

# Combination Risk Assessment for Complex Hazards



(To be used for activities such as; work at height, hot work, work with asbestos, work with machinery, etc.)

Activity / Task / Location: Covid-19 Risk Assessment – Educational settings <b>Salmestone Primary School</b> v10	Approved By: [Redacted] 31.08.21
Developed by: [Redacted]	Date: 12/05/2020
Reviewed by: [Redacted]	Date: 25/08/2021

## Likelihood

Consequence

		Unlikely	Possible	Very Likely
		1	2	3
Major <i>Eg. Kill or Permanently Maim Long term Injury or Illness</i>	3	3	6	9
Moderate <i>Eg. Medical Attention with seven days off work</i>	2	2	4	6
Minor <i>Eg. First Aid Needed</i>	1	1	2	3

### Summary of Requirements

<b>Personal Protective Equipment</b>	For First-aid: Disposable clinical masks to type IIR. Disposable nitrile or vinyl gloves. Disposable aprons. For personal care: Disposable clinical masks to type IIR, Goggles, or wrap around safety glasses that are splash resistant. Disposable nitrile or vinyl gloves. Disposable aprons.
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	<p>For managing people with Covid-19 symptoms: Disposable clinical masks to type IIR, Goggles, or wrap around safety glasses that are splash resistant.</p> <p>For use of 'Fogger': Dust masks to minimum FFP2 with APF 10 or greater, Goggles, to EN166 B3, or F3. Disposable nitrile or vinyl gloves.</p>
<b>Training</b>	<p>All employees:</p> <ol style="list-style-type: none"> <li>1. Coronavirus &amp; Virus Transmission TOOLBOX TALK v5</li> <li>2. Briefing on local safety arrangements, protocols and working practices.</li> <li>3. Briefing on how to manage pupil symptomatic cases</li> </ol> <p>Cleaning staff to be briefed on enhanced cleaning protocols and the need for thoroughness in their work</p> <p>First Aiders and staff completing intimate care tasks are to be provided the video training at:  <a href="https://covid19ppe.org/primary-care-gps-scenario-4/">https://covid19ppe.org/primary-care-gps-scenario-4/</a></p>
<b>Equipment</b>	<p>Fogger</p> <p>Classroom Resources:  <a href="https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&amp;ss=2&amp;t=Horrid%20Hands">https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&amp;ss=2&amp;t=Horrid%20Hands</a>  <a href="https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&amp;ss=2&amp;t=Super%20Sneezes">https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&amp;ss=2&amp;t=Super%20Sneezes</a>  <a href="https://e-bug.eu/junior_pack.aspx?cc=eng&amp;ss=2&amp;t=Hand%20Hygiene">https://e-bug.eu/junior_pack.aspx?cc=eng&amp;ss=2&amp;t=Hand%20Hygiene</a>  <a href="https://e-bug.eu/junior_pack.aspx?cc=eng&amp;ss=2&amp;t=Respiratory%20Hygiene">https://e-bug.eu/junior_pack.aspx?cc=eng&amp;ss=2&amp;t=Respiratory%20Hygiene</a>  <a href="https://e-bug.eu/lang_eng/UK%20KS1%20Pack/Microbe%20Mania/Microbe-Mania-Poster.pdf">https://e-bug.eu/lang_eng/UK%20KS1%20Pack/Microbe%20Mania/Microbe-Mania-Poster.pdf</a></p>
<b>Relevant Legislation etc.</b>	<p>Health and Safety at Work etc. Act 1974          The Personal Protective Equipment at Work Regulations 1992          The Management of Health and Safety at Work Legislation 1999          The Control of Substances Hazardous to Health Regulations 2002          The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013          Public Health (Control of Disease) Act 1984, Coronavirus Act 2020 and all subsidiary health protection legislation, as made under the these Acts          Guidance, Annex A: health and safety risk assessment - Updated 17 August 2021</p>
<b>Contingency</b>	<p>You should have contingency plans (sometimes called outbreak management plans) outlining what you would do if students or staff test positive for COVID-19, or how you would operate if you were advised to take extra measures to help break chains of transmission. Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.</p>

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	<p>Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission.</p> <p>For most settings it will make sense to think about taking extra action if the number of positive cases substantially increases. Information on what circumstances might lead you to consider taking additional action, and the steps you should work through, can be found in the contingency framework.  <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf</a></p> <p>Measures that settings should plan for include:</p> <ul style="list-style-type: none"> <li>● Increased Testing</li> <li>● Face Coverings</li> <li>● Shielding</li> <li>● Other Measures (limitations on other events)</li> <li>● Attendance Restrictions</li> </ul>
<p><b>Review period/date</b></p>	<p>Headteachers to review on local matters after receipt and as required (RA can be added to, but no Trust control measures removed).                  To be reviewed as a result of change to Government guidance</p>
<p><b>Summary of control measures</b></p>	<p>This is the set of actions schools must take. ‘<i>Schools coronavirus (COVID-19) operational guidance - August 2021</i>’ at: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#stepping">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#stepping</a></p> <p><b><u>School Leaders must make themselves aware of the content of this guidance.</u></b></p> <ol style="list-style-type: none"> <li>1. Ensure good hygiene for everyone.</li> <li>2. Maintain appropriate cleaning regimes, using standard products such as detergents.</li> <li>3. Keep occupied spaces well ventilated</li> <li>4. Follow public health advice on testing, self isolation and managing confirmed cases of COVID-19.</li> </ol>

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Hazard Identification			Control		Risk
What are the steps of the activity / items of equipment	What are the potential hazards	Score	What methods will be used to reduce the likelihood and/or the consequence of an illness or injury from those hazards	What hazard remains	Residual Score
General site management. (all settings)	Harm to all occupants from direct and indirect contact with Covid-19	6	<p>Pupils, staff and other people showing symptoms, or have tested positive for Covid-19 in the last 10 days must NOT enter the school site.</p> <p>Parents of pupils who are symptomatic, and staff who are symptomatic, will need to arrange for a Covid-19 Polymerase Chain Reaction (PCR) test as soon as possible after the onset of symptoms, or after a positive Lateral Flow Device antigen (LFD) test. Wherever possible tests should be booked at a local testing facility to shorten the time taken to obtain results. Schools should ask parents and staff to inform them immediately of the results of a test.</p> <p>Where someone tests positive, they should follow the <i>'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</i> and must not attend for at least 10 days from the day after the start of their symptoms or from the test date if they did not have any symptoms but have had a positive test.</p> <p>Everyone in school must follow this process and schools must ensure that everyone onsite or visiting is aware of it.</p>		4

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			<p>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:</p> <ul style="list-style-type: none"> <li>● they are fully vaccinated</li> <li>● they are below the age of 18 years and 6 months</li> <li>● they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>● they are not able to get vaccinated for medical reasons</li> </ul> <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so. However, if you have only received one dose of COVID-19 vaccine, or if none of the exceptions apply then you will still be required to self-isolate.</p> <p>Staff in primary schools will be supplied with LFD test kits to self swab and test themselves twice a week at home until the end of September. They must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. They should also share their result, whether void, positive or negative, with their school.</p> <p>If a PCR test is taken within 2 days of a positive LFD test, and is negative, it overrides the self-test LFD test and the person can return to school.</p> <p>A pupil or staff member who tested positive for coronavirus (COVID-19) can return to their normal routine and stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to have only a residual cough or anosmia. This is because a cough or anosmia can last for several</p>		
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			<p>weeks once the infection has gone. If they still have a high temperature after 10 days or are otherwise unwell, you should advise them to stay at home and seek medical advice.</p> <p>Staff with a negative LFD test result can continue to attend school.</p> <p>A pupil with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a pupil attending school, schools can take the decision to refuse the pupil if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered by the Headteacher in light of all the circumstances and the current public health advice. Headteachers are to liaise with their Director of Education prior to implementing such action.</p> <p>All staff and pupils travelling to England from overseas must adhere to travel legislation, details of which are set out in government travel advice. The rules for entering England from the RAG list countries can be found at: <a href="https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england">https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england</a></p> <p>Public Health England has good evidence that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19). Consequently, TKAT schools should not be using this method.</p> <p><b>Emergency evacuation</b> Schools are to revisit their evacuation plans to reflect the lifting of bubble restrictions and social distancing.</p>		
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			<p>Settings are to provide adequate hand washing/sanitising facilities. Settings are to provide information on how to wash hands properly and display posters in appropriate areas.</p> <p>Frequent and thorough hand cleaning should now be regular practice. Schools are to continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.</p> <p>Schools are to put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces. This system of cleaning frequently touched communal surfaces more regularly than normal must be continued. PHE guidance on cleaning of non-healthcare settings should be followed: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p><b>Ventilation</b></p> <p>It is important to ensure it is well ventilated and a comfortable teaching and working environment is maintained.</p> <p>This can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"><li>● mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)</li><li>● natural ventilation – opening windows (in cooler weather windows should be opened just enough</li></ul>		
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			<p>to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air.</p> <ul style="list-style-type: none"> <li>Fans are a form of mechanical ventilation and can be used to help circulate fresh air in the room from opened windows. They should not be used without natural ventilation.</li> </ul> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <ul style="list-style-type: none"> <li>opening high level windows in preference to low level to reduce draughts</li> <li>increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)</li> <li>providing flexibility to allow additional, suitable indoor clothing.</li> <li>rearranging furniture where possible to avoid direct drafts</li> </ul> <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p> <p>Guidance from the HSE on ventilation can be found at: <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm</a></p> <p>School kitchens must comply with the guidance for food businesses on coronavirus (COVID-19). <a href="https://www.gov.uk/guidance/working-safely-during-covid-19/restaurants-pubs-bars-nightclubs-and-takeaway-services">https://www.gov.uk/guidance/working-safely-during-covid-19/restaurants-pubs-bars-nightclubs-and-takeaway-services</a></p> <p>Before running transitional, taster and open days the school must complete a thorough risk assessment to</p>		
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			<p>ensure that they are run in line with your system of controls and align with the advice contained within the Government guidance and the roadmap out of lockdown.</p> <p>Outdoor equipment/apparatus/play equipment/climbing frames can be used but adequate cleaning of frequently touched hard surfaces must be continued.</p> <p>Assemblies of any size can take place, but frequently touched surfaces should be cleaned regularly and the assembly venue must be well ventilated.</p> <p>Dining areas can be used, but frequently touched surfaces should be cleaned regularly and the area must be well ventilated.</p> <p>Disposable gloves are to be available to employees should they need them for handling uncleaned equipment/resources safely.</p> <p>Put systems in place to keep PPE and essential cleaning supplies under review so you can take action if necessary before you run out.</p> <p>No one is obliged to work in a work environment that has not been risk assessed as per this risk assessment.</p>		
<p><b>Offices and other non-pupil areas (all settings)</b></p>	<p><b>Harm to staff and visitors from direct contact with Covid-19</b></p>	<p><b>6</b></p>	<p>Schools and individual employees must consider colleagues with individual risks, such as clinical vulnerabilities and no vaccination status where these have been disclosed to the school. Reasonable adjustments are to be put in place in offices, or other work areas, where staff vulnerability is greater. Such adjustments may include:</p>		<p><b>4</b></p>

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			<ul style="list-style-type: none"> <li>● Altering the layout of desks and equipment to achieve better ventilation/distancing, where possible.</li> <li>● Providing a designated desk or work area.</li> <li>● Providing enhanced cleaning to desks and equipment.</li> <li>● Provision of face coverings.</li> </ul> <p>All offices, staffrooms and work areas are to have sufficient ventilation. See section on Ventilation.</p> <p>Staffrooms can now be used but must be cleaned regularly and must be well ventilated.</p> <p>Tissues in work areas are to be provided and the 'catch it, bin it, kill it' approach is to be followed.</p> <p>PPE should only be used for specific tasks requiring its use.</p>		
	<p><b>Harm to staff and visitors from indirect contact with Covid-19</b></p>	<p><b>4</b></p>	<p>All frequently touched surfaces, equipment, door pushes/handles, door edges, sinks/taps, toilet flushes, light switches, bannisters, gates, call buttons and push pads, till/servery areas and photocopier controls used during the day, will need to be cleaned thoroughly at least twice daily.</p> <p>Fridges and kettles can be shared, but protocols must be in place to clean by the user after each use. School to provide detergent and antiviral cleaner/wipes to do this.</p> <p>Provide sanitiser and antiviral sanitising wipes in each office/room.</p> <p>Bins are to be emptied throughout the day.</p>		<p><b>2</b></p>

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<p>Classrooms and pupils in all year groups</p>	<p>Harm to pupils and staff from direct contact with Covid-19</p>	<p>6</p>	<p>School settings are to consult 'Schools COVID-19 operational guidance - August 2021' at: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#stepping">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#stepping</a></p> <p>Special School settings are to consult 'SEND and specialist settings: additional COVID-19 operational guidance - August 2021'; <a href="https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/send-and-specialist-settings-additional-covid-19-operational-guidance-applies-after-step-4">https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/send-and-specialist-settings-additional-covid-19-operational-guidance-applies-after-step-4</a> and in doing so should amend any areas of this risk assessment that are necessary to comply with that guidance with regard to the operational needs of the Special School.</p> <p>Younger pupils to be shown how to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). Older pupils to be reminded to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').</p> <p>Pupils to be encouraged not to touch their mouth, eyes and nose.</p> <p>Posters showing the 'catch it, bin it, kill it' message are to be provided in classrooms, as are hand washing/sanitising posters.</p> <p>Open windows and prop open classroom doors where possible and safe to do so (bearing in mind fire safety and safeguarding), but maintain reasonable room temperatures.</p>	<p>4</p>
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			<p>All CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend.</p> <p>Risk assessments for clinically extremely vulnerable pupils, should be reviewed to take into account the changes to the control measures and general arrangements in schools.</p> <p>Where children who usually need to have their personal care needs provided for (changing nappies, etc.) appropriate PPE should be used by staff.</p> <p><b>Performing Arts -</b></p> <p>It remains important to ensure good ventilation.</p> <p>Require increased handwashing before and after handling equipment, especially if being used by more than one person. Instruments should be cleaned by the pupils playing them, where possible.</p> <p><b>Physical Activity -</b></p> <p>For indoor sports large indoor spaces should be used where possible. Maximise natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible). Frequently touched surfaces should be cleaned at least twice daily if such areas are in use.</p> <p>Sports equipment is to be cleaned frequently.</p> <p><b>Educational Visits</b></p>		
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			<p>All educational visits can recommence, with the exception of international visits.</p> <p>Schools are to undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment.</p> <p>No international visits are to take place earlier than 1 January 2022. However, planning for such visits can be carried out. Schools must ensure that adequate financial protection is in place in the event of changes to COVID-19 restrictions in either this country, or the destination country. Schools are advised that the travel lists may change during a visit. They must comply with international travel legislation and should have contingency plans in place to account for these changes.</p> <p><b>Wraparound provision and extra-curricular activities</b> All before and after-school activities and wraparound childcare for pupils should continue. Such control measures that are in force in the setting risk assessment apply.</p>		
	<p><b>Harm to pupils and staff from indirect contact with Covid-19</b></p>	<p><b>4</b></p>	<p>Implement a hand cleaning routine to ensure all hands are cleaned at regular intervals. Ensure that help is available for children who have trouble cleaning their hands independently. You may assist children by using your own hands to help them wash their own hands thoroughly.</p> <p>Movable play equipment, or classroom equipment should be cleaned twice a day where it is frequently shared across classes.</p>		<p><b>2</b></p>

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			<p>Cleaners, or competent staff, are to use fogging to clean rugs/mats/carpets where children sit daily.</p> <p>All frequently touched surfaces, equipment, door pushes/handles, door edges, sinks/taps, toilet flushes, light switches, bannisters, gates, call buttons and push pads, till/servery areas and photocopier controls used during the day, will need to be cleaned thoroughly at least twice daily.</p> <p>Hand sanitiser to be provided in all classrooms.</p> <p>Antiviral wipes to be provided to staff in all classrooms.</p> <p>Ensure that there is a system for reporting low quantities of essential items and regularly replenishing stock.</p> <p>Staff to keep hand sanitiser and antiviral wipes out of the reach of children.</p> <p>Staff required to carry out intimate care are to be provided training on using PPE.</p> <p>Lidded bins are to be provided and are to be emptied throughout the day.</p>		
	<p><b>Harm to children from mental health issues</b></p>	<p><b>4</b></p>	<p>Schools are to ensure that measures are put in place to identify and support pupils who may experience mental health issues as a result of Covid-19, or the return to the learning environment. Advice on wellbeing and support can be found at the webpage 'Promoting and supporting mental health and wellbeing in schools and colleges' at: <a href="https://www.gov.uk/guidance/mental-health-and-wellbeing-support-in-schools-and-colleges#contents">https://www.gov.uk/guidance/mental-health-and-wellbeing-support-in-schools-and-colleges#contents</a></p>		<p><b>2</b></p>

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	Harm to children from the effects of frequent hand washing, or the frequent use of hand sanitiser	4	Frequent hand washing, or the frequent use of hand sanitiser can cause dermatitis in children, particularly as their skin can be more sensitive than an adults. Schools must ensure that, as a mitigating measure, they are able to provide an appropriate hand moisturiser that can be used where a child is experiencing unusually dry hands, in order to prevent the onset of dermatitis from repeated hand washing and/or repeated use of hand sanitiser. Parental consent should be obtained prior to use.		2
Pupil drop off, collection and the use of school transport	Harm to users from direct and indirect contact with Covid-19	6	Pupils should not board home to school transport if they, or a member of their household, has had a positive test result or has symptoms of coronavirus (COVID-19).		4
Carrying out first aid and administering medicines in all settings	Harm to first-aiders and injured people from direct contact with Covid-19	6	<p>First-aid procedures should be carried out as normal, but with the use of additional appropriate Personal Protective Equipment (PPE) by the First-aider, when requested by the first-aider.</p> <p>First-aiders are to be aware of the content of HSE guidance, 'First aid during the coronavirus (COVID-19) pandemic' at:  <a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm?utm_source=govdelivery&amp;utm_medium=email&amp;utm_campaign=coronavirus&amp;utm_term=textlink&amp;utm_content=first-aid-24-feb-21">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm?utm_source=govdelivery&amp;utm_medium=email&amp;utm_campaign=coronavirus&amp;utm_term=textlink&amp;utm_content=first-aid-24-feb-21</a></p> <p>Administering medicines should be carried out as normal. PPE should only be used where it would normally be required.</p>		4
	Harm to first-aiders, injured people and cleaning staff	4	All used disposable PPE is to be double bagged on disposal.		2

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	from indirect contact with Covid-19		<p>Non disposable PPE is to be cleaned thoroughly with an anti-viral cleaner immediately after use.</p> <p>First-aiders are to be provided training on using PPE.</p>		
Staff in the workplace	Harm to staff from direct contact with Covid-19	6	<p>Teacher training students on placements in the school are to be considered the same as staff and are subject to this risk assessment.</p> <p>Face coverings are no longer advised for staff either in classrooms or in communal areas. There are some exceptions. These are:</p> <ul style="list-style-type: none"> <li>• There is an expectation and recommendation that face coverings are worn in enclosed and crowded spaces, e.g. public transport, or other similar crowded spaces.</li> <li>• There is a recommendation that staff that are not fully protected by a second vaccine use face coverings in communal areas until they have full vaccine protection.</li> <li>• There is a recommendation that staff that are CEV, or are not protected by a Covid vaccine, wear face coverings in accordance with their individual risk assessment.</li> </ul> <p>All TKAT employees, unless for medical reasons determined by a clinician, are advised and encouraged to take up the offer of COVID vaccinations.</p> <p>School leaders are to explain to staff the measures the school has put in place to reduce risks. <b>The risks in this document have been assessed on the basis of employees taking up the offer of COVID vaccinations.</b> Where an employee is not protected and this has been disclosed, an additional individual risk assessment will apply.</p>		4



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			<p><b>COVID Vaccination Status</b></p> <p>Staff who have not been protected by Covid vaccination at all, whatever the reason, are likely to be at greater risk than colleagues that have been vaccinated. Such colleagues <b>are invited and recommended</b> to disclose to a HR colleague in school that they do not have this protection (no need to give a reason). On any such disclosure, the school is to carry out an additional individual risk assessment and establish the additional control measures the employee should observe whilst at work. The employee should note that it is a legal duty of an employee while at work to cooperate with the employer by adhering to any such individual risk assessment.</p> <p>Some colleagues who have taken up the offer of Covid vaccinations may not yet have had their second vaccination. Such staff are advised to take extra precautions to protect themselves until they are fully protected. E.g. the continued wearing of face coverings in crowded non-teaching areas.</p> <p>Clinically extremely vulnerable (CEV) people are no longer advised to shield but may wish to take extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus.</p> <p>Staff in schools who are CEV should currently attend their place of work if they cannot work from home.</p> <p>People who live with those who are clinically extremely vulnerable should ensure they maintain good prevention practice in the workplace and home settings.</p> <p>Risk assessments for clinically extremely vulnerable employees still apply and should be reviewed to take</p>		
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			<p>into account the changes to the control measures and general arrangements in schools.</p> <p>Schools will continue to need to follow the specific guidance for pregnant employees because pregnant women are considered CV:  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees">https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</a></p> <p>In some cases, pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable employees, as above, will apply.</p> <p>All employees must be provided a hard copy of the relevant COVID-19 Risk Assessment/s and briefed on local arrangements, procedures and protocols.</p> <p>Due to the changes in restrictions and control measures all TKAT employees must be given a verbal Coronavirus &amp; Virus Transmission Toolbox Talk version 5, as supplied to Headteachers by the Trust, immediately on their return to the setting in September 2021.</p> <p>As part of the training programme, all employees must be provided with instruction on the Government guidance on what to do if someone is showing, or experiencing, COVID-19 symptoms.</p> <p>Senior leaders must ensure that staff members and parents/carers understand what they will need to be ready and willing to do in the event of a suspected case.</p>		
	<p><b>Harm to staff from indirect</b></p>	<p><b>4</b></p>	<p>All staff completing cleaning duties must receive a clear training briefing on the cleaning protocols they are</p>		<p><b>2</b></p>

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	contact with Covid-19		<p>expected to follow. Similarly, where contract services are used cleaning protocols are to be agreed with the contractor and enhanced training must be provided by the contractor to their employees working on the premises.</p> <p>Don't share stationery or resources where possible. Shared areas and surfaces need cleaning after use.</p>		
	Harm to employees from mental health issues	4	<p>Trust and school leaders are to have regard to staff (including the Headteacher) work-life balance and wellbeing. Schools are to ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process.</p> <p>Share information and advice with employees about mental health and wellbeing, whether working in school, or remotely.</p> <p>Consider an occupational health referral if personal stress and anxiety issues are identified.</p> <p>Where employees are experiencing problems encourage the use of the staff counselling service on <b>0117 934 2112</b> and talk through supportive strategies with employees. Signpost employees to the wellbeing page at: <a href="https://insight.tkat.org/3970/wellbeing-1">https://insight.tkat.org/3970/wellbeing-1</a></p> <p>Additional resources can be found at: <a href="https://dfemedia.blog.gov.uk/2021/02/01/mental-health-resources-for-children-parents-carers-and-school-staff/">https://dfemedia.blog.gov.uk/2021/02/01/mental-health-resources-for-children-parents-carers-and-school-staff/</a></p>		2
	Harm to employees from the effects of frequent hand	4	<p>Frequent hand washing, or the frequent use of hand sanitiser can cause occupational dermatitis. Occupational dermatitis is a RIDDOR reportable occupational disease. Schools must ensure that, as a</p>		2

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	washing, or the frequent use of hand sanitiser		mitigating measure, they are able to provide an appropriate hand moisturiser that can be used where an employee is experiencing unusually dry hands, in order to prevent the onset of occupational dermatitis from repeated hand washing and/or repeated use of hand sanitiser.		
Managing symptomatic cases (all settings)	Harm to staff and others from direct and indirect contact with Covid-19	6	<p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection (<a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a>)', which sets out that they must self isolate for at least 10 days and should arrange to have a test (<a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a>) to see if they have coronavirus (COVID-19).</p> <p>Schools are advised to contact parents of children who have tested positive to arrange PCR tests for any siblings that are under 18. This will save time in the test and trace process, as if a sibling has been in close contact with a positive case they will preempt the test and trace contact and already have taken a PCR test. If that PCR test is negative the sibling will then be able to return to their education setting.</p> <p><b>School Protocol</b> If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area</p>		4

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			<p>which is at least 2 metres away from other people. Schools are to make these arrangements in advance and wherever possible choose a room/area that would be straightforward to clean.</p> <p>If a symptomatic pupil needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected before being used by anyone else.</p> <p>Face masks are to be used by staff that are supervising children that are ill/showing symptoms in school while they wait for parents to collect. 2m distancing should be observed wherever possible and PPE must be used if 2m distancing cannot be achieved.</p> <p>As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital. The individual should not use public transport if they are symptomatic.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test &amp; Trace.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</p> <p>The room/area around the person with symptoms must be cleaned after they have left to reduce the risk of</p>		
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			<p>passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance (<a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a>).</p> <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>If someone with symptoms tests negative for coronavirus (COVID-19), then they should stay at home until they are recovered as usual from their illness but can safely return thereafter.</p> <p>A confirmed case of Covid-19 (in respect of employees only) may be reportable to the HSE by the Headteacher under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) where there is <b>reasonable evidence</b> that a work-related exposure to Covid-19 is the likely cause of the disease in an employee. Before making a report further guidance should be consulted at: <a href="https://www.hse.gov.uk/coronavirus/riddor/riddor-reporting-further-guidance.htm#disease-law">https://www.hse.gov.uk/coronavirus/riddor/riddor-reporting-further-guidance.htm#disease-law</a></p>		
<p><b>Permitting contractors on site (all settings)</b></p>	<p><b>Harm to contractors, staff and pupils from direct contact with Covid-19</b></p>	<p><b>6</b></p>	<p>No contractors can enter the site if they have COVID-19 symptoms.</p> <p>Contact all contractors (food, cleaning, maintenance etc) to ensure they are aware of school protocols.</p> <p>The normal safeguarding arrangements apply.</p>		<p><b>4</b></p>

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			<p>Contractors who have long term contracts and have staff regularly on school sites (e.g. caterers, pfi, cleaners, cover) will be offered LFD test kits for their staff to self swab and test themselves twice a week at home until the end of September. Contract staff must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit.</p> <p>Individuals with a positive LFD test result will need to self-isolate in line with the <i>'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</i>. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result if the test was done at home.</p> <p>Contract staff who test positive for coronavirus (COVID-19) can return to their normal routine and stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to have only a residual cough or anosmia. This is because a cough or anosmia can last for several weeks once the infection has gone. If they still have a high temperature after 10 days or are otherwise unwell, you should advise them to stay at home and seek medical advice.</p> <p>Those with a negative LFD test result can continue to attend school. They should continue to apply the measures in the system of controls to themselves and the wider school setting.</p> <p>Contractors are not to be prevented from being on site because they have not completed a LFD test.</p> <p>Contract staff living with someone who is showing symptoms, or has tested positive in the last 10 days,</p>		
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			<p>must not attend for at least 10 days from the day after the start of the person’s symptoms, or from their test date if they did not have any symptoms but have had a positive test.</p> <p>Contractors must have procedures for ensuring proper hygiene (HSE requirements), as well as a mechanism for reporting any potential COVID-19 cases to the school. This should be in the form of an additional Coronavirus Risk Assessment and additional Method Statement where applicable.</p>		
	<b>Harm to contractors, staff and pupils from indirect contact with Covid-19</b>	<b>4</b>	Discuss any additional cleaning requirements with cleaning contractors/cleaning staff and put in place.		<b>2</b>
<b>Permitting visitors/parents/carers on site (all settings)</b>	<b>Harm to visitors staff and pupils from direct contact with Covid-19</b>	<b>6</b>	<p>No visitors/parents/carers can enter the site if they have symptoms, or if they should be self isolating.</p> <p>Schools are to ensure hygiene rules are explained to visitors on or before arrival.</p>		<b>4</b>
	<b>Harm to visitors, staff and pupils from indirect contact with Covid-19</b>	<b>4</b>	<p>Ensure that entrance doors are cleaned twice daily.</p> <p>Hand sanitiser is to be provided in all reception areas.</p>		<b>2</b>



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## Risk Control

Risk control is a method of managing the risk with the primary emphasis on controlling the hazards at source. For a risk that is assessed as “high”, steps should be taken immediately to minimize risk of injury. The method of ensuring that risks are controlled effectively is by using the “hierarchy of controls”. The Hierarchy of Controls are:

Order No.	Control	Example
Firstly	Eliminate	Removing the hazard, eg taking a hazardous piece of equipment out of service.
Secondly	Substitute	Replacing a hazardous substance or process with a less hazardous one, eg substituting a hazardous substance with a non-hazardous substance.
Thirdly	Isolation	Isolating the hazard from the person at risk, eg using a guard or barrier.
Fourthly	Engineering	Redesign a process or piece of equipment to make it less hazardous.
Fifthly	Administrative	Adopting safe work practices or providing appropriate training, instruction or information.
Sixthly	Personal Protective Equipment	The use of personal protective equipment could include using gloves, glasses, earmuffs, aprons, safety footwear, dust masks. <b>NOTE: This is a last resort control and should be for interim periods only, while higher level control is developed or implemented.</b>