arms or legs            Headaches            Muscle tension            Dizziness            High blood pressure            Indigestion            Constipation or diarrhea            Shallow breathing or hyperventilating</p> <p><b>Effects</b>            Poor emotional and physical wellbeing</p>	<b>4</b>	<b>4</b>	<b>HIGH</b>	<ul style="list-style-type: none"> <li>•SBMAT Stress Policy communicated to all staff.</li> <li>•Awareness about all types of stress and its causes raised through discussions, literature and training.</li> <li>•Changes to work-related practices to reduce the factors which may lead to stress in the workplace.</li> <li>•Opportunities for staff and employees to maintain and promote their health and well-being.</li> <li>•A culture of open communication throughout the organisation.</li> <li>•Good management and team building practices for those with management and supervisory responsibilities.</li> <li>•Supportive environment in which issues and concerns can be raised and dealt with appropriately.</li> <li>•Guidance for managers to assist in the sensitive management of staff likely to encounter stressful situations.</li> <li>•Appropriate training interventions to help alleviate the stress.</li> <li>•Assist and advise staff suffering from work-related stress.</li> <li>•Internal and external sources of assistance for staff with clearly identified work-related stress issues.</li> </ul>	Principal to offer support and open door policy-protected time on a Wednesday afternoon	GB	On going	<b>2</b>	<b>4</b>	<b>MEDIUM</b>



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					<ul style="list-style-type: none"> <li>•Access to a free helpline for school staff and targeted support for mental health and wellbeing available at The Education Support Partnership and Wellbeing for Education Return programme.</li> </ul>						
<b>Contingency planning</b>  Transmission / Spread of Germs and Novel Coronavirus (COVID-19)	<ul style="list-style-type: none"> <li>•Staff</li> <li>•Pupils</li> <li>•Parents</li> <li>•Visitors</li> <li>•Contractors</li> </ul> <b>Effects</b> Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	<b>4</b>	<b>4</b>	<b>HIGH</b>	<ul style="list-style-type: none"> <li>•The school has a Coronavirus (COVID-19): Contingency Plan that can be implemented if restrictions need to be stepped up due to coronavirus, including the reintroduction of face coverings.</li> </ul>	Contingency plan developed.	SLT	Complete and review when required	<b>2</b>	<b>4</b>	<b>MEDIUM</b>



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### Risk Assessment Register of Communication

By completing the register I am confirming that I have read, had the opportunity to seek clarification, understood the contents and agree to follow the risk control measures of risk assessment title Novel Coronavirus (COVID-19) Revision 24

Date of Communication	Name	Signature