

This risk assessment refers to current national guidance, which is listed at the end of this document, and within accompanying guidance.

<b>Likelihood:</b> Very unlikely, e.g. 1 in 1,000,000 chance of it happening Unlikely, e.g. 1 in 100,000 chance of it happening Possible, e.g. likely to occur during standard operations Likely, e.g. has been known to happen before Very likely, e.g. it is almost certain that something will happen
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<b>Severity:</b> <b>Insignificant</b> No injury <b>Minor</b> Minor injuries requiring first aid <b>Moderate</b> First aid/RIDDOR reportable incident <b>Major</b> Serious injury/hospital attendance <b>Most severe</b> Disabling injury, long term ill-health or fatality
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<b>15-25 Unacceptable.</b> Stop activity and make immediate improvements
<b>6-12 Tolerable</b> Look to improve within a specified timescale
<b>1-5 Acceptable</b> No further action, but ensure controls are maintained

		Severity				
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Most Severe
Likelihood	5 Very Likely	5 Low Risk	10 Medium Risk	15 High Risk	20 High Risk	25 High Risk
	4 Likely	4 Low Risk	8 Medium Risk	12 Medium Risk	16 High Risk	20 High Risk
	3 Possible	3 Low Risk	6 Medium Risk	9 Medium Risk	12 Medium Risk	15 High Risk
	2 Unlikely	2 Low Risk	4 Low Risk	6 Medium Risk	8 Medium Risk	10 Medium Risk
	1 Very Unlikely	1 Low Risk	2 Low Risk	3 Low Risk	4 Low Risk	5 Low Risk

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<b>RA reference</b>	909/5401	<b>Activity description</b>	<b>Infection prevention and control – during COVID-19 pandemic</b>
<b>Assessment date</b>	3 <sup>rd</sup> March 2022	<b>Assessor name</b>	Head Teacher: Paul Buckland
<b>Assessment team members</b>	Rob Dawson Allen Martin Sarah Nohavicka Mark Rosa Vicki Smith Jayne Scott	<b>Planned review date</b>	1 <sup>st</sup> September 2022
<b>Location</b>	Queen Elizabeth Grammar School	<b>Number of people exposed</b>	998 Students and 150 Staff
<b>Overall residual risk level following implementation of effective control measures</b>	<b>Medium risk</b> Professionals in Public Health, Health and Safety and LA services will continue to work closely with recognised trade union colleagues to promote safe working procedures, suitable safety controls and limit risk.	<b>People exposed</b>	All employees Pupils Visitors Contractors Members of the public Vulnerable children/adults Persons with pre-existing medical conditions First aiders New/expectant mothers
<b>DfE helpline 0800 046 8687</b> (select option 1 for advice on action to take in response to a positive case)			
<b>Assessment last updated</b>	February 2022	<b>Is this an acceptable risk?</b>	<b>Yes/ No</b>
<p><b>Training:</b> All staff will receive training and information proportionate and relevant to the activity that is being undertaken.</p> <p><b>Monitor and review:</b> This risk assessment and its implementation will be monitored on at least a weekly basis and will take account of any new or updated guidance and ensure that the control measures remain relevant and effective.</p> <p><b>Communication and consultation:</b> Regular updates will be provided to all staff through team meetings/staff bulletins – feedback and comments will be welcomed. Copies of this risk assessment will be available on our school website.</p> <p><sup>1</sup><a href="#">Check the rules for travel to England from abroad.</a></p>			

<sup>1</sup> [Travel to England from another country during coronavirus \(COVID-19\)](#) [Foreign travel advice - GOV.UK \(www.gov.uk\)](#)



Face coverings are no longer advised for pupils staff and visitors in classrooms or communal areas

Hazard description and how people are at risk	Potential risk	Current control measures (those that are in place)	Additional control measures (to be identified and implemented)	Residual risk	Action details by whom by when
<b>Hazards in relation to staffing and daily operation whilst learning to live with COVID-19</b>		<p>In the event of an outbreak, we will follow Local Health Protection advice. This includes the requirement to introduce face coverings on a temporary basis in communal areas or classrooms by pupils staff and visitors (unless exempt) in the event of a local outbreak</p> <p>Information posters highlighting the symptoms of COVID-19 are prominently displayed throughout the premises.</p> <p>Ongoing communications (posters, emails, inductions briefings toolbox talks) are provided to all employees, pupils, and visitors.</p> <p><sup>2</sup>Staff and pupils are advised that they must not come into school if they have Coronavirus (COVID 19) symptoms see footnote 2 below</p> <p><sup>3</sup>Staff and pupils travelling from abroad will adhere to travel legislation as set out in <u><a href="#">Travel to England from another country during coronavirus COVID-19.</a></u></p>	<p>Coronavirus (COVID-19) - information for schools and early years settings</p> <p>Catch it Kill it Bin it Poster on Schools Portal e-Bug COVID-19 website</p>		

<sup>2</sup> [Coronavirus \(COVID-19\) symptoms in children - NHS \(www.nhs.uk\)](https://www.nhs.uk) [Main symptoms of coronavirus \(COVID-19\) - NHS \(www.nhs.uk\)](https://www.nhs.uk) [COVID-19: people with COVID-19 and their contacts - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

<sup>3</sup> [Foreign travel advice - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

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		<p><sup>4</sup>In the event of local guidance from the Director for Public Health regarding local outbreaks we will continue to strongly encourage primary and secondary school staff and secondary school pupils to <b>voluntarily</b> participate in asymptomatic testing at home We will continue to review individual risk assessments for all <sup>5</sup><u>Formally</u> Clinically Extremely Vulnerable staff and pupils with any extra precautions identified to minimise the risk of exposure to the virus.</p> <p>Where necessary, referrals will be made to our occupational health provider.</p> <p><sup>6</sup>We will follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</p> <p>Normal absence and wellbeing reporting procedures are followed.</p> <p>All staff will adhere to any instructions, advice, guidance, and site rules provided to them, including hand and respiratory hygiene and (where identified through local advice from the</p>	<p>The Head teacher reserves the right to refuse a pupil's attendance in school if in their reasonable judgement the rest of the pupils and staff are at risk of possible infection.</p> <p><sup>7</sup>We have put in place the local Public Health Contingency Framework for managing local outbreaks.</p>		<p>Wipes, blue roll and Anti bac spray will remain in each room.</p>

<sup>4</sup> Staff and pupils will not be expected to continue taking part in regular asymptomatic testing and should follow asymptomatic testing advice for the general population. [Get tested for coronavirus \(COVID-19\) - NHS \(www.nhs.uk\)](https://www.nhs.uk)

<sup>5</sup> in some circumstances, staff may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice

<sup>6</sup> <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

<sup>7</sup> [Coronavirus \(COVID-19\) - information for schools and early years settings](#) Model Contingency Framework [Crisis Management and Emergencies in Schools](#)

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		<p>Director of Public Health,) social distancing and use of face coverings. Staff are responsible for ensuring that they are up-to-date with their own routine immunisations. We will continue to encourage staff to take up the offer of vaccination and will support them to attend booked vaccine appointments during term time. In the event of a local outbreak in school we will continue to follow local public health guidance which may include staggered lunchtimes and breaks Whilst we will no longer encourage staff to remain on site during lunch breaks, we will continue to encourage them to take added precautions on public transport and in crowded areas in shops etc</p>	<p><sup>8</sup>We will support and encourage our children &amp; young people to take up the offer of a vaccine including boosters. <sup>9</sup>We will continue to support parents and children who are being offered the COVID-19 vaccine first and <sup>10</sup>second doses providing leaflets and information and signposting them to official sources on vaccines</p>		
<b>Hazards relating to visitors coming into the setting</b>		We will continue to ask visitors to sign in and use the hand sanitiser available at the entrance.		<b>6 Medium Risk L3 X S2</b>	Wipes, blue roll and Anti bac spray

<sup>8</sup> [Who can get the coronavirus \(COVID-19\) vaccine - NHS \(www.nhs.uk\)](https://www.nhs.uk)

<sup>9</sup> [COVID-19 vaccination programme for children and young people: guidance for schools](#)

<sup>10</sup> Second jab to be taken at least 3 months after the first

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		We will continue where possible to check in advance with visitors that they are not experiencing symptoms Key contractors carrying out critical/essential works will be made aware of this risk assessment.			will remain accessible
<b>Hazards relating to close contact with asymptomatic persons</b>		Headteacher/SLT will continue to determine arrangements to manage pupil groups dependent on the school circumstances, with the aim of minimising contact between individuals. All staff with younger children and children with complex needs or who need close personal care will continue to try to maintain their distance and minimise time spent within 1 metre of anyone. Children will continue to be encouraged not to touch staff where possible. We will continue to keep a small supply of facemasks in the event of a change to local public health guidance due to any rise in cases.	We will follow the appropriate Information for schools and early years settings provided by the Public Health team regarding the different threshold levels and introduce measures in line with each level.	<b>6 Medium Risk</b> <b>L3 X S2</b>	Masks and visors will be available from reception
<b>Hazards relating to close contact with symptomatic persons</b>		We will continue to follow public health advice on testing, self-isolation and management of confirmed cases of COVID-19. We will send home anyone who develops symptoms, however mild, whilst in school.	We will continue to encourage staff to take a PCR test if they are symptomatic or have been in close	<b>8 Medium Risk</b> <b>L4 X S2</b>	The day time cleaner will remain in school

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		<p>will continue to make a space available for any symptomatic pupil who is awaiting collection. We will ensure that there is adequate ventilation in the room and a supply of PPE available in case close contact is necessary. We will ensure that appropriate adult supervision is available. We will ensure that the space is thoroughly cleaned once the pupil has been collected.</p>	<p>contact to a positive case</p> <p>We will arrange for the pupil to be collected rather than use public/dedicated school transport.</p>		
<p><b>Hazards in relation to poor cleaning/ hygiene/waste management</b></p> <p>Inadequate cleaning and hygiene processes</p>		<p>We will continue to encourage and remind about frequent and thorough hand cleaning for all staff and pupils and maintain adequate supplies of soap and hand sanitiser. We will continue to remind pupils to discard used paper towels in the bins provided. Cleaning regimes will be maintained and will include regular cleaning of areas and equipment and frequently-touched surfaces as detailed in the current PHE guidance <a href="#">COVID-19 Cleaning in non-healthcare settings</a>. We will continue to ensure that shared resources are cleaned regularly and rotated where possible. We have copies of all relevant safety data sheets for sanitising products used. Electric hand dryers are subject to planned maintenance as identified in manufacturer's recommendations.</p>	<p>Pupil allergies identified where applicable.</p>	<p><b>4 Medium Risk L2 X S2</b></p>	<p>Posters displayed around site regarding hand washing and social distancing.</p> <p>CLEAPSS will continue to be followed for all practical subjects</p>

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		Local school-specific risk assessments will identify additional control measures to be followed to prevent cross contamination and infection, e.g., cleaning/kitchen RA's.			
<b>Hazards in relation to shortage of staff due to infection or isolation</b>		We have a staffing plan in place to ensure safe staffing levels are achievable, agreed, established, and monitored appropriate to group sizes/pupil needs and the activities required. Ratios are based on appropriate risk assessments. All employees are advised of and offered vaccination cover.		<b>4 Medium Risk</b> <b>L2 X S2</b>	
<b>Hazards in relation to staff and pupils deemed high risk due to underlying or pre-existing health conditions, and pregnant women</b>		<p>12Pupils - separate individual risk assessment/healthcare/behaviour management plans and external support is accessed where required to determine if the child or young person can safely attend the setting where one-to-one care or support is not available for them.</p> <p><sup>11</sup> We will continue to support our children and young people who were previously identified as Formally Clinically Extremely Vulnerable (FCEV) through the guidance document <a href="https://www.gov.uk/government/guidance/coronavirus-covid-19-protecting-people-who-are-clinically-extremely-vulnerable">Coronavirus: how to stay safe and help prevent the spread - GOV.UK (www.gov.uk)</a>.</p> <p>We will continue to review our individual risk assessments for staff previously considered</p>		<b>6 Medium Risk</b> <b>L3 X S2</b>	

<sup>11</sup> [Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](https://www.gov.uk/government/guidance/coronavirus-covid-19-protecting-people-who-are-clinically-extremely-vulnerable)



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		<p>FCEV and ensure that any additional measures are put in place to ensure their safety.</p> <ul style="list-style-type: none"> <li>□ We will acknowledge advice from the individual's specialist/clinician who has advised that a FCEV person cannot attend the setting.</li> </ul> <p>We will continue to follow the <sup>12</sup>Coronavirus (COVID-19) advice for pregnant employees We will review our workplace risk assessments to ensure they consider any risks to new and expectant mothers (including where necessary pregnant pupils) where we have been notified of the pregnancy. We will continue to ensure that online learning is available to any pupil who is unable to attend school due to clinical or public health advice.</p>	<p><sup>13</sup>We will continue to support and encourage our pregnant staff to take up the offer of vaccination.</p>		
<p><b>Hazards in relation to the use of transport and travel (public transport, dedicated school transport and educational visits)</b></p>		<p>We will promote safe transport guidance to staff and parents and continue to encourage where possible to avoid/limit the use of public transport. We will follow government guidance and continue to encourage children and young people aged 11 and over to wear face coverings when travelling to school on dedicated school transport.(unless exempt)</p>	<p>Protocols will remain in place for drop off and pick up. We will continue to record how everyone, travels to and from school (to support NHS Test and Trace).</p>		

<sup>12</sup> Guidance provided by the HSE, The Royal College of Obstetricians & Gynaecologists and the Royal College of Midwives

<sup>13</sup> Pregnancy, breastfeeding, fertility and coronavirus (COVID-19) vaccination - NHS (www.nhs.uk)



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		<p>A Transport risk assessment is available for SEND children.</p> <p>All SEND children have individual risk assessments in place for transport purposes. Transport providers will continue to follow appropriate controls as highlighted in their code of practice.</p> <p>Pupils who have travelled to school <b>on public or dedicated transport</b> will be reminded about good hygiene practices when putting on, removing and storing their face coverings.</p> <p><input type="checkbox"/> <sup>14</sup>We will refer to the EVOLVE website for additional guidance regarding the resumption of educational daytrips and residential visits.</p> <p><sup>15</sup>We will undertake full and thorough risk assessments in relation to all educational visits and ensure that public health advice is included as part of the risk assessment</p>	<p>We will continue to encourage pupils that they must wear face coverings when travelling on public transport.</p>		
<p><b>Hazards in relation to pupil and staff wellbeing and mental health</b></p> <p><b>Preventing ill health due to anxiety and work-related stress</b></p>		<p>Whole-school staff stress risk assessment in place.</p> <p>Where staff report work-related issues, individual stress risk assessments will be carried out in line with HSE guidance.</p> <p>Staff will be referred to occupational health as early as possible.</p>		<p><b>6 Medium Risk</b> <b>L3 X S2</b></p>	

<sup>14</sup> Local Authority schools must make use of the EVOLVE Notification and Approval System. They will be expected to follow the normal process of risk assessment and log all educational visits onto the EVOLVE database [Foreign travel advice - GOV.UK \(www.gov.uk\)](https://www.gov.uk/foreign-travel-advice)

<sup>15</sup> [Health and safety on educational visits](#)

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		<p>Good communication measures are in place and maintained with staff.</p> <p>The Local Authority have produced the following guidance <a href="#">Coronavirus - getting back to school - Supporting emotional wellbeing and learning</a></p> <p>We have access to useful links and sources of support through <a href="#">Promoting and supporting mental health and wellbeing in schools</a></p>			
<b>Staff suffering from 'Post-COVID Syndrome' returning to work following COVID-19 infection</b>		<p>Arrangements will be in place to ensure that any staff member returning to work following a COVID-19 infection and potentially suffering from 'Long COVID' is fully supported in their return to work.</p> <p>Referrals to occupational health will be made where required.</p>	<p>Individual risk assessments to be carried out.</p> <p><a href="#">Your COVID Recovery</a></p> <p><a href="#">Supporting your recovery after COVID-19</a></p>	<b>4 Low Risk</b> <b>L2 X S2</b>	Sickness is monitored within the school and all support is offered as required.
<b>Hazards due to the lack of suitable PPE</b>		<p>Local risk assessments/individual healthcare plans/ behaviour management plans reviewed and followed to identify <sup>16</sup>PPE requirements in line with current guidance.</p> <p><sup>17</sup>PPE to be fit for purpose/approved specification.</p> <p>Where PPE/RPE is provided, staff are provided with training and instruction in its use.</p>	<p><b>Where required contact the call centre to order PPE 0800 783 1967</b></p> <p><i>(Manned from 09:00 – 17:00 Monday to Friday)</i></p>	<b>2 Low Risk</b> <b>L1 X S1</b>	PPE remains available in school on request. PPE is as provided by CCC and training is provided as

<sup>16</sup> PPE provided free to SEND schools will continue as long as supplies continue to be provided at no cost.

<sup>17</sup> PPE will be available to order **where required** (i.e., in the event of an Outbreak)

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		Local compliance to be monitored by Head teacher as far as reasonably practicable. Guidance provided to staff in relation to the use and wearing of their own face coverings.			required and requested.
<b>Hazards due to verbal and physical abuse of staff</b>		We have a separate risk assessment for dealing with violent situations and staff are aware of the control measures Violence and aggression at work. All incidents of verbal or physical abuse will be reported on an <sup>18</sup> Accident/incident report form for inclusion on the E-Safety database.		<b>2 Low Risk L1 X S1</b>	
<b>Hazards in relation to managing incidents and emergencies</b>		Emergency procedures have been reviewed to ensure that arrangements remain valid for fire safety management. Suitable follow-up procedures to be taken following potential infection exposure incidents (in line with current Public Health England and updated <u>HSE RIDDOR</u> guidance circulated to schools). Suitable first aid kits are in place, regularly checked and updated to include (where already not supplied) IIR surgical masks, rubber gloves and hand sanitisers for close contact first aid treatment. First aiders for the premises are issued with current advice and guidance.		<b>2 Low Risk L1 X S1</b>	First Aid Kits are available throughout school

<sup>18</sup> [Accident Reporting and Investigation - All Documents \(cumbria.gov.uk\)](http://cumbria.gov.uk)

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		All staff are aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents, or incidents in line with existing school policy.			
<b>Respiratory syncytial virus (RSV), Norovirus, Influenza and other health conditions</b>		<a href="#">E-School Nurse - support for health conditions   Cumbria County Council</a> <a href="#">Health A to Z - NHS</a> <a href="#">Health protection in schools and other childcare facilities</a>			



<b>To be completed by the individual undertaking the risk assessment:</b>			
<b>Name:</b>	Jayne Scott	<b>Job title:</b>	School Business Manager
<b>Signature</b>		<b>Date:</b>	3 <sup>rd</sup> March 2022
<b>To be completed by the Headteacher:</b>			
I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.			
<b>Name:</b>	Paul Buckland	<b>Job title</b>	Headteacher
<b>Signature:</b>		<b>Date:</b>	3 <sup>rd</sup> March 2022

**Useful links and guidance:**

[Schools COVID-19 operational guidance](#)

[When to self-isolate and what to do - Coronavirus \(COVID-19\)](#)

[COVID-19 actions for out-of-school settings](#)

[SEND and specialist settings - additional operational guidance: COVID-19](#)

[The use of personal protective equipment \(PPE\) in education, childcare and children’s social care settings, including for aerosol generating procedures \(AGPs\)](#)

Outdoor Education Advisory Panel advice on health and safety on educational visits: <https://oeapng.info>