

Penkridge Middle School Risk Assessment Form

DEPARTMENT : All schools	Description - Supplementary risk assessment to establish control measures within Penkridge Middle School in response to COVID-19 School return from September 2021.	
Establishment: Penk Valley Academy Trust	Assessment Carried out by: Headteacher Penkridge Middle School CEO, COO, CFO and DCC Penk Valley Academy Trust	Date Created: 09/09/2021 Updated 4/1/22
Review Date Due: weekly	Shared with: All staff Published on Penk Valley website	Date: 4/1/22

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Control Measures	Are Control Measures sufficient Y/N/NA		What is the risk rating now – VH, H, M, L?
				In place	Adequate	
Spreading Covid 19 from surfaces (fomite)	Staff Pupils Visitors Contractors	Covid 19 can survive on surfaces, the length of time varies on the type of surface	<p>Self-cleanliness and Hygiene</p> <ul style="list-style-type: none"> All children, staff and visitors to be encouraged to wash hands upon arrival in school (if this is not possible – hand sanitiser to be used) • Wash hands regularly. Use hand sanitiser where washing facilities do not exist. Regular cleaning of surfaces throughout the day with a focus on high usage areas such as desks and doors. Wipes or suitably COSHH assessed cleaning products provided for staff in between cleaning rounds. <p>Classroom / School equipment</p> <ul style="list-style-type: none"> Outdoor play equipment where in use, can be used Classroom based resources, such as books and games, can be used. 	Y	Y	M

			<p>Possessions</p> <ul style="list-style-type: none"> • Coats, bags and to be kept with child not in cloakroom where cloakrooms do not allow for adequate social distancing. Year 5 to use lockers in their own area. • Lunchboxes will be kept with pupils apart from Year 5. <p>Contractors and Visitors</p> <ul style="list-style-type: none"> • Contractors and visitors must follow self-cleanliness and hygiene control measures • Contractors to ensure surfaces are cleaned, reporting any areas requiring further cleaning to the caretaker or school manager 	Y	Y	M
Spreading Covid 19 from person to person - contact or droplets	Staff Pupils Visitors Contractors	Covid 19 can be transmitted through person to person contact from an infected person	<p>Face Coverings</p> <ul style="list-style-type: none"> • Face coverings should be worn by staff and adult visitors in all communal areas including corridors, staff room and offices. For students from year 7 and above, face coverings are advised to be worn in corridors, communal areas and classrooms during lesson time. Students in years 5 & 6 do not need to wear masks but can if they choose • Staff and pupils who are exempt from wearing masks will not need to wear a mask. • Staff and Pupils should store face coverings when not in use stored in a container / sealable bag. • Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. • When putting on or taking off face masks hand sanitiser or hand washing should take place. 	Y	Y	M

			<ul style="list-style-type: none"> • Face shields should not be seen as an alternative to masks, the wearing of face shields should be through risk assessment of the task • Where face shields are worn they should be sanitised with cleaner or wipes regularly and then washing /sanitising hands after putting on or storing face shields 			
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Spreading Covid 19 from surfaces (fomite)	Staff Pupils Visitors Contractors	Covid 19 can survive on surfaces, the length of time varies on the type of surface	Ventilation and Circulation <ul style="list-style-type: none"> • Where safe, doors to remain open to allow access through without contact. Internal fire doors, however, must not be propped open. • Windows to be kept open as much as possible • Desk fans can be used to direct the airflow and increase the air changes with the fresh air behind them. 	Y	Y	M

			<p>Cleanliness and Hygiene</p> <ul style="list-style-type: none"> • Ensure good hygiene for everyone. <ul style="list-style-type: none"> o Hand sanitising o Washing of hands regularly • Maintain appropriate cleaning regimes. <ul style="list-style-type: none"> o PMS will maintain an appropriate cleaning schedule. This will include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces. • Keep occupied spaces well ventilated. <ul style="list-style-type: none"> o There will be a balance of the need for increased ventilation while maintaining a comfortable temperature. o Windows should be open to allow ventilation as much as possible 	Y	Y	M
			<p>pupils and other staff as much as they can, ideally 2 metres from other adults.</p> <p>Pupils arriving and departing school</p> <ul style="list-style-type: none"> • On public transport, pupils must adhere to current transport rules such as face covering if applicable • Hand sanitiser / washing of hands will be encouraged upon entering school 	Y	Y	M

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Spreading Covid 19 from person to person contact or droplets	Staff Pupils Visitors Contractors	Covid 19 can be transmitted through person to person contact from an infected person	Fire, First aid and Intimate care policy <ul style="list-style-type: none"> Where children are being supported under the Intimate Care and Toileting Policy, this must continue to be followed, with the added precaution of Eye and Face mask protection. This policy has been updated to reflect this. Waste to be disposed of in the usual fashion. In the event of a fire, usual fire evacuation procedures will apply. Assembly points will, where possible be kept in year group areas. For any situation arising requiring CPR, phone an ambulance and use compression only CPR until the ambulance arrives. If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield. 	Y	Y	M

Suspected pupil or staff member with Covid-19	Staff Pupils Contractors	Confirmed case increases risk of transfer	<ul style="list-style-type: none"> • For lateral flow positive cases refer to the Lateral flow testing RA at each school • If sick and already at school <ol style="list-style-type: none"> 1. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital except in an emergency. 2. Call parents/legal guardian to collect pupil and take them home. Advise them that suspected case needs to take a PCR and follow the relevant guidance on isolation. 3. While the pupil is awaiting collection, move them to an isolated room and open a window for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Please a sign on the door to alert others that the room is in use. 4. Staff caring for a pupil while they are awaiting collection should maintain 2 metre distancing. If not possible, for example with a young child, they should wear suitable PPE <p>Situation PPE -</p> <ul style="list-style-type: none"> • 2m distance cannot be maintained - A face mask should be worn • Contact is necessary - Gloves, an apron and a face mask should be worn 	Y	Y	M
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			<ul style="list-style-type: none"> • Risk of fluids entering the eye (e.g. from coughing, spitting or vomiting) Eye protection should also be worn <p>5. If the pupil needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>6. Home test kits should only be offered to individuals in the exceptional circumstance that you believe an individual may have barriers to accessing testing elsewhere.</p> <p>7. Staff/other pupils who have had contact with the symptomatic pupil must wash their hands thoroughly for 20 seconds.</p> <p>8. When parents/legal guardian pick up the pupil, advise them to get the pupil tested and notify you of the results.</p> <p>9. Once the pupil has left the premises, thoroughly disinfect/clean all surfaces and contact points they came into contact with (including the bathroom if used) Place any used PPE into one of the bags provided then place that bag into another back and seal.</p> <p>If not at school</p> <ul style="list-style-type: none"> • Staff to book test through HR or if at a weekend / evening direct with NHS and to make HR / line manager aware. • Pupils and parents to book direct though NHS 			
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				In place	Adequate	
Confirmed Covid 19 in school	Staff Pupils Visitors Contractors	Confirmed case increases risk of transfer	<ul style="list-style-type: none"> • Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. <ul style="list-style-type: none"> ○ When an individual develops COVID-19 symptoms or has a positive test Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. ○ They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). ○ If anyone in your school develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice. ○ For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household ○ If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary 	Y	Y	M

<p>Confirmed Covid 19 school</p>	<p>in Staff Pupils Visitors Contractors</p>	<p>Confirmed case increases risk of transfer</p>	<ul style="list-style-type: none"> • From the 19th July 2021 this will be undertaken by NHS • NHS will expect some support from schools if they need to contact trace within a school in exceptional circumstances only. • 16th August children under 18 will no longer need to isolate if they are contacted by NHS track and trace • If a child has been in contact with a positive case, they will be <u>advised</u> to get a PCR – we can only advise we cannot demand. <p>Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</p> <p>A Grocutt (Deputy Head) will continue to be the point of contact in school. L Blakeway (Office Manager) to be second contact in his absence.</p>			
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Mental health	Staff	Increased risk of absence	<ul style="list-style-type: none"> • Teachers have time to plan Regular communication to all staff. • Sharing of support lines. • Individual risk assessments by HR for those who need it. • Managers to ensure annual leave is taken. • Promoting walking or cycling to work. • • 	Y	Y	M
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DATE OF REVIEW:	COMMENTS:

RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.