

This is a Framework Risk Assessment. It must be amended and adapted to accurately reflect the hazards/mitigation with any changes to the situation.

This is the 'Introduction' Sheet

This risk assessment is on 4 separate sheets - see the tabs at the bottom of the page:

1. Introduction,

2. General Precautions

3. Staff Activities,

4. Pupil Activities

Introduction

The COVID-19 outbreak is dynamic, but despite changing government guidance, most organisations have adjusted to the new abnormal routine.

This COVID-19 risk assessment provides advice and guidance in identifying, assessing and describing methods of controlling risks. It aims to prompt the thought and decision-making processes but with the normal caveat: that it is only as good as for the minute it is published.

It must be dynamic and be updated whenever advice, circumstances, or any of the assessed risk factors are seen to have changed.

This document will be updated regularly, changes will be highlighted and dated.

Rationale

The rationale, is the ongoing 'duty of care' the school has for their whole community: governors, staff, parents, pupils and visitors. A 'duty of care' means a legal obligation to ensure the safety and well-being of others. Some duties are established, such as "the teacher and pupil relationship", and "the employer and employee relationship". COVID-19 necessitates making difficult and timely decisions in order to fulfil this duty to pupils, parents and staff. The test when considering whether a duty has been properly discharged is "what would the reasonable person have done, or not done, in the circumstances of this particular incident?"

For COVID-19 there are three important factors to take into account:

- a. state of knowledge - the developing knowledge of the virus itself and up-to-date government guidance at the time decisions are made.
- b. seriousness of likely injury – this will have to be assessed on a case by case basis. For example, if there has been a confirmed case in the school population. A proportionate risk assessment would also have to be taken to identify where the affected individual has been, with whom they had contact and areas they have used.
- c. Cost and practicality of taking precautionary measures – the school will have to adapt normal teaching and pastoral care where possible.

The School – States of Operation

For the purposes of this risk assessment a number of stages of operation for schools have been considered:

1. Fully Open Business as usual: no travel or trip restrictions.
2. Open Business as usual: with C19 Restrictions
3. Open T In transition: some teaching in school and some remotely.
4. Open B In transition: with boarders and Open K (below).
5. Open K Key staff and vulnerable children in school. All other teaching remote.
6. Open R Teaching is all achieved remotely.
7. Fully Closed No one on site except residents, security and maintenance staff.

Running the School - Assessing the Risk

Assessing COVID-19 is particularly awkward as the outcome of the risk assessment for one group within a school will have an impact on another: teaching staff, support staff, visitors and contractors (if these groups are allowed access) and pupils of varying age groups and class size.

The overall assessment of risk will require regular revision and should include but not be limited to:

- A. Is government advice being regularly accessed, assessed, recorded and applied?
- B. Are changes regularly communicated to staff, pupils, parents and governors?
- C. Are changes reviewed by governors?
- D. Is access to school controlled effectively and are visitor (if allowed) details recorded?
- E. Are Social Distancing (SD) and other hygiene rules communicated, understood and applied?
- F. Are staff and pupils being reminded and checked to ensure they are complying with hygiene and SD rules?
- G. Is there sufficient supplies of hygiene materials and are they well placed?
- H. Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas such as toilets, door handles, switches, hand rails and regularly used hard surfaces?
- I. What precautions are being used to keep shared teaching equipment (e.g. musical instruments) hygienic?
- J. Are high risk areas being regularly monitored (including boarding areas) for hygiene?
- K. Are contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing decisions?
- L. Are all the risks identified properly mitigated and regularly re-assessed?

In addition to the above, the following will need to be considered for pupils, parents and staff:

- M. What SD rules have the school decided? Are they different for various activities (play, games, drama, music) and locations (classroom, playground, boarding house) and have all adhered to these SD rules?
- N. What PPE has been recommended and, dependent on risk assessment, what has the school decided to equip staff and pupils? The range of PPE may include:
 - a. Masks;
 - b. Gloves;
 - c. shields (for face or lecterns, desk separators, staff desks);

- d. sanitisers (gel and tissues).
- O. Medical. Who has:
 - a. Pre-existing medical conditions and are they fully declared?
 - b. Have all vulnerable pupils, parents and staff been identified and recorded?
 - c. Tested positive for COVID-19 and is it recorded? (for elimination purposes)?
 - d. Come into contact with anyone tested positive to COVID-19?
 - e. Travelled where: other than home and school? (via app or written diary).
 - f. Been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath)?
- ~~P. Have all adhered to the external socialising rules set by the school such as:~~
 - ~~a. shopping;~~
 - ~~b. parties;~~
 - ~~c. games and play;~~
 - ~~d. travel (other than home to school and return).~~
- Q. Are plans being considered for school events including plays, concerts, parent and teacher meetings etc?

Risks, control measures and outcomes, are in the following Tabs

Conclusion

The risk posed by the virus is dynamic and will remain so. So many different stakeholders of varying ages and health will bring multiple shifting risks which must be considered on a daily basis for the safety of pupils, staff and parents, to allow informed decisions and changes that reflect a safe and secure school environment.

This is a Framework Risk Assessment. It must be amended and adapted to accurately reflect the hazards/mitigation with any changes.

GENERAL AREA / ACTIVITY RISK ASSESSMENT TEMPLATE

<p>SEVERITY - the most likely worst case scenario that could result from the hazard</p> <p>Catastrophic – 5 (multiple death)</p> <p>Major – 4 (single death or permanent disability)</p> <p>Moderate – 3 (broken bones, several days off work)</p> <p>Minor – 2 (basic first aid treatment required)</p> <p>Insignificant – 1 (minor scratch or bruise)</p>	<p>LIKELIHOOD of the risk occurring (with any outcome)</p> <p>Certainty – 5 (could happen at any time and on any day)</p> <p>Probable – 4 (could happen perhaps once a term)</p> <p>Likely – 3 (could happen perhaps once a year)</p> <p>Conceivable – 2 (might happen perhaps once in 5 years)</p> <p>Improbable – 1 (will probably never happen)</p>	<p>Risk Rating</p> <p>15-25 Stop - this activity is not allowed to proceed</p> <p>08-12 Urgent action - Comprehensive additional control measures required</p> <p>04-06 Tolerable - Take positive action to control risk</p> <p>01-03 Monitor - acceptable risk</p>	<p>SEVERITY</p> <p>5</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p>  <p>LIKELIHOOD 1 2 3 4 5</p>
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Area / Task / Activity: Updated government guidance from 02 January 2022

Date: 01 April 2022

Assessor: Alistair Hamilton (Bursar)

Re-assessment date:

This is the 'General Precautions' Sheet

This risk assessment is on 3 separate sheets - see the tabs at the bottom of the page: 1. General Precautions, 2. Staff Activities, 3. Pupil Activities

What is the hazard?	Coronavirus / COVID -19
Why is it a risk?	People could become infected (directly and indirectly) and then become seriously ill, or pass the infection onto other members of their family who could become seriously ill
Who is at risk?	All staff, pupils and any contractors or visitors attending school

Key Guidance Documents

[What Parents need to know about schools during COVID-19](#)

[Actions for schools](#)

[Safe working in education, including the use of PPE](#)

[Covid-19 - Cleaning in Non-Healthcare Settings](#)

[Critical workers who can access schools or educational settings](#)

[Living safely with respiratory infections, including COVID-19](#)

[Actions for schools during the coronavirus](#)

Control Measures	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
Who Can Come to School?					

Control Measures	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p>Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term.</p> <p>St Hugh's will continue to follow the Department for Education (DFE) Operational Guidance, February 2021, using a system of control as follows:</p> <p>Prevention:</p> <ul style="list-style-type: none"> •Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school. •Ensure face coverings are used in recommended circumstances. •Ensure everyone is advised to clean their hands thoroughly and more often than usual. •Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach. •Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents. •Consider how to minimise contact across the site and maintain social distancing wherever possible. •Keep occupied spaces well ventilated. <p>Response to infection:</p> <ul style="list-style-type: none"> •Promote and engage with the NHS Test and Trace process. •Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community. •Contain any outbreak by following local health protection team advice. 	3	2	6	Tolerable	Actions for schools during the coronavirus outbreak
<p>Those formerly considered to be clinically extremely vulnerable</p> <p>Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. Children and young people who were previously identified as being in one of these groups, are advised to continue to follow the guidance contained in Coronavirus: how to stay safe and help prevent the spread.</p> <p>Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population. In some circumstances, a child or young person may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice.</p>	3	2	6	Tolerable	https://www.gov.uk/coronavirus
<p>Pregnancy</p> <p>The Royal College of Obstetrics and Gynaecology (RCOG) has published occupational health advice for employers and pregnant women. This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk. We advise employers and pregnant women to follow this advice and to continue to monitor for future updates to it</p>	3	2	6	Tolerable	coronavirus and pregnancy
<p>VISITORS</p> <ul style="list-style-type: none"> - All staff must sign in electronically using either ID cards or manual entry at reception - Visitors can be signed in by receptionist or host in advance by appointment. This helps the school meet government 'Track and Trace' responsibilities. - Visitors/parent meetings, to receive email to request <ul style="list-style-type: none"> - Park in Manor carpark - Use hand sanitiser - Do not attend meeting if you have symptoms of Covid-19 	3	2	6	Tolerable	
Avoiding Contact With Anyone Who is Unwell					
<p>Tracing close contacts and isolation</p> <p>Public health advice for People with COVID-19 and their contacts changed from 24 February. Contacts are no longer required to self-isolate or advised to take daily tests, and contact tracing has ended.</p>	3	2	6	Tolerable	https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts

Control Measures	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p>When to stop self-isolating The next steps for living with COVID-19 in England will be updated from Friday 1 April.</p> <p>Today's DfE update states that guidance will advise:</p> <ul style="list-style-type: none"> •adults with the symptoms of a respiratory infection, and who have a high temperature or feel unwell, should try to stay at home and avoid contact with other people until they feel well enough to resume normal activities and they no longer have a high temperature •children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people. They can go back to school, college or childcare when they no longer have a high temperature, and they are well enough to attend •adults with a positive COVID-19 test result should try to stay at home and avoid contact with other people for 5 days, which is when they are most infectious. For children and young people aged 18 and under, the advice will be 3 days <p>For education and childcare settings:</p> <ul style="list-style-type: none"> •regular asymptomatic testing is no longer recommended in any education or childcare setting, including in SEND, alternative provision and children's social care settings. Therefore, settings will no longer be able to order test kits •the UK Health Security Agency (UKHSA) will publish new guidance. Most of the specific COVID-19 guidance for education and childcare settings will be withdrawn from GOV.UK on Friday 1 April. The operational guidance on the testing in education settings document sharing platform will also be removed on the same day 					<p>Next-steps-for-living-with-covid19</p>
General Precautions					
Remind all staff and pupils that they must follow the governments 'Stay Alert and Safe (social distancing) guidance' when they are not in school	3	2	6	Tolerable	<p>Living safely with respiratory infections, including COVID-19</p>
<p>1. Ensure good hygiene for everyone Hand hygiene Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.</p> <p>Actively provide opportunities for regular handwashing / hand sanitising and encourage everyone to use a paper towel or tissue for turning off taps, opening toilet doors, etc once they have clean hands. Examples of when hands should be washed/sanitised :</p> <ul style="list-style-type: none"> - before leaving home - on arrival at school - immediately before and after each lesson / activity - at each break time - before eating any food, including snacks - after using the toilet - before leaving school <p>hand santisers can be found by all entrance doors</p> <p>Respiratory hygiene The 'catch it, bin it, kill it' approach continues to be very important.</p>	3	2	6	Tolerable	
<p>2. Maintain appropriate cleaning regimes, using standard products such as detergents You should 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.</p>	3	2	6	Tolerable	<p>Cleaning Guidance</p>

Control Measures	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p>3. Keep occupied spaces well ventilated When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.</p> <p>Staff are to identify/report any poorly ventilated spaces and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example, school plays.</p> <p>Mechanical ventilation systems are maintained in accordance with the manufacturers' recommendations.</p> <p>Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).</p>	3	2	6	Tolerable	
<p>4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19 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).</p> <p>If anyone in your school develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice.</p>	3	2	6	Tolerable	Staff to check and replenish in all classrooms
<p>Mixing and 'bubbles' We no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used for any summer provision (for example, summer schools) or in schools from the autumn term.</p> <p>As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch.</p>	3	2	6	Tolerable	Estate manager to check and update

Control Measures	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p>Face coverings Where pupils in year 7 (which would be children who were aged 11 on 31 August 2021) and above are educated, we recommend that face coverings should be worn by pupils, staff and adult visitors when moving around the premises, outside of classrooms, such as in corridors and communal areas. This is a temporary measure.</p> <p>From January 4th, we also recommend that in those schools where pupils in year 7 and above are educated, face coverings should be worn in classrooms. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. This will also be a temporary measure.</p> <p>Pupils in these schools must also wear a face covering when travelling on public transport and should wear it on dedicated transport to and from school.</p> <p>We would not ordinarily expect teachers to wear a face covering in the classroom if they are at the front of the class, to support education delivery, although settings should be sensitive to the needs of individual teachers.</p> <p>In primary schools, we recommend that face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas. Health advice continues to be that children in primary schools should not be asked to wear face coverings.</p> <p>Face coverings do not need to be worn when outdoors.</p> <p>Schools, as employers, have a duty to comply with the Equality Act 2010 which includes making reasonable adjustments for disabled staff. They also have a duty to make reasonable adjustments for disabled pupils, to support them to access education successfully. No pupil should be denied education on the grounds that they are not wearing a face covering.</p>	3	2	6	Tolerable	
<p>All staff and pupils to be regularly reminded to follow recommended precautions to reduce the risk of catching / spreading infections</p> <ol style="list-style-type: none"> 1. Avoid contact with people who are unwell 2. Wash your hands regularly and thoroughly, or use of hand sanitiser (min 60% alcohol) where hand washing facilities are not available 3. Try not to touch your eyes / nose / mouth 4. Good respiratory hygiene / cough etiquette (catch it, bin it, kill it) 5. Clean surfaces that are touched frequently 6. Minimise contact with other individuals and groups / 'bubbles' 	3	2	6	Tolerable	safe-working-in-education-childcare
<p>Stepping measures up and down We will continue to assess contingency plans (sometimes called outbreak management plans) outlining what to do if children, pupils, 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>	3	2	6	Tolerable	
Testing					

Control Measures	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p>Asymptomatic testing From 21 February, staff and pupils in mainstream secondary schools will not be expected to continue taking part in regular asymptomatic testing and should follow asymptomatic testing advice for the general population. Further information is available in the NHS get tested for COVID-19) guidance.</p> <p>In the event of an outbreak, a school may also be advised by their local health team or director of public health to undertake testing for staff and students of secondary age and above for a period of time.</p> <p>Staff and pupils in specialist SEND settings, Alternative Provision, and SEND units in mainstream schools are advised to continue regular twice weekly testing. For further information, see Special schools and other specialist settings: coronavirus (COVID-19).</p>	1	3	3	Monitor	Schools (C19) Operational Guidance
Cleaning					
<p>Undertake frequent and thorough cleaning & disinfection throughout the day of surfaces touched by others such as key pads / door release buttons, door / handles and push plates, handrails and bannisters, wash hand basin taps and toilet flush handles, light switches, interactive whiteboards, tea / coffee making facilities, drinking water dispensers.</p> <ul style="list-style-type: none"> - People undertaking cleaning duties should wear disposable or 'washing-up' gloves and aprons for cleaning. - Equipment - use disposable cloths, paper towels/roll, disposable mop heads - Chemicals - recommended cleaning chemicals are 'a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine' OR 'a household detergent followed by disinfection (1000 ppm available chlorine). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants' - Do not use bleach - there are serious H&S risks associated with this product - Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning - All waste (gloves, aprons, paper towels etc) should be double-bagged (bags tied once full), then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished - Follow the guidance on cleaning in the Government's document 'Covid-19- Guidance on cleaning in non-healthcare settings' 	3	2	6	Tolerable	Link to 'Cleaning Guidance'
Every day, thoroughly clean all desks, tables, work benches, chairs, locker doors, books, toys, keyboards, mice, touch screens, telephones and other regularly used equipment in all rooms used by staff and pupils	3	2	6	Tolerable	Link to 'Cleaning Guidance'
Medical Provision and Action in Event of Suspected or Confirmed Case of Coronavirus in School					
<p>Isolation Staff and/or pupils who are unwell and have a high temperature should stay at home/go home and avoid contact with other people.</p> <ul style="list-style-type: none"> •They can come back to school, when they no longer have a high temperature, and they are well enough to attend •adults with a positive COVID-19 test result should try to stay at home and avoid contact with other people for 5 days, which is when they are most infectious. •For children and young people aged 18 and under, the advice will be 3 days 	3	3	9	Tolerable	

Control Measures	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p>Please see guidance in All Staff \COVID - 19\Spring 2022\Medical - Care of Children with C19 Symptoms</p> <p>Where possible, staff should have access to 3 areas in order that they can look after all pupils with medical needs safely, and keep themselves safe too:</p> <p>1 - a 'triage room / area' where an initial assessment of a pupil's condition can be made (easy to clean/disinfect in case they have Covid-19 symptoms)</p> <p>2 - a 'quarantine area' where pupil's with symptoms of Covid-19 could be isolated until they can go home</p> <p>3 – an office / work area where pupils that need treatment unrelated to Covid-19 can be treated.</p> <p>Rooms identified, that can be used, include</p> <ul style="list-style-type: none"> - Medical centre 1 and 2 - Boarding isolation room - Day room - Snug - Music practice rooms - Carswell Cabin - Pavilion 	3	2	6	Tolerable	Care of children with C19 symptoms
<p>PPE for children showing symptoms</p> <ul style="list-style-type: none"> - Children who have suspected symptoms are to wear a face mask while being cared for in school before pick up by parents. - All staff that might need to look after pupils who fall ill with Covid-19 symptoms whilst at school must have access to and wear full PPE - disposable gloves, aprons, mask and face visor. <p>Mask must:</p> <ul style="list-style-type: none"> - fit closely around the face and cover both the nose and mouth - not be allowed to dangle around the neck - not be touched once put on, except when carefully removed before disposal - be changed when they become moist or damaged - be worn once and then discarded - hands must be washed after disposal 	3	2	6	Tolerable	
<p>All disposable PPE should be carefully disposed of by double bagging it, (bags tied once full). The bags should be stored securely for 72 hours then thrown away in the regular rubbish stream.</p> <p>Any disposable face masks used by the School Nurse during assessment and treatment of pupils should also be carefully disposed of in the same way</p>	3	2	6	Tolerable	
<p>Members of staff that help someone who was taken unwell with symptoms of Covid-19 do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p>	3	3	9	Tolerable	
<p>Clothes worn by a member of staff that helped someone who was taken unwell with a new, continuous cough or a high temperature should be:</p> <ul style="list-style-type: none"> - changed as soon as possible and wrapped in a disposable plastic bag, - laundered separately from other household linen in a load not more than half the machine capacity at the maximum temperature the fabric can tolerate - ironed or tumble dried <p>The bag can be disposed of in the normal household waste stream.</p>	3	3	9	Tolerable	

Control Measures	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p>Cleaning areas occupied by someone with suspected coronavirus (COVID-19)</p> <ul style="list-style-type: none"> - If an area can be kept closed and secure for 72 hours, wait until this time has passed before cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours - People undertaking cleaning duties should wear disposable or 'washing-up' gloves and aprons for cleaning. - Equipment - use disposable cloths, paper towels/roll, disposable mop heads - Chemicals - recommended cleaning chemicals are 'a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine' OR 'a household detergent followed by disinfection (1000 ppm available chlorine). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants' - Do not use bleach - there are serious H&S risks associated with this product - Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces - Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning - All waste (gloves, aprons, paper towels etc) should be double-bagged (bags tied once full), then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished - Follow the guidance on cleaning in the Government's document 'Covid-19- Guidance on cleaning in non-healthcare settings'- If an area has been heavily contaminated, such as with visible bodily fluids, from a person with suspected coronavirus, use protection for the eyes, mouth and nose, as well as wearing gloves and an apron - Items that cannot be cleaned using detergents or laundered, for example, upholstered furniture should be steam cleaned - Any items that are heavily contaminated with body fluids and cannot be cleaned should be disposed of 	3	3	9	Tolerable	Link to 'COVID-19: cleaning in non-healthcare settings'

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GENERAL AREA / ACTIVITY RISK ASSESSMENT TEMPLATE

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Area / Task / Activity: Updated government guidance from 02 January 2022

Date: 01 April 2022

Assessor: Alistair Hamilton (Bursar)

Re-assessment date:

This is the 'Staff Activities' Sheet

This risk assessment is on 3 separate sheets - see the tabs at the bottom of the page: 1. General Precautions, 2. Staff Activities, 3. Pupil Activities

What is the hazard?	Coronavirus / COVID -19
Why is it a risk?	People could become infected (directly and indirectly) and then become seriously ill, or pass the infection onto other members of their family who could become seriously ill
Who is at risk?	All staff, pupils and any contractors or visitors attending school

Key Guidance Documents

	What Parents need to know about schools during COVID-19
	Actions for schools
	Safe working in education, including the use of PPE
	Covid-19 - Cleaning in Non-Healthcare Settings
	Critical workers who can access schools or educational settings
	Living safely with respiratory infections, including COVID-19
	Actions for schools during the coronavirus

	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
Control Measures					
General Precautions					

Control Measures	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
Where possible: - ensure good natural ventilation in the classrooms / offices / areas that are being used; open the windows and keep doors open. (NB doors marked "Fire door" should only be held open by 'doorguards' / electromagnetic door holders - never wedged or propped open).	3	2	6	Tolerable	
Arrival at School					
Signing in / out - Staff should use their new ID badges to sign in / out. Touch screen signing in devices should be regularly cleaned with a sanitising wipe and everyone should wash their hands / use hand sanitiser immediately after having used it - display notices to remind people to do this.	3	2	6	Tolerable	
Break Times / Lunch Times					
Remind staff to wash their hands at the start and end of break / lunch time and before eating any snacks / lunch, or any time they leave or enter rooms. - Ask staff to use the staff/common rooms that they are allocated to for break / lunch times and to minimise contact between individuals and maintain social distancing wherever possible - Arrange for tea/coffee making facilities to be available in any rooms that are not normally used as staff/common rooms. - Ensure that hand contact surfaces in staff/common rooms, e.g. handles on fridges, kettles, hot and hold water dispensers, dishwashers, mug cupboards and cutlery drawers, are thoroughly cleaned after each break / lunch time - Consider providing tea bags, coffee, sugar, fruit, biscuits etc in containers that don't need to have lids removed/replaced - Ask staff to place any dirty mugs, glasses or cutlery they use directly in the dishwasher, not the sink / on the side - Consider either providing, or asking staff to bring packed lunches into school to remove the need for crowds in the dining room (NB if lunches brought in from home remind staff about any food / ingredients that should not be included because of the risks associated with food allergies and remind everyone to dispose of any uneaten food safely to reduce risk of pest infestations)	3	2	6	Tolerable	

This is a Framework Risk Assessment. It must be amended and adapted to accurately reflect the hazards/mitigation with any changes.

GENERAL AREA / ACTIVITY RISK ASSESSMENT TEMPLATE

<p>SEVERITY - the most likely worst case scenario that could result from the hazard</p> <p>Catastrophic – 5 (multiple death)</p> <p>Major – 4 (single death or permanent disability)</p> <p>Moderate – 3 (broken bones, several days off work)</p> <p>Minor – 2 (basic first aid treatment required)</p> <p>Insignificant – 1 (minor scratch or bruise)</p>	<p>LIKELIHOOD of the risk occurring (with any outcome)</p> <p>Certainty – 5 (could happen at any time and on any day)</p> <p>Probable – 4 (could happen perhaps once a term)</p> <p>Likely – 3 (could happen perhaps once a year)</p> <p>Conceivable – 2 (might happen perhaps once in 5 years)</p> <p>Improbable – 1 (will probably never happen)</p>	<p>Risk Rating</p> <p>15-25 Stop - this activity is not allowed to proceed</p> <p>08-12 Urgent action - Comprehensive additional control measures required</p> <p>04-06 Tolerable - Take positive action to control risk</p> <p>01-03 Monitor - acceptable risk</p>	<p>SEVERITY</p> <p>5</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p>  <p>LIKELIHOOD 1 2 3 4 5</p>
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Area / Task / Activity: Updated government guidance from 02 January 2022

Date: 01 April 2022

Assessor: Alistair Hamilton (Bursar)

Re-assessment date:

This is the 'Pupil Activities' Sheet

This risk assessment is on 3 separate sheets - see the tabs at the bottom of the page: 1. General Precautions, 2. Staff Activities, 3. Pupil Activities

What is the hazard?	Coronavirus / COVID -19
Why is it a risk?	People could become infected (directly and indirectly) and then become seriously ill, or pass the infection onto other members of their family who could become seriously ill
Who is at risk?	All staff, pupils and any contractors or visitors attending school

Key Guidance Documents

[What Parents need to know about schools during COVID-19](#)

[Actions for schools](#)

[Safe working in education, including the use of PPE](#)

[Covid-19 - Cleaning in Non-Healthcare Settings](#)

[Critical workers who can access schools or educational settings](#)

[Living safely with respiratory infections, including COVID-19](#)

[Actions for schools during the coronavirus](#)

Control Measures:	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
General Precautions					