Northumberland County Council

Risk Assessment Form (RA1)

Department: *First School*	**Service:** *Education*	**School:** *Broomhaugh CE First*

Activity: *Prevention and management of outbreaks of respiratory infection (including COVID-19) in school*

Version 1.0: 20 April 2022 (to be read in conjunction with H&S Briefing note of 20 April 2022)

The need to specifically consider COVID-19 in risk assessments was removed from 1 April 2022. However, employers have a duty under health and safety legislation to identify risks in the workplace and put in place reasonable control measures to help protect the safety of staff, pupils and visitors. The control measure in place within this risk assessment will help achieve this and maintain business continuity during outbreaks of respiratory infection.

This school specific risk assessment will be kept under review.
Copies of all previous versions of our risk assessment are available if required.

People at Risk: *Staff, pupils, visitors, volunteers, parents, contractors*	**Additional Information:** *guidance on completion: risk assessment form* *Existing service/task specific risk assessments and guidance provided by the government/UKHSA and internally at NCC.* *Further additional information/links to documentation is available at the bottom of the document.*

Name of Person Completing Form: Suzanne Hart **Job Title: EDHT** **Date: 5/5/22** **Review Date: July 2022 or as required by the Government.**

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Initial Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
Inadequate safety management documentation	*Increased risk of transmission*	*M*	*The control measures recorded in this risk assessment and other related documentation are monitored and the documentation updated, as necessary, with staff given the opportunity to comment and feedback on arrangements.* *The content is shared with staff and parents.* *This is shared via ParentMail, sent by Susan Walsh.*	*L*	*The reason behind any controls measures in place which are outside of national guidance is communicated to parents [e.g. duties under H&S legislation, to protect individuals and maintain business continuity.]*

Outbreak of respiratory infection in local area or school resulting in the need to step up control measures		*M*	*The arrangements to be implemented in the event of an outbreak of respiratory infection are contained within the school Emergency Plan [previously the Outbreak Contingency Plan - and also see content of Emergency planning and response for education, childcare, and children's social care settings]* *The school will follow the advice in respect of COVID-19 in Chapter 3 of this guidance document: Health protection in education and childcare settings Most outbreaks are likely to be able to be managed by the school by instigating the arrangements in the plan. Schools are not required to report individual cases of respiratory infection to the NCC public health team or the UKHSA Health Protection Team. However, where further advice is needed the UK Health Security Agency North East (UKHSA) Health Protection Team is contacted on* ***0300 303 8596*** *(see correspondence from NCC Public Health)*	*L*	
Failure to implement adequate control measures to reduce the risk of transmission of respiratory infection	*Inadvertent transmission to others*	*H*	***General protective measures across school*** *The following measures are in place within the schools, which are based on national guidance in respect of respiratory infection/COVID-19:* • *Clear advice is issued to those who have* ***symptoms of a respiratory infection or who test positive for COVID-19 test.*** *(see People with symptoms of a respiratory infection including COVID-19) and letter from NCC Education Outbreak Group).* • ***Vaccination*** *- eligible persons are encouraged to take part in recommended vaccination programmes.*	*L*	*Notices and information on Covid rules/control measures are displayed in school.* *The e-Bug Coronavirus website contains free resources for schools, including materials to encourage good hand and respiratory hygiene amongst pupils.* *Where hand sanitizer is used, it contains a minimum of 60% alcohol. It is kept out of the reach of children and used with staff supervision due to the risk of ingestion. A safety data sheet and COSHH risk assessment*

			• ***Ventilation –*** *occupied spaces are well ventilated. Section below and H&S briefing document.* • ***Cleaning -*** *Environmental cleaning regimes are maintained in line with cleaning schedules. During periods of high transmission additional cleaning may be needed.* • ***Good Hand and respiratory hygiene (Catch it/Bin it)*** *practices are encouraged. Hand sanitiser stations are located through the building (identify locations)* • ***Vulnerable staff*** *– individual risk assessments are in place for those staff who were formerly CEV, who are immunosuppressed or pregnant. (see additional section on vulnerable people)*		*are in place for its use. Skin friendly skin cleaning wipes can be used as an alternative*
Inadequate ventilation. *Unable to achieve a comfortable (or legal minimum) temperature within the building.*	*Transmission of respiratory infections*	*M*	*A good level of ventilation is maintained in occupied spaces: See H&S Briefing Document with signposts to advice from the HSE and CIBSE.* *The following measures are in place;* *● Classrooms are well ventilated* *● A suitable cleaning schedule is in place for desks/chairs/equipment (Twice a day for high contact areas)* *● Staff supervise hand hygiene arrangements for younger children and those with additional needs.* *● Pupils are asked to report if they become unwell and staff informally monitor for presence of symptoms. The school protocol for persons becoming symptomatic on site is followed*	*L*	*Rooms with no natural or mechanical ventilation have been identified and their use as an occupied space is avoided unless measures to improve ventilation are considered and implemented.*

			CO2 monitors have been used to monitor levels in occupied spaces, where concerns have been identified, action has been taken to improve ventilation levels. Monitors are used on an ongoing basis as and when required. Foggers are used in classrooms overnight and a ventilation system is in use in the hall. *Mechanical ventilation/heating systems are maintained in accordance with the manufacturers recommendations.* *Ventilation measures are reviewed when large scale events are planned, including those involving visitors being on site (e.g. school plays).*		

Transmission of respiratory infection to vulnerable persons	*Exacerbation of existing condition.*	*H*	*Vulnerable staff include those who are pregnant, formerly classed as CEV or who are immunosuppressed. In most cases the control measures contained within this COVID risk assessment will be sufficient to adequately reduce the risk of transmission of COVD-19 to these staff.* *An individual risk assessment remains in place and any additional advice or control measures advised by a medical professional are recorded. The controls implemented take account of the vaccination status of an individual, with reasonable adjustments implemented where needed. Staff who are immunosuppressed (normally due to medication they are taking or treatment received) may wish to temporarily work from home if they are in a role which allows this and where possible this is accommodated.* *The risks from COVID are considered as part of a pregnant workers risk assessment. Reasonable adjustments are considered where individual risk factors determine this.* *Advice is sought from the school's own HR/Occupational Health provider where needed and the individual consults their physician where appropriate.*	*L*	*Individuals who are immunosuppressed are able to access free NHS LFD testing if they are entitled to anti-viral treatments to reduce the severity of symptoms should they contract COVID-19. See:* ***COVID-19: guidance for people whose immune system means they are at higher risk*** *See model pregnant worker's risk assessment and COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding*
Individuals with symptoms of respiratory infection, including COVID-19 *Testing positive for COVID-19*	*Transmission of infection*	*H*	***Symptoms of respiratory infection*** ***Staff/Visitors** - do not attend school if they have symptoms of a respiratory infection and a high temperature or are too unwell to carry out their normal activities. Once they feel well enough and have been clear of a high temperature for 24hours they may return to school. Visitors are asked if they*	*M*	*See:* • *letter from NCC Education Outbreak Group* • *Guidance for Parents and carers* • *People with symptoms of a respiratory infection including COVID-19 - Staff who have a*

			have symptoms of respiratory infection and if so the visit is rearranged. ***Pupils** – those with mild symptoms such as a runny nose, sore throat, or mild cough, who are otherwise well, and do not have a high temperature, can continue to attend school. Those who are unwell and have a high temperature should stay at home and where possible avoid contact with other people. They can return to school when they no longer have a high temperature, and they are well enough to attend.* ***Testing positive for COVID-19*** *The need for asymptomatic staff and secondary school age pupils to regularly test with LFD home tests has been removed. Free NHS tests for most people, with and without symptoms are no longer available. Individuals may have an existing supply of tests or may choose to purchase these privately. Staff, visitors and pupils/parents who test positive have been informed they must not attend school and should stay at home for the required period:* • *Adults: 5 days starting from the day after their positive test. They can return after this period if they feel well enough and do not have a high temperature.* • *Children: 3 days starting from the day after their positive test. They can return to school after this period if they feel well enough and do not have a high temperature.*		*household close contact who has tested positive for COVID-19 should also follow the advice contained in the above guidance document as far as possible, such as avoiding contact with vulnerable individuals and wearing a face covering in communal areas.* *The normal protocol for anyone becoming unwell whilst at school is followed.* *Individuals who are immunosuppressed are entitled to anti-viral treatments if they contract COVID-19 can access free symptomatic testing and will normally be issued with a supply of LFD tests by the NHS.* *See:* ***COVID-19: guidance for people whose immune system means they are at higher risk***
Use of staff areas during periods of high rates of transmission of respiratory infection	*Increased risk of transmission amongst staff*	*H*	*Additional controls are implemented in staff areas during periods of high transmission of respiratory infection. This will protect staff and help maintain business continuity. Staff are encouraged to maintain social distancing in these areas where possible.*	*L*	

Holding large scale events in school during periods of high transmission of respiratory infection	*Increased risk of transmission amongst staff, pupils and parents/carers*	*H*	*Any large events planned are subject to a risk assessment and consider current levels of community transmission of respiratory infection.* *Controls measures should be implemented to reduce the risk of transmission in line with Government guidance, such as:* • *Asking individuals not to attend if they have symptoms of respiratory infection.* • *Encouraging good hand hygiene/provision of hand sanitiser stations.* • *The space is of sufficient space to accommodate attendees comfortably.* • *The space is well ventilated.* • *Visitors are encouraged to wear face coverings where appropriate and if mixing with large numbers indoors.*	*L*	

Ineffective management of respiratory infection (including COVID-19) in an outdoor education and off-site visits context	*Contracting respiratory infection - staff, pupils, public*	*H*	*Visits are conducted in accordance with NCC Code of Practice for Offsite Educational Visits, Outdoor Learning and Adventurous Activities.* *Establishments achieve effective planning and suitable and sufficient assessment of respiratory infection risk by the application of:* • *Evolve Generic Risk Assessments* and,* • *Event Specific Planning.* *In the event of high levels of respiratory infection in the local area or school, the planned measures for visits are reviewed against the school Emergency Plan. Where visits are to proceed, arrangements are reviewed, and further advice is sought where necessary**.* *Those conducting International Visits apply the above approach and ensure that an "International Travel Forward Plan" is compiled to support the planning process and gain appropriate levels of approval prior to travel.*	*L*	** As per existing practice, establishments should review generic risk assessments to ensure the stated arrangements are applied. Visit specific arrangements not specified by or prompted by the generic risk assessments are set out in Event Specific Plan.* *** Advice is available from the establishments Educational Visit Coordinator (EVC), Heads or the Corporate Health and Safety Teams' Health and Safety Adviser for Outdoor Education.*
Parents/carers dropping off up/collecting pupils from school	*Contracting coronavirus - staff, pupils, public*	*M*	*Parental access to the school site and building will continue to be assessed and controlled in periods where transmission rates are high.*	*L*	
Use of School Transport (external provision only)	*Contracting coronavirus - staff, pupils, transport provider*	*H*	*Steps are taken to ensure anyone who is symptomatic of respiratory infections/has a high temperature does not attend school and therefore is not accessing School Transport.* *The following measures are in place, in line with those recommended nationally:*	*L*	

			• *use of hand sanitiser by pupils is encouraged by parents and teachers prior to accessing school transport .* • *ensuring good ventilation by keeping windows, or roof lights, on home to school transport, open.* • *regular cleaning of frequently touched surfaces by transport provider.* • *wearing of face coverings is optional [although schools may wish to encourage this during periods of high transmission around key exam dates].* *The school has consulted the Local Authority School Transport team to support their implementation of transport arrangements.*		
Personal care activities	*Contracting coronavirus or passing onto vulnerable or shielded children*	*H*	*No additional PPE is generally needed other than that already identified via risk assessment.* *Specific PPE/training is required for staff providing personal care involving an aerosol generating procedure (AGP) - advice is provided by the school nurse and a risk assessment produced. Specific detailed guidance and requirements when performing AGPs is included is: Health protection in education and childcare settings* *Any queries are directed to the school nurse.*	*L*	*Staff know how to safely put on and take off PPE. Putting on PPE; and Taking off PPE is followed by all staff undertaking personal care.*
Provision of first aid	*Serious injury or death* *First aider contracting coronavirus or spreading virus to others.*	*M*	*A first aider should conduct a dynamic risk assessment of the situation they are faced with and apply appropriate precautions for infection control.* *A supply of PPE, such as a fluid resistant face mask and disposable gloves/apron should be kept next to the first aid box. See Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings, in*	*L*	

			respect of the latest advice around CPR and resuscitation.		
Anxiety in staff due to outbreaks of respiratory infection	*Stress and anxiety arising through uncertainty, lack of control and reduced contact*	*M*	*Regular communications are in place between staff and Managers where any concerns can be discussed. Managers have explained to staff the measures in place to protect them and any planned changes to existing arrangements are communicated promptly. Risk assessments and other documentation is shared.* *Governing Body are involved with decision making in relation to measures in place where appropriate.*	*L*	*Stress risk assessment reviewed.* *Education and Skills – Staff Wellbeing padlet* *Supporting Emotional and Mental Health - Information for Schools. Telephone support & counselling* *Wellbeing guide for staff working in schools and trusts*
Pupil uncertainty surrounding attendance	*Stress and anxiety impacting themselves, their family and staff*	*M*	*Good communication of measures/arrangements to parents and pupils provides reassurance on attendance or return to school. The risk assessment is published on the school website. Parents have the opportunity to discuss concerns with school staff.* *The reason behind any controls measures in place which are outside of national guidance is communicated to parents [e.g. duties under H&S legislation, to protect individuals and maintain business continuity.]* *Provision of pastoral and extra-curricular activities available to all pupils designed to:* ● *support the rebuilding of friendships and social engagement* ● *address and equip pupils to respond to issues linked to coronavirus (COVID-19)* ● *support pupils with approaches to improving their physical and mental wellbeing*	*L*	*Kooth – support for young people from 11-25* *Wellbeing for Education Return programme,* *Supporting Emotional and Mental Health - Information for Schools.* *UKHSA offer access to a free online Psychological First Aid course which provides practical and emotional support to children and young people affected by emergencies or crisis situations, such as COVID.*

Useful Links:

- *Government/UKHSA Advice: https://www.gov.uk/coronavirus*
- *HSE Advice: https://www.hse.gov.uk/news/coronavirus.htm*
- *DFE Advice: DfE.coronavirushelpline@education.gov.uk*
- *NCC Health and Safety Team webpage*
- *NCC Control of Infection Policy*
- *Living with COVID-19'.*
- *Emergency planning and response for education, childcare, and children's social care settings]*
- *Health protection in education and childcare settings]*
- ***COVID-19: guidance for people whose immune system means they are at higher risk***
- *People with symptoms of a respiratory infection including COVID-19*

Document History

Item	Nature of change	Date of Update
New Risk Assessment (replaces COVID-19 Model Risk Assessment)		20/4/2022