

RISK ASSESSMENT FORM



Service: SCHOOLS	Location: BRUCE GROVE PRIMARY SCHOOL	Assessment Completed by: JANICE GEORGE
Description of Activity/Task Assessed: Full opening of schools during Covid-19	Date of Assessment: 04.03.22	Review Date: 28.03.22

Introduction and Instruction

The Department for Education and Health Security Agency have issued revised guidance to schools following the further easing of Covid restrictions, to assist schools with managing new arrangements the Health and Safety Team has produced the following Risk Assessment Template for schools to adapt to their specific setting. The Risk Assessment must be reviewed by Head Teachers point by point and where actions are implemented, they must be reworded to show how the controls have been applied.

Where points are not completed but will need to be addressed, they should be placed in the Further Actions Required column with a time frame for completion. Items that are not applicable to the school's specific settings should be deleted.

Government guidance updated from the 16th of August 2021 states: From 16 August, you will not be required to self-isolate if you are a close contact of someone with COVID-19 and any of the following apply:

- you are fully vaccinated
- you are below the age of 18 years 6 months
- you have taken part in or are currently part of an approved COVID-19 vaccine trial
- you are not able to get vaccinated for medical reasons

Instead of self-isolating, those who are fully vaccinated and under 18s identified as close contacts of positive coronavirus cases are advised to get a free PCR test as soon as possible.

The self-isolation advice for people with coronavirus (COVID-19) has changed. It is now possible to end self-isolation after 5 full days if you have 2 negative LFD tests taken on consecutive days. The first LFD test should not be taken before the fifth day after your symptoms started (or the day your test was taken if you did not have symptoms). The self-isolation period remains 10 full days for those without negative results from 2 LFD tests taken a day apart.

If the lateral flow test on day 5 or day 6 are positive, the employee must continue to self-isolate.

Employees should register all their lateral flow results on the Government website here.

Anyone leaving self-isolation should continue to work from home if possible and limit close contact with other people in crowded or poorly ventilated spaces, or at higher risk of severe illness. Where staff are required to do front line work they should follow the risk control measures that are in place for their team, including regular testing and wearing PPE.

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Staff members who have been identified as having had close contact with a positive case should in addition to arranging for a PCR test, take an LFD test every day for 7 days if they continue to attend work (e.g., they are exempt from self-isolation due to being double vaccinated). If at any time the staff member becomes symptomatic, they must stay at home and arrange for a PCR test immediately (regardless of having already had a negative PCR test result).

Students (from reception age or above) or staff who lives with someone who has tested positive for COVID-19, should in addition to arranging a PCR test also take an LFD test every day for 7 days while they continue to attend school or work – testing should start from when the first person in the home tests positive as household transmission is very likely to happen. If at any time the student or staff member becomes symptomatic, they must stay at home and arrange for a PCR test immediately (regardless of having already had a negative PCR test result).

Increasing lateral flow testing – NEW LOCAL GUIDANCE FOR PRIMARY

Lateral flow device (LFD) testing is now recommended to children under the age of 12 and should be used as a preventative measure in the outbreak management response for primary schools starting from reception age (4 years old). This means, if a school reaches the threshold for activating their outbreak management plan, or there has been two or more cases within the class, all children within the class (or consistent group) should be asked to take a LFD test as soon as it is possible to do so – and repeat the LFD test 3 days later. Families should still arrange for a PCR test.

If there has only been a single case within a class, and the school have identified very close contacts to the positive case (e.g., only a small number of students have been identified such as those sitting at the same table), the school should ask the very close contacts to take an LFD test as soon as it is possible to do so – and repeat the LFD test 3 days later. PCR testing for the very close contacts would also still be advised

Primary schools should encourage families to pick up a lateral flow testing kit from a local pharmacy or library but do also have the option of ordering additional lateral flow kits to the school. Some schools may wish to order additional testing kits to hand out to those families whom they think are less likely to collect one.

Fully vaccinated means that you have received your final dose of an MHRA- approved COVID-19 vaccine in the UK vaccination programme at least 14 days prior to contact with a positive case.

Anyone who tests positive following the PCR test will still be legally required to self-isolate, irrespective of their vaccination status or age in order to break onward chains of transmission. Meanwhile anyone who develops COVID-19 symptoms should self-isolate and get a PCR test and remain in isolation until the result comes back.

Self-isolation and shielding

All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.

Further information is available in the guidance on [supporting pupils at school with medical conditions](#).

You should ensure that key contractors are aware of the school's control measures and ways of working.

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No	What is the Hazard? (i.e. potential causes of injury/damage)	Who might be harmed	How might people be harmed?	Existing Risk Control Measures	Risk Rating *			Additional Controls	Residual Risk Rating			Action monitored by whom?	Action Completed by When?
					L	C	R		L	C	R		
Section 1 - Prevention													
1	Infection of Covid-19 Virus	Staff, Students Visitors, contractors.	Ill health, possible long term health effects, possible fatality	Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school When an individual develops coronavirus (COVID-19) symptoms or has a positive test Pupils, staff, and other adults must not come into the school if: • they have one or more coronavirus (COVID-19) symptoms • they are required to quarantine having recently visited countries outside the Common Travel Area • they have had a positive test They must immediately cease to attend and not attend for at least 7 days from the day after: • the start of their symptoms • the test date if they did not have any symptoms but have had a positive test (Whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test) If anyone in the school develops a new and continuous cough or a high temperature, or has a	2	4	8	Employees who have tested positive with Covid (no matter which variant) can now stop self-isolating on day 7, provided they do not have a high temperature (above 37.8°C), and they have tested negative on day 6 of isolation and again 24 hours later on day 7. If both these tests are negative, employees can stop self-isolating on day 7. If the lateral flow test on day 6 or day 7 are positive, the employee must continue to self-isolate. Re-tests should be done on day 8 and day 9 - employees can stop isolation on day 9 if both tests are negative and they do not have a high temperature. Employees should register all their lateral flow results on the Government website here. Anyone leaving self-isolation should continue to work from home if possible and limit close contact with other people in crowded or poorly ventilated spaces, or at higher risk of severe illness. Where staff are required to do front line work					

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				loss of, or change in, their normal sense of taste or smell (anosmia), the school: • must send them home to begin isolation - the isolation period includes the day the symptoms started and the next 7 full days • advise them to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection • advise them to arrange to have a PCR test as soon as possible to see if they have Covid 19 From 16 August, you will not be required to self-isolate if you are a close contact of someone with COVID-19 and any of the following apply: • you are fully vaccinated (and at least two weeks have passed since your final dose) • you are below the age of 18 years 6 months • you have taken part in or are currently part of an approved COVID-19 vaccine trial • you are not able to get vaccinated for medical reasons Instead of self-isolating, those who are fully vaccinated and under 18s identified as close contacts of positive coronavirus cases are advised to get a free PCR test as soon as possible. Those who are aged 4 or				they should follow the risk control measures that are in place for their team, including regular testing and wearing PPE. Self-isolation for COVID-19 cases reduced from 10 to 7 days following negative LFD tests - GOV.UK (www.gov.uk)					
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				younger are not required to take a test unless the positive case is within their household. In addition to arranging for a PCR test, take an LFD test every day for 7 days if they continue to attend work.										
2	Infection of Covid-19 Virus	Staff, Students Visitors, contractors.	Ill health, possible long term health effects, possible fatality	If a pupil displays coronavirus (COVID-19) symptoms, or has a positive test, while at their school They should avoid using public transport and wherever possible, be collected by a member of their family or household. If a pupil is awaiting collection: • they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision if required • a window should be opened for fresh air ventilation if it is safe to do so • if it is not possible to isolate them, move them to an area which is at least 2 metres away from other people • if they need to go to the bathroom while waiting to be collected, they should use a	2	4	8							

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			separate bathroom if possible - the bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else personal protective equipment (PPE) must be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very the young child or a child with complex needs) – more information on PPE use can be found in the safe working in education, childcare and children's social care settings guidance. 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, unless advised to. The individual should not use public transport if they are symptomatic. If arranging their return to their family home to isolate, schools should follow advice on transport arrangements in the safe working in education, childcare and children's social care settings guidance.							
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				School communication to stress the need for staff/pupils not to attend school if they have Covid symptoms. Parents may contact the school office/ welfare department to seek advice. School staff to be briefed and reminded on the protocol for dealing with pupils displaying Covid symptoms. Parents/staff to be encouraged to carry out twice weekly tests, anti-body tests or get vaccinated if they haven't already.									
3	Infection of Covid-19 Virus	Staff, Students Visitors, contractors.	Ill health, possible long term health effects, possible fatality	When an individual has had close contact with someone with coronavirus (COVID-19) symptoms Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or pupils who have been in close contact with that person, do not need to go home to self-isolate unless:	2	4	8						

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- they develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test)
- they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated)
- they have tested positive from an LFD test as part of a community or worker programme

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. The area around the person with symptoms must be cleaned after they have left, to reduce the risk of passing the infection on to other people. See the guidance on the [cleaning of non-healthcare settings](#).

If an individual is contacted by NHS Test and Trace or the school local health protection team and told to self-isolate because they have been a close contact of a positive case, they have a legal obligation to do so.

All identified close contacts are now required to take a PCR test

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and inform the setting of the result. **In addition to arranging for a PCR test, take an LFD test every day for 7 days if they continue to attend work**

If NHS Test and Trace contact an individual who has been in contact with a person who has had a positive test result for the Omicron variant, they must self-isolate for 7 days and get a PCR test as soon as possible regardless of age or vaccination status

Close contacts are defined as

Direct contact:

- Anyone who lives in the same household as a case
- Anyone who has had face to face contact with a case, for any length of time, including being coughed on or talked to
- Anyone who has been within 1 metre of a case for one minute or longer

Proximity contact:

- Anyone who has been within two meters of a case for more than 15 minutes
- Anyone who has travelled in a small vehicle with a case

Contacts of contacts do not need to self-isolate. This means

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				that household members of students or staff that are self-isolating because they are contacts of a case do not need to self-isolate themselves.									
4	Infection of Covid-19 Virus	Staff, Students Visitors, contractors.	Ill health, possible long term health effects, possible fatality	Face Coverings are no longer required for pupils, staff, and visitors either in classrooms or in communal areas The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college. In case of an outbreak, school to work with the director of public health who might advise that face coverings should temporarily be worn in communal areas or classrooms (by pupils' staff and visitors, unless exempt).	2	4	8	Face coverings should be worn in communal areas in all settings by staff and visitors Parents and carers to drop off children at the gate at hometime and observe a one way system for hometime collection to be introduced.	2	4	8		
5	Infection of Covid-19 Virus – poor hand hygiene	Staff, Students Visitors, contractors.	Ill health, possible long term health effects, possible fatality	Ensure everyone is advised to clean their hands thoroughly and more often than usual Children encouraged to follow good hand hygiene – use soap and water for 20 seconds/ hand sanitiser; reinforced at every	2	4	8	Children will continue to sanitise their hands - On first entry to school - Before and after breaks - After coughing and sneezing - Before eating - After toileting - As and when required	2	4	8		

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*Risk Rating is calculated by multiplying the (L)Likelihood by the (C) Consequence using the matrix at the end of this document

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No	What is the Hazard? (i.e. potential causes of injury/damage)	Who might be harmed	How might people be harmed?	Existing Risk Control Measures	Risk Rating			Additional Controls	Residual Risk Rating			Action monitored by whom?	Action Completed by When?
					L	C	R		L	C	R		
6	Infection of Covid-19 Virus – poor respiratory hygiene	Staff, Students Visitors, contractors.	Ill health, possible long term health effects, possible fatality	Ensure good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach - Children reminded and encouraged to follow good respiratory hygiene: coughing and sneezing into elbow or tissue (catch it-bin it-kill it); reinforced with posters etc - Follow good hand hygiene – use soap and water for 20 seconds/ hand sanitiser; - Pedal bins with closed tops in every classroom and office space Individual pupil risk assessments for SEND pupils with behaviour and complex physical needs	2	4	8						
7	Infection of Covid-19 Virus - cleaning	Staff, Students Visitors, contractors.	Ill health, possible long term health effects, possible fatality	Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products, such as detergents	2	4	8		•				

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				- Enhanced cleaning by the assistant site manager throughout the day: -Hourly patrols of allocated zones -Door handles, hand rails, light switches, taps disinfected throughout day -Emptying of tissue bins throughout day -Toilets cleaned every 2 hours -All rooms that are occupied to be well ventilated -All rooms in use to have doors propped open with due regard to fire safety -Top up soap, hand sanitiser and paper towel dispensers daily as well as toilet tissue -Teachers' Workstation, Staff room and all classrooms to have disinfectant spray bottles, disposable gloves and wipes PHE has published guidance on the cleaning of non-healthcare settings. This contains advice on the general cleaning required in addition to the existing advice on cleaning when there is a suspected case.										
8	Infection of Covid-19 Virus – poor ventilation	Staff, Students Visitors, contractors.	Ill health, possible long term health effects,	Keep occupied spaces well ventilated Good ventilation reduces the concentration of the virus in the air, which reduces the	2	4	8							

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			possible fatality	risk from airborne transmission. 1. All teaching areas will have their windows open 2. The doors to teaching areas will be kept open as much as possible 3. During break times, doors will be opened more fully to purge the air in the space 4. Where it is safe to do so, playground doors will be left open 5. Ensure that children are always supervised where windows are open and furniture does not allow for climbing out of windows.										
Section 2 - System of controls - response to any infection														
9	Infection of Covid-19 Virus	Staff, Students Visitors, contractors.	Ill health, possible long term health effects, possible fatality	Promote and engage with the NHS Test and Trace process Staff members, parents and carers will need to: • book a test if they or their child has symptoms - the main symptoms are: • a high temperature • a new continuous cough	2	4	8							

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				• a loss or change to your sense of smell or taste • self-isolate immediately and not come to school if: • they develop symptoms • they are required to do so having recently travelled from certain other countries • they have been advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation • provide details of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace									
10	Infection of Covid-19 Virus	Staff, Students Visitors, contractors.	Ill health, possible long term health effects, possible fatality	Manage confirmed cases of coronavirus (COVID-19) amongst the school community The school must take swift action when the school becomes aware that someone who has attended has tested positive for coronavirus (COVID-19) having developed symptoms and taken a PCR test outside of school. The school can access support on the action it should take to respond to a positive case, by contacting the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS	2	4	8						

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Business Services Authority.
This can be reached
by calling the DfE Helpline on
0800 046 8687 and selecting
option 1 for advice. Alternatively
the school can contact Haringey
Public Health
publichealth@haringey.gov.uk

The advice service (or PHE
local health protection team if
escalated) will work with
the school to guide them
through the actions needed to
be taken. Based on their advice,
the school must send home
those people who have been in
close contact with the person
who has tested positive,
advising them to self-isolate
immediately and for the next 10
full days counting from the day
after contact with the individual
who tested positive.

All identified close contacts are
now required to take a PCR test
and inform the setting of the
result.
Close contacts are defined as
Direct contact:

- Anyone who lives in the same household as a case
- Anyone who has had face to face contact with a case, for any length of time, including being coughed on or talked to

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				• Anyone who has been within 1 metre of a case for one minute or longer Proximity contact: • Anyone who has been within two meters of a case for more than 15 minutes • Anyone who has travelled in a small vehicle with a case Contacts of contacts do not need to self-isolate. This means that household members of students or staff that are self-isolating because they are contacts of a case do not need to self-isolate themselves. The advice service (or PHE local health protection team if escalated) will provide advice on who must be sent home. To support them in doing so, it is recommended the school keep a record of pupils and staff in each group, and any close contact that takes places between pupils and staff in different groups. This should be a proportionate recording process. The school do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.							
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				Where individuals are self-isolating and are within the definition of vulnerable, it is important that schools put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support. A template letter will be provided to the school, on the advice of the health protection team, to send to parents and staff if needed. The school must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. From 16 August, you will not be required to self-isolate if you are a close contact of someone with COVID-19 and any of the following apply: • you are fully vaccinated • you are below the age of 18 years 6 months • you have taken part in or are currently part of an approved COVID-19 vaccine trial • you are not able to get vaccinated for medical reasons										
10	Infection of Covid-19 Virus	Staff, Students Visitors, contractors.	Ill health, possible long term health effects,	Contain any outbreak by following PHE local health protection team advice	2	4	8							

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				calculated based on illness onset, or test date if asymptomatic Or • Evidence of severe of illness e.g. students or staff members admitted to hospital or a death as a result of a COVID-19 infection (PCR or LFD Ag with follow up PCR) as the setting may require advice on risk assessment and communication. If risk assessment by a public health professional indicates transmission is occurring in the setting further control measures may be advised, including the following: • Reintroduction of face coverings. • Advice to anyone (staff or pupil) who is known be at increased risk of severe infection. • Other proportionate measures as necessary, seeking to maintain face to face education if is safe to do so. For example, reducing crowding through temporarily suspending assemblies or other events that bring larger groups together. If the school are implementing the system of controls, addressing any issues the school have identified and							
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				therefore reducing transmission risks, whole site closure will not generally, be necessary. The school should not close except on the advice of health protection teams.									
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Risk Assessment Method

In order to assess a risk associated to a hazard, two factors need to be considered:-

i - the possible Consequence of the outcome

Realistically, what is the worst likely outcome? This method defines four categories of Consequence: -

1	Insignificant – No injury
2	Minor – minor injuries needing first aid
3	Moderate – up to three days absence
4	Major – more than seven days absence
5	Catastrophic – Fatality or permanent Disability

ii - the likelihood of the outcome to occur

How likely is it that the severe outcome will occur? Five categories are defined: -

1	Very Unlikely
2	Unlikely
3	Fairly Likely
4	Likely
5	Very Likely

Once those two factors are assessed, the matrix on the next page can be used to determine the level of risk. This information will then be used to prioritise any control measures necessary to eliminate or reduce the risk to an acceptable level.

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Risk Assessment Method (continuing).

Matrix

Catastrophic	5	10	15	20	25
Major	4	8	12	16	20
Moderate	3	6	9	12	15
Minor	2	4	6	8	10
Insignificant	1	2	3	4	5
	Very Unlikely	Unlikely	Fairly Likely	Likely	Very Likely

Action Level

20-25 VERY HIGH	Unacceptable risk - immediate action required
10-16 HIGH	Risk reduction required - high priority
4-9 MEDIUM	Medium risk - action required so far as is reasonably practicable
2-3 LOW	Low priority - further risk reduction may not be feasible or cost effective
1 Very Low	Low risk - no further action required

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