

RISK ASSESSMENT

Educational Setting	Lime Academy Forest Approach
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	July 2020 (Zuzanna Gromska)
Review Date	25/11/2021 (Laura Clements), 16/12/2021 (Zuzanna Gromska), 10/01/2022 (Zuzanna Gromska) 24/01/2022 (Zuzanna Gromska), 28/02/2022 (Zuzanna Gromska); 18/04/2022 (Zuzanna Gromska)

	What are the hazards?	Who might be harmed and how?	What are you doing already?	Risk Score: low, medium, high	What further action is necessary?	Action by whom?	Action by when?
1	Attending school: Transmission of Covid-19 in the school setting – symptoms and testing	Staff and pupils attending school may catch and become unwell with Covid-19	<p>The NHS COVID-19 symptoms in adults and symptoms in children have been updated.</p> <p>Staff are advised to stay at home and avoid contact with other people if they have symptoms of a respiratory infection, such as COVID-19, and a high temperature or if they do not feel well enough to go to work or carry out normal activities.</p> <p>They can go back to normal activities when they feel better or do not have a high temperature.</p>	<p>Medium</p> <p>Although there is a risk the virus may be brought into our setting via someone in the pre-symptom phase of</p>	Vaccinations, good cleaning, social distancing where possible, good ventilation – reducing the risk	All staff	

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		<p>Children and young people with mild symptoms such as a runny nose, sore throat, or slight cough, who are otherwise well, can continue to attend their education setting.</p> <p>Children and young people who are unwell and have a high temperature are advised to stay at home and avoid contact with other people, where they can. They can go back to school, college or childcare, and resume normal activities when they no longer have a high temperature and they are well enough to attend.</p> <p>Testing is not compulsory and school no longer provide staff or learners with lateral flow tests to administer at home.</p> <p>If staff or learner have symptoms of COVID-19, they are no longer required to do a rapid lateral flow or PCR test.</p> <p>They still can get tested but if they are not eligible for a free NHS test, they must pay for a COVID-19 test themselves.</p> <p>A COVID-19 tests can be purchased from some pharmacies and retailers, in person or online.</p> <p>If a member of staff or learner over age of 18 has a positive COVID-19 test result:</p> <p>They should stay at home and avoid contact with other people for 5 days after the day they took their test. At the end of this period, if they have a high temperature or feel unwell, they should continue to stay at home until they feel well enough to</p>	<p>infection, most people with COVID-19 will have a relatively mild illness, especially if they have been vaccinated.</p>		
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			<p>resume normal activities and no longer have a high temperature if they had one.</p> <p>If a learner under age of 18 has a positive COVID-19 test result:</p> <p>They should stay at home and avoid contact with other people for 3 days after the day they took the test. After 3 days, if they feel well and do not have a high temperature, they can return to school.</p> <p>It is not recommended that children and young people are tested for COVID-19 unless directed to by a health professional.</p> <p>Contact with positive COVID-19 case</p> <p>There is no longer advised to isolate when in close contact with positive case.</p> <p>If pupils or staff have travelled abroad, they will need to follow current government guidance regarding quarantine</p> <p>Vaccinations have been offered to all staff and some of our older pupils. Most staff are now double vaccinated and some had booster.</p>			
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			<p>Prevention:</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly or use alcohol-based hand sanitiser to cover all parts of their hands, in line with NHS guidelines • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste • There is no longer the requirement to wear a face covering, including in communal areas of schools, but the government suggests you continue to wear one in crowded and indoor spaces where you may come into contact with people you do not normally meet. • Outdoor equipment, specialist rooms, shared resources to be cleaned regularly • Staff, students and visitors reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues available in all classes • Good ventilation to be adhered to <ul style="list-style-type: none"> -All windows to be opened where possible -Doors to be open if safe to do, i.e. where fire safety and safeguarding wouldn't be compromised -Sky lights to be open 				
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			<ul style="list-style-type: none"> We will increase the level of ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused). This means keeping windows slightly open while the room is occupied and opening more widely while unoccupied 				
2	<p>Attending school and not wearing PPE</p> <p>Transmission of Covid</p>	Staff and pupils	<ul style="list-style-type: none"> The majority of staff will not require PPE beyond what they would normally need for their work. PPE is only needed where: <ul style="list-style-type: none"> an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same type of PPE should continue to be used The guidance on <u>use of PPE in education, childcare and children’s social care</u> will be followed for when, how PPE should be used, what type of PPE to use, and how to source it. The SSO will manage the day-to-day stock management of PPE PPE, including face coverings should not be worn in classrooms and are only advised during: <ul style="list-style-type: none"> Intimate Care Suctioning Feeding Administering first aid/ medicine when performing aerosol generating procedures (AGPs) 	Low			

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3	Occupied spaces are not well ventilated or are too cold	Everyone	<ul style="list-style-type: none"> • Rooms are aired as much as possible by keeping windows open to the outside; where practicable windows are kept cracked open when the school is open. Windows and doors to the outside are opened at break-times and lunch-times where possible. • The ventilation system has been checked against the <u>CIBSE guidance</u>. Where necessary the maintenance company have carried out checks and provided guidance on the safe operation of the ventilation system • CO2 monitors are being used across the school 	Low			
4	Attending school: Transmission of Covid-19: due to poor Hygiene	Staff and pupils attending school may catch and become unwell with Covid-19	<ul style="list-style-type: none"> • The school has a suitable supply of soap and access to warm water for washing hands. See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following arrival, breaks, before meals and following the use of toilets. • We promote hygienic practices at all levels and for all staff, with emphasis on handwashing and respiratory etiquette • Gel hand sanitisers are available for staff and pupils, where washing facilities are not readily available within the wider body of the school • Staff, students and visitors to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Use of signage as reminders and a prompt • Staff will support pupils with regular handwashing 	Medium The school has handwashing facilities, sanitisers, hand towels, tissues for all staff. However, some of our pupils cannot follow the hygiene guidelines without adult support and			

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			<ul style="list-style-type: none"> • Staff, students and visitors reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the school. • Regular hand washing. Hand washing facilities in all classrooms. Gel hand sanitisers in key areas. Disposal towels available to dry hands • Staff and pupils (with adult support as required) must wash/ sanitise their hands before and after using outdoor equipment, specialist rooms and shared resources 	do not know to cover their mouth if they cough or sneeze.			
5	Attending school: transmission of Covid-19 in shared office spaces	Office staff may catch and become unwell with Covid 19	<ul style="list-style-type: none"> • Allocated working spaces to reduce surface contamination and cross infection • Staff to keep a social distance wherever possible from colleagues, pupils and visitors • Regular cleaning of hard surfaces • All offices to be ventilated: windows/ sky lights open • Staff have all been offered the vaccine. Most are double jabbed and had booster. 	Low			
7	Attending school: An outbreak of Covid-19 within the school	Staff and pupils attending school may catch and become unwell with Covid-19	There is no requirement to consult with PHE any COVID outbreaks at school however increased measures should be put in place such as increased cleaning	Medium			
10	Attending school: Transmission of Covid	Staff and Pupils attending	<ul style="list-style-type: none"> • Classroom based resources to be cleaned regularly • Any resources shared between groups, such as sports, art and sensory equipment, will be either cleaned frequently 	Medium			

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	-19 in the school setting: Sharing equipment	school may catch and become unwell with Covid-19 The virus may stay on surfaces and spread between staff and pupils.	<ul style="list-style-type: none"> Individual and very frequently used equipment, like pens and pencils should not be shared. Therapy equipment, such as sensory equipment, will be cleaned between each use. Staff to wipe down all shared resources in communal areas e.g., the staff room, before and after use Staff to wash hands before and after using shared resources Staff/ pupils to wash/ sanitise their hands and surfaces regularly throughout the day 	<p>A systematic approach and completion of cleaning regime will significantly mitigate the risk of transmission</p> <p>Staff will practice good hand hygiene and spot cleaning, but our pupils, in most cases will not be able to and will require a high level of support to facilitate this.</p>			
11	Attending school Transmission of Covid-19 in the school setting: Cleaning	Staff and Pupils attending school may catch and become	<ul style="list-style-type: none"> The government guidance for <u>cleaning in non-healthcare settings outside the home</u> is applied to ensure appropriate controls are put in place A cleaning schedule is in place and includes: <ul style="list-style-type: none"> more frequent cleaning of rooms / shared areas that are used by different groups 	<p>Low</p> <p>A systematic approach and completion of cleaning regime will</p>			

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		<p>unwell with Covid-19</p> <p>The virus may stay on surfaces and spread between staff and pupils.</p>	<ul style="list-style-type: none"> ○ frequently touched surfaces being cleaned more often than normal and at least twice per day, with one period being at the start or end of the day. ● Different groups don't need to be allocated their own toilet blocks, toilets will be cleaned regularly and pupils will be encouraged to clean their hands thoroughly after using the toilet ● Hand dryers and/or paper hand towels may be used ● Lidded waste bins will be placed in strategic positions, both inside and outside the building so that waste materials can be managed safely ● Bins will be emptied daily or more regularly if required ● Hazardous waste will be double bagged following government guidance 	<p>significantly mitigate the risk of transmission.</p>			
13	<p>Attending school. Transmission of Covid-19 during Fire Drills/ Evacuation due to lack of social distancing</p>	<p>Staff and Pupils attending school may catch and become unwell with Covid-19</p>	<ul style="list-style-type: none"> ● Personal Emergency Evacuation Plans (PEEPs) in place for pupils who may have difficulty evacuating independently ● Ensure all emergency escape routes / doors are fully operational and kept clear. ● Meeting points are all outdoors ● Classes all have their own meeting point 	<p>Low</p> <p>The swift and effective evacuation in response to a critical incident is essential to prevent immediate loss of life</p>			

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14	Attending school. Transmission of Covid-19 during Access/Egress of school building	Staff and Pupils attending school may catch and become unwell with Covid-19 Transmission of Covid 19 due to close contact with another	<ul style="list-style-type: none"> • Wipes and sanitiser available in all rooms/ classrooms • Pupils being brought in by parents to be collected and dropped off at the front door area • Staff should not enter school buses, except if necessary to support a pupil • Staff to be aware of oncoming traffic and stand back if required 	<p>Medium</p> <p>A systematic approach will significantly mitigate the risk of transmission and remove enhanced risks from high 'footfall' areas</p>			
15	First Aid	Staff and Pupils: not having required numbers of trained staff on site Transmission risk when performing certain	<ul style="list-style-type: none"> • SLT to monitor number of trained staff on site. • PPE to be worn when administering first aid/ medicine 	<p>Medium</p> <p>Due to the complex medical needs some of our pupils' staff will need to administer medication and may need to support</p>			

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		medical procedures		with medical situations such as seizures. Appropriate PPE is available			
16	Transmission of Covid-19 through Storage and disposal of waste	Staff and Pupils catching and becoming unwell with Covid-19 Transmission of Covid-19 due to Virus may stay on surfaces and within the bin contents	<ul style="list-style-type: none"> Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely Bins should be emptied daily Any hazardous or contaminated waste must be double bagged following government guidance Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. Bins to have lids 	Low A systematic approach and staff strict following of the regime will significantly mitigate the risk of transmission and remove enhances risks from surface transmission			
17	Works on site: Contractors visiting	Contractors and Staff may transmit Covid 19	<ul style="list-style-type: none"> All contractors must provide a suitable and sufficient risk assessment for the activities they carry out. All contractors to follow the schools RA 	Low Contractors should not come into			

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		causing staff or pupils to become unwell		contact with staff or pupils apart from the SSO. Any work areas will be cleaned after use			
18	Property Compliance	Staff and pupils: Building becomes unsafe due to lack of checking resulting in danger to life	<ul style="list-style-type: none"> The school has ensured that relevant property statutory compliance checks have been completed and records updated. Daily and weekly checks have been reinstated and pre-opening checklist completed. Use of Every system for compliance monitoring Use of Judicium assessments to ensure compliance and highlight any recommendations for implementation to improve and enhance practice All serious property concerns to be raised with SLT and Business Manager and appropriate steps are in place to ensure the safety of all building occupants. 	<p>Low</p> <p>The existing practice and checking in place, with checks completed outside of pupil provision operating hours, with the exception of fire evacuation checks.</p>			

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19	Transmission of Covid-19 when travelling to/ from school on public transport	Staff and Pupils attending school may catch and become unwell with Covid-19	<ul style="list-style-type: none"> Anyone who needs to take public transport should refer to government guidance 	Low	There remains a risk that staff/ pupils may catch Covid when travelling to school			
20	Transmission of Covid-19: Learning outside the classroom (day trips, etc.)	Staff and Pupils attending school may catch and become unwell with Covid-19	<ul style="list-style-type: none"> Before any off-site trips are in place individual RA will be undertaken 	Low				
21	Transmission of Covid-19: Extra-curricular activities (coaches, tutors, after school, respite)	Staff and Pupils attending school may catch and become unwell with Covid-19	<ul style="list-style-type: none"> Children access local authority approved Respite Providers, who have their own secure risk assessments. 	Medium	There remains a risk that pupils may mix with a wider bubble due to the need for respite and may catch and			

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				then transmit to others			
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Useful Guidance

More details can be found in the [Living with Covid-19 plan](#).