

COVID-19: Operational risk assessment for September 2021

The measures in this risk assessment have been paused in line with government guidance. In the event of a local outbreak the mitigation measures in this risk assessment will be reintroduced

Assessment Date:	4th March 2022	Review Date:	In the event of an outbreak	Assessor name:	Marie Coltman and Justin Barrett
Persons at Risk: (Employees	Students	Public	Contractors	

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Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	(High) The risk level is unacceptable and additional control measures MUST be introduced to reduce the risk of transmission to ALARP. (As Low As Reasonably Practicable)	H	H	H
	(Medium) Continue to implement control measures to reduce the risk of transmission to ALARP	H	M	L
	(Low) Control measures are suffice to limit transmission of virus	M	L	L

Area of concern	Risk rating prior to action (H/M/L)	Who might be harmed	Recommended controls/is the risk adequately controlled?	Responsible persons	What further action is needed to control the risk?	Residual rating (H/M/L)
1. Establishing a systematic process for full opening						
1.1 Organisation of staff/teaching spaces						
Teaching students in full classes will increase the risk of the virus spreading	M	Students and staff	<input type="checkbox"/> Classrooms re-modelled, with chairs and desks facing the front where possible. <input type="checkbox"/> Students will bring in their own equipment. <input type="checkbox"/> Students observe hygiene guidance and wash hands frequently - this is on the digital signage <input type="checkbox"/> Good respiratory hygiene is ensured by promoting the 'catch it, bin it, kill it' approach. <input type="checkbox"/> Enhanced cleaning, including cleaning frequently touched surfaces often.	JBA/MCO		L
1.2 Staffing						
Due to COVID-19, the number of staff who are available is lower than that required to teach classes in school	M	Students and staff	<input type="checkbox"/> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.	JCO		L
1.3 Managing the spread of infection						
Infection is spread to staff and student	H	Students and staff	<input type="checkbox"/> Good respiratory hygiene is promoted by using the 'catch it, bin it, kill it' approach. <input type="checkbox"/> Parents are informed via letter not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. <input type="checkbox"/> Staff and students should take a Lateral flow test if they have any of these 3 symptoms of COVID-19, even if they are mild: <ul style="list-style-type: none"> ➤ a high temperature ➤ a new, continuous cough ➤ a loss or change to your sense of smell or taste 	SLT and all staff		M

		<ul style="list-style-type: none"> ❑ Confirmatory PCR testing following a positive result on a lateral flow device (LFD) will be temporarily suspended from today, Tuesday 11 January. This means that for all education and childcare settings, staff and students who have tested (either at home or through ATS) and reported a positive LFD result will no longer be advised to get a confirmatory PCR test. ❑ Staff and students should also self-isolate straight away if: <ul style="list-style-type: none"> ➢ they have tested positive for COVID-19 ➢ someone they live with has symptoms or tested positive (unless they are not required to self-isolate – see below if this applies to you) ❑ Staff and students do NOT need to self-isolate if someone they live with has symptoms of COVID-19, or has tested positive for COVID-19 if any of the following apply: <ul style="list-style-type: none"> ➢ they are fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS ➢ they are under 18 years, 6 months old ➢ they are taking part or have taken part in a COVID-19 vaccine trial ➢ they are not able to get vaccinated for medical reasons ❑ People who are self-isolating with COVID-19 have the option to reduce their isolation period after 5 full days if they test negative with an LFD test on both day 5 and day 6 and they do not have a temperature. For example, if they test negative on the morning of day 5 and the morning of day 6, they can return to their education or childcare setting immediately on day 6. ❑ Vaccinated young people up to the age of 18 years and 6 months are now no longer required to self-isolate if they are a close contact of someone with Covid-19, including if they live in the same household. ❑ Staff to email their photocopying requests where possible. ❑ All information regarding students who are sent home with coronavirus symptoms will be recorded by the office staff. 		
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			<ul style="list-style-type: none"> <input type="checkbox"/> Students will be instructed, following the latest guidance, as to whether they need to wear a face covering within the school. It is expected and recommended that these are worn when travelling on public or dedicated transport. <input type="checkbox"/> Hand sanitizer will be available in each classroom for staff and students to use when needed <input type="checkbox"/> The only members of staff who are allowed to deal with hazardous waste are the site team <input type="checkbox"/> There is a separate risk assessment for the testing process <input type="checkbox"/> Following in-school LFD testing all students and staff will be offered home kits to test at home. <input type="checkbox"/> Ruislip High School may introduce local mitigations based on the infection rates within the school community. 			
1.4 Policy review						
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	M	Students , staff, parents	<ul style="list-style-type: none"> <input type="checkbox"/> A risk assessment is undertaken before the school reopens; strategies are put in place and communicated to staff. <input type="checkbox"/> There is a separate risk assessment for the lateral flow testing operation. <input type="checkbox"/> This risk assessment will be reviewed on a weekly basis by MCO and JBA. <input type="checkbox"/> Departmental risk assessments have been reviewed for practical subjects. <input type="checkbox"/> Any member of staff who delivers IT equipment or FSM provision to a family must travel safely in the minibus following the government guidance whilst using public transport. 	JBA/ MCO		L
1.5 Responding to cases of COVID-19 and local lockdowns						
The school is unsure how to respond when there are suspected or confirmed cases of COVID-19 amongst students or staff.	H		<ul style="list-style-type: none"> <input type="checkbox"/> The necessary health teams are contacted for advice. <input type="checkbox"/> Appropriate action is taken once advised by the local health protection team – this may mean that year group bubbles and some staff who have been in close contact with the person concerned may have to self-isolate for 10 days. <input type="checkbox"/> Arrangements are in place for home and remote learning for students who are required to self-isolate. 	SLT		M
2. Health and safety arrangements to limit the spread of COVID-19						

2.1 Testing and managing symptoms						
Testing is not used effectively to help manage infection control, staffing levels and support staff wellbeing	M	Students and staff	<input type="checkbox"/> The school will follow the latest government guidance regarding testing and isolation. <input type="checkbox"/> All staff and students will be offered 2 home tests per week providing government stock levels are sufficient.	All staff		L
Infection transmission within school due to staff/students (or members of their household) displaying symptoms	M	Students and staff	<input type="checkbox"/> Robust collection and monitoring of absence data, including tracking return to school dates is in place. <input type="checkbox"/> If a student is unwell they will be sent home. If they test positive the school will seek the most up-to-date advice from Public Health England. <input type="checkbox"/> The area around the person with symptoms must be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people. The class and staff with the class must wash/sanitize their hands. <input type="checkbox"/> Procedures are in place to deal with any pupil or staff displaying symptoms at school.	SLT/JOD		L
Staff, students and parents are not aware of the school's procedures should anyone display symptoms of COVID-19 or test positive.	M	Students, parents and staff	<input type="checkbox"/> Staff, students and parents will continue to receive clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school.	GDA		L
2.2 First Aid/Designated Safeguarding Leads						
The lack of availability of designated first aiders and safeguarding staff puts children's safety at risk.	M	Students and staff	<input type="checkbox"/> There will always be a member of staff who is first aid trained onsite. <input type="checkbox"/> There will always be a member of the safeguarding team onsite. <input type="checkbox"/> Students should not be dealing with any first aid requirements.	SLT		L
2.3 Personal Protective Equipment (PPE)						

Provision of PPE for staff where required is not in line with government guidelines.	H	Staff	<input type="checkbox"/> Government guidance on wearing PPE is understood and communicated and sufficient PPE has been procured. <input type="checkbox"/> Those staff required to wear PPE will be instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. <input type="checkbox"/> PPE will be supplied for staff who are in close contact with students. This will be limited to intimate care/ first aid. <input type="checkbox"/> PPE will be stored in the welfare office.	RGU/J BA		M
3. Enhancing mental health support for students and staff						
3.1 Mental health concerns - students						
Mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general.	H	Students Staff	<input type="checkbox"/> There are sufficient numbers of trained staff available to support students with mental health issues. <input type="checkbox"/> There is access to designated staff for all students who wish to talk to someone about wellbeing/mental health. <input type="checkbox"/> Resources/websites to support the mental health of students are provided. <input type="checkbox"/> External counsellors will also be used as necessary. <input type="checkbox"/> Staff are encouraged to focus on their wellbeing. <input type="checkbox"/> Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. <input type="checkbox"/> Staff have been signposted to useful websites and resources.	MCO		M
3.2 Bereavement support						
Students and staff are grieving because of loss of friends or family	M	Students , staff and parents	<input type="checkbox"/> The school has a Student and Staff Bereavement Protocol . <input type="checkbox"/> Support is requested from other organisations when necessary.	MCO		L

