

RISK ASSESSMENT		Covid-19 (Spring term 2022)	
Establishment: Quinton House School	Assessment by: Business Manager	Date: 7 th January 2022	
Review Date: January 2022	Approved by: Headmaster	Date: 7 th January 2022	



QUINTON HOUSE SCHOOL

Hazard / Risk	Who is at Risk?	Initial Risk Rating	Normal Control Measures <i>(Brief description and/or reference to source of information).</i>	Are Control Measures Y/N/NA		Additional Control Measures <i>(to take account of local /individual circumstances).</i>	Residual Risk Rating
				In Place	Adequate		
Person(s) Displaying Symptoms outside of school/at home	Pupils Staff Visitors Contractors		<ul style="list-style-type: none"> ✓ Parents or member of staff to telephone school office to notify they have symptoms or a positive test result. ✓ If a member of staff develops symptoms whilst at home, they should: ensure their line manager is informed and return home immediately ✓ Staff and pupils provided with Lateral Flow Home Testing kits to use twice weekly 	Y	Y	<ul style="list-style-type: none"> • <i>Procedures are established to manage supervision ratios in the event of staff absence</i> 	
Child or Staff Member Becoming Unwell at School	Pupils Staff		<ul style="list-style-type: none"> ✓ Everyone to follow agreed protocol if a pupil or member of staff becomes unwell with Coronavirus symptoms during the day. Details are displayed in medical room. ✓ If child or member of staff becomes unwell with other symptoms, staff to follow usual school procedures, looking after and monitoring the child and contacting parent/carers if deemed necessary ✓ Any staff member who has helped someone taken unwell with Coronavirus symptoms does not need to go home unless they develop symptoms themselves. 	Y	Y	<ul style="list-style-type: none"> • <i>Procedures established for staff and pupils exhibiting symptoms whilst at school and displayed in Medical Room.</i> • <i>Staff updated in new guidelines and aware of procedures for dealing with COVID 19 symptoms</i> 	

<p>Confirmed cases or potential outbreak in school or in local area</p>	<p>Pupils Staff Visitors</p>		<ul style="list-style-type: none"> ✓ Confirmed positive LFT will self-isolate for 7 days. They will be contacted by NHS Test and Trace who will work to identify close contacts. Contacts from the school will only be traced by NHS Test and trace where the positive case and/or their parent specifically identifies the individual as being a close contact. ✓ Close contacts to take a daily LFT test. If negative and showing no symptoms to continue to school as normal. ✓ Anyone displaying symptoms (Covid-19) should not come to school ✓ Contact made with Local Health Protection Team if 10% or more than 5 confirmed cases who are likely to have mixed closely test positive within 10 days ✓ Local Authority to determine measures should there be a local outbreak ✓ School will initiate Outbreak Management Plan ✓ School will contact Self Isolation Service Hub for all positive cases relating to staff ✓ School will contact DFE helpline if a pupil, or staff member is admitted to hospital with Covid-19 for public health advice. 			<ul style="list-style-type: none"> • COVID 19 Isolation Helpline 119 • Dfe Helpline 0800 046 8687 • Option 1 for additional advice and notification of pupils/staff admitted to hospital • Self-Isolation Service Hub 020 3743 6715 • If cases for staff meet the threshold for an outbreak, school will provide 8-digit NHS Test and Trace Account ID (CTAS Number) of the member of staff testing positive. 	
--	--------------------------------------	--	---	--	--	--	--

<p>Medical Room/Isolation Space</p> <p>Hygiene Standards</p>	<p>Pupils Staff Visitors</p>		<ul style="list-style-type: none"> ✓ Isolation room/area established. ✓ Good hygiene measures in place – medical room/isolation space to be cleaned after every use. ✓ Staff should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. ✓ Suitable and sufficient last resort PPE in place, recommended with suspected cases member of staff treating pupil should wear mask, visor, apron and gloves (and pupil should wear mask). ✓ Procedures established for pro-actively ordering PPE and medical supplies. ✓ Only trained staff permitted to provide medical and first aid support. 	<p>Y</p>	<p>Y</p>	<ul style="list-style-type: none"> • <i>Isolation Room clearly known by all staff and signage installed.</i> • <i>Procedures for additional PPE for those treating staff and pupils with a suspected case established and displayed.</i> 	
<p>Accident, Injury or Harm and Medical Needs</p>	<p>Pupils Staff Visitors</p>		<ul style="list-style-type: none"> ✓ First Aid contact procedures are known by all staff, with adequate first aid provisions provided by trained staff. ✓ First Aid should initially be administered in the incident ✓ First Aiders providing treatment in the medical room will be required to infection control guidelines ✓ Cleaning regime established and followed to maintain hygiene standards. ✓ Paediatric First Aid Training and First at Work Training provided to relevant staff. 	<p>Y</p>	<p>Y</p>	<ul style="list-style-type: none"> • <i>Ensure First Aid Needs Assessment and First Aid/Medical Room Risk Assessment are reviewed to reflect Covid-19 guidance. These are to be displayed in the medical room alongside this RA.</i> • <i>Consider requirement for PPE where bodily fluids are involved. staff aware of procedure.</i> 	

Vulnerable Persons – increased risk of infection and complications for vulnerable groups	Pupils Staff Visitors Contractors		<ul style="list-style-type: none"> ✓ Staff who are clinically extremely vulnerable or in a vulnerable group or expectant mothers will be assessed individually around their personal risks ✓ Pupil Care Plans continually monitored for additional information to ensure this is resourced and considered. ✓ Continual monitoring to ensure working practices consider changing Government Guidance. ✓ Staff reminded during SLT and staff updates, to report any concerns. 			<ul style="list-style-type: none"> • <i>Ensure procedures are established to clarify vulnerable persons (staff and pupils) and associated arrangements to fulfil supervision ratios.</i> • <i>Ensure procedures are in place for Care Plan reviews.</i> 	
Unplanned visitors (including postal deliveries)	Pupils Staff Visitors Contractors		<ul style="list-style-type: none"> ✓ Access and egress of visitors controlled and managed by authorised staff only. ✓ Access control systems installed and remain active. ✓ Enhanced DBS checks in place for all authorised staff. ✓ Clear procedure for receiving deliveries, and post arrangements. ✓ All visitors required to masks around the school and in classrooms ✓ Visitor waiting areas configured including screens on reception desks, barriers, one-way systems, Hand sanitiser station and masks available. 	Y	Y	<ul style="list-style-type: none"> • <i>Signage clearly posted clarifying Covid-19 rules for visitors</i> • <i>Procedure for signing in visitors, including lanyards clean after use</i> 	
Access/Egress (Security and Safeguarding)	Pupils Staff Contractors Visitors		<ul style="list-style-type: none"> ✓ Signing in and out procedures established. ✓ Suitable supervision arrangements will be made in line with number of children and any associated needs. ✓ Pupil handover procedure controlled and to the known parent, guardian, or carer – in line with School Policy. ✓ All usual safeguarding procedures to be followed in line with current safeguarding policies. 	Y	Y	<ul style="list-style-type: none"> • <i>Procedures for drop off and collection reviewed,</i> • <i>Signage clearly displayed clarifying amended procedures.</i> 	

Travel and Transport (where applicable)	Pupils Staff		<ul style="list-style-type: none"> ✓ Third Party transport providers risk management aligned to school standards. ✓ Transportation of Students and Staff Risk Assessment reviewed and shared to encompass Covid-19 guidance. ✓ Pupils aged 11 and above should wear face coverings whilst on transport 	Y	Y		
General Cleaning – getting covid-19 by not cleaning surfaces, equipment, and workstations	Pupils Staff Visitors Contractors		<ul style="list-style-type: none"> ✓ Usual school cleaning protocols will be followed during this period, with additional cleaning tasks/frequency as agreed at a meeting between school and cleaning contractor. ✓ Ensure that those involved in cleaning activities are aware of the PPE requirements ✓ COSHH assessments for existing and new cleaning products reviewed and in place ✓ Increased cleaning to frequently touched surfaces such as handrails, handles, toilets, washing areas, telephones, and all equipment. ✓ Bins for tissues emptied during day. ✓ Signage around school to inform staff & pupils what they need to do to keep school clean and sanitised. 	Y	Y	<ul style="list-style-type: none"> • <i>Waste should be disposed in foot operated pedal bins with a lid</i> • <i>Cleaning of desks during day regularly</i> 	
Shared Areas i.e., Offices, Reception Area, Staff Welfare Areas	Staff Visitors		<ul style="list-style-type: none"> ✓ Sneeze guards installed on Reception desks ✓ Doors left open to ease ventilation and no contact if possible. ✓ Additional cleaning equipment provided for staff to use for frequently used equipment ✓ Posters and guidance to remind staff of safe practices. 			<ul style="list-style-type: none"> • <i>Consideration to screens on workstations to separate areas or back-to-back/side to side working instead of face to face based on individuals preferences.</i> 	

<p>Cross Contamination-getting or spreading covid 19 by not washing hands or not washing them adequately and not adhering to current System of Controls</p>	<p>Pupils Staff Visitors Contractors</p>		<ul style="list-style-type: none"> ✓ Posters displayed in School to ensure staff follow guidance for themselves and pupils regarding: <ul style="list-style-type: none"> ○ Handwashing ○ Cleaning regimes ○ Ventilation ✓ Sufficient soap and paper towels for handwashing and spare stock on site – hand dryers put out of use. ✓ Staff and pupils 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. ✓ Suitable and sufficient rubbish bins shall be provided for hand towels with regular removal and disposal. ✓ Hand Sanitizer – Located at entry and exit points and supervised areas only. No touch type preferable. Hand sanitiser provided in classrooms where hand washing facilities are not close by. ✓ Teachers and Students (year 7 and above) are required to masks in all areas ✓ Ensure that those involved in cleaning activities are aware of the PPE requirements ✓ Ventilation – rooms should be well ventilated with natural ventilation (open windows) Where centralised or local mechanical ventilation is present, recirculatory systems adjusted to full fresh air, if this is not possible systems will be operated as normal. Fire Doors should not be propped open with door wedges – appropriate door closure systems should be used. 	<p>Y</p>	<p>Y</p>	<ul style="list-style-type: none"> • <i>Ensure all current posters are displayed frequently and monitoring in place to ensure staff, pupils and visitors adhere.</i> • <i>Drinking water fountains available for use (swan neck only) and alternative safe means established.</i> 	
--	--	--	---	----------	----------	---	--

Staff Wellbeing	Staff		<ul style="list-style-type: none"> ✓ SLT discuss with staff specific concerns and how to make them feel safe. ✓ Staff encouraged to continue to have conversations on concerns when they are working and if necessary, action will be taken ✓ Provision of online resources via MyCognita to support staff wellbeing ✓ Staff have employee helpline resource available via Care First. 			<ul style="list-style-type: none"> • <i>Visible measures in place to ensure staff concerns are heard and considered.</i> 	
Information Sharing	Pupils Staff Contractors		<ul style="list-style-type: none"> ✓ Reinforcement of information and guidance at regular staff meetings. Regular reviews by SLT to ensure measures being followed. ✓ Information sharing undertaken with all third parties and contractors, to ensure alignment of any overlapping areas. ✓ Any training required to support staff has been provided. ✓ Staff to report to H&S coordinator of any concerns. ✓ Near miss reporting in place to identify where controls cannot be reported or people not doing what they should ✓ RA reviewed regularly to adapt to change in plans for working safely to reflect government guidance or significant changes and communicated to all. 			<ul style="list-style-type: none"> • <i>Ensure the School has shared this RA with all staff and 3rd party contractors, in addition to receiving any third party revised RA's.</i> 	

REVIEWS:		
DATE OF REVIEW: 29 th November 2021	REVIEWED BY: Business Manager	COMMENTS: Following changes to Government guidelines
DATE OF REVIEW: 7 th January 2022	REVIEWED BY: Business Manager	COMMENTS: Following changes to Government guidelines