



RISK ASSESSMENT FORM

Part A

DEPARTMENT / SERVICE		Northeast Manor School - Whole School Site							
Assessor/ Person(s) assisting with the assessment		Chris Kirk – Operations & Estates Manager Based on previous work from Denise Testa (Qualified H&S Consultant)			DATE	Aug/Sep 2021			
TASK / ACTIVITY		COVID-19 Comprehensive general, whole site risk assessment, risk mitigation and readiness							
Likelihood of Occurrence	Severity of Outcome					Persons / groups at risk			
	1 Negligible	2 Slight	3 Moderate	4 Severe	5 Very Severe	A	Student(s)	E	General Public / Visitor(s)
1 Very Unlikely	LOW (1)	LOW (2)	LOW (3)	LOW (4)	LOW (5)	B	Member(s) of staff	F	Other(s)
2 Unlikely	LOW (2)	LOW (4)	LOW (6)	MEDIUM (8)	MEDIUM (10)	C	Contractor(s)	G	
3 Possible	LOW (3)	LOW (6)	MEDIUM (9)	HIGH (12)	HIGH (15)	D	Volunteer(s)	H	
4 Probable	LOW (4)	MEDIUM (8)	HIGH (12)	HIGH (16)	HIGH (20)	Likelihood of occurrence X Severity of outcome = Risk Rating Example: Likelihood (possible 3) X Severity (Moderate 3) = Risk Rating (Medium 9)			
5 Very Likely	LOW (5)	MEDIUM (10)	HIGH (15)	HIGH (20)	HIGH (25)				



Part B

What are the hazards and What could happen	Affected persons / groups	What are the existing control measures	Risk rating	Further action required to eliminate or reduce the risk	Residual risk rating
<p>General COVID-19 Infection Risk</p>	<p>A,B,C,D,E,F</p>	<p>All staff have received basic information and instruction on COVID-19.</p> <p>NHS Test and Trace QR Code Poster Displayed at Reception.</p> <p>SLT signed up to alerts and updated from Government, Public Health England, NHS and DFE, Health and Safety Executive and External H&S support Ellis Whittam.</p> <p>All staff and students regularly updated with schools COVID-19 measures.</p> <p>H&S Consultant in place to advise</p> <p>All staff assigned online COVID-19 e-learning on EW portal appropriate to level of responsibility.</p> <p>Potentially infected visitors turned away at reception.</p> <p>Over 95% of staff double vaccinated</p> <p>School aware of what to do if children, pupils, students or staff test positive for COVID-19</p>	<p>Medium</p>	<p>“All Staff” (including support) face to face briefing given in the Tudor Hall to cover this risk assessment, associated actions, and plans.</p> <p>Including (but not limited to):</p> <ul style="list-style-type: none"> • Quarantine from travel abroad reminder • Personal hygiene handwashing reminder • Emphasis on peer-to-peer support, acceptance of mask wearing and general levels of understanding, especially with regard to CEV persons. • How to escalate again if there is further outbreak or government restrictions <p>Letter sent to parents outlining Covid testing and risk for the new term.</p> <p>Managers have been instructed to review/renew/create departmental risk assessments for their areas, particularly taking into consideration ventilation and cleaning and hygiene.</p> <p>General Advice: The contingency framework describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures as part of their outbreak management responsibilities.</p>	<p>Low</p>
<p>COVID-19 Testing</p>	<p>A,B</p>	<p>Staff Instructed: to undertake 2 lateral flow tests on 5th and 8th September before coming in for INSET day and return of students on 9th September.</p> <p>Students/Parents of Students: Advised, testing to continue at home for students using lateral flow test kits on 8th and 12th September</p>	<p>Medium</p>	<p>Staff required to continue testing twice weekly until end of September pending further government/school updates.</p> <p>Home test kits given to any new staff or existing staff coming back to work.</p> <p>Continued office monitoring of results via webform</p>	<p>Low</p>



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		<p>before coming into school for start of term and twice per week till further notice.</p> <p>COVID-19 self-test kits made available to all staff and students. Weekly reminders sending to staff and parents to complete results capture form.</p>		<p>Dedicated area for onsite testing for students who are unable to test at home is continuing to be provided.</p> <p>All Staff (including support staff) given regular briefing and instruction and required to sign off confirmations of reading any new RA or guidance relating to Covid risk.</p>	
<p>Clinically Vulnerable (CV) and Clinically Extremely Vulnerable (CEV) staff and Students</p>	<p>A,B</p>	<p>All CV/CEV pupils and students should attend their education setting unless under medical advice.</p> <p>However, CV and CEV staff and students have been identified and have individual Risk Assessments in place.</p>	<p>Medium</p>	<p>An updated list of any CEV staff/students including anyone who is newly pregnant has been created for the start of term.</p> <p>Clinically Extremely Vulnerable Individual Risk Assessments will be reviewed by their Line Managers or if a student, with relevant staff (tutor) prior to coming into school.</p> <p>Staff instructed to action any additional control measures as per Individual Risk Assessments for Clinically Vulnerable and Clinically Extremely vulnerable staff, including plans to protect CEV staff on INSET Days.</p>	<p>Low</p>
<p>Facilities and Estates Transmission and other Risks</p>	<p>A,B,C,D,E,F</p>	<p>Touch point cleaning focus continues</p> <p>Fogging provider on standby.</p> <p>Anti-viral wipes continue to be used</p> <p>All staff and when/if possible, students to wash hands before class, while waiting to enter classroom; not sharing equipment.</p> <p>Separate waste streams continue in place for Covid-19 waste:</p> <ul style="list-style-type: none"> All bins clearly marked Procedure implemented for managing Hazardous Covid-19 waste. 	<p>Medium</p>	<p>Fogging on standby in case of resurgence or in case of contact with suspected infection. Those subsequent areas or rooms to be fogged.</p> <p>All, WCs, handwash basins to be brought back into use. Individual consideration given to risks surrounding communal areas of drink supply. Students and staff to be advised to fill and keep own bottles.</p> <p>Ops Manager to monitor audit cleaning standards ensuring compliance with Government and PHE cleaning and disinfection guidance.</p> <p>Review of catering arrangements to allow for the return of hot food provision, and cleaning of tables and chairs in Tudor Hall:</p>	<p>Low</p>



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		<p>Suitable cleaning supplies (e.g. anti-viral wipes and PPE gloves) continue to be provided for office and teaching spaces and equipment</p> <p>COVID- 19 signage reduced in accordance with new government advise, but hand washing, social distancing signage remains in place at entrance and other high traffic areas.</p>		<ul style="list-style-type: none"> Staggered lunch times for phases to reduce numbers of students mixing Encouragement to allow space for each other Advised to stay in phases and not yet mix outside of student phase groups unless outside. <p>All signage that was removed, has been kept securely in case the school needs to react or step up to a previous level of heightened Covid Risk.</p> <p>Covid isolation room, while not required, has been kept in case the school needs to react or step up to a previous level of heightened Covid Risk.</p> <p>Ops Manager and key SLT have assessed stock levels of Masks and other PPE in case the school needs to react or step up to a previous level of heightened Covid Risk.</p>	
Home to School Transport Ride Sharing	A,B	<p>Students and drivers advised to wear Face covering in taxis</p> <p>Advise Taxis to be ventilated whilst driving</p>	High	<p>Parents and Taxi drivers will continue to be advised to wear face coverings in home to school transport. This has been communicated to all staff to pass on to students arriving and leaving.</p>	Medium
Aerosol spread of CV19	A,B,C,D,E,F	<p>Team previously advised rooms should be well ventilated by opening windows.</p> <p>Team previously advised all staff and students on 'Catch it, bin it, kill it' approach.</p>	Medium	<p>New guidance issued via this RA and at "All Staff" (including support) face to face briefing given in the Tudor Hall to cover this risk assessment, associated actions, and plans as follows:</p> <ul style="list-style-type: none"> Rooms that cannot be ventilated well must not be used, secured, and then reported to a member of SLT. This has been prompted by a pre-term site inspection by Ops Manager and Assistant Head. Staff asked to use windows that are high up when the weather is colder, to adjust desks and chairs to 	Low



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				<p>prevent drafts and to be lenient if students need to wear coats or extra coverings.</p> <ul style="list-style-type: none"> • Team advised to take “common sense” approach when weather too cold to fully ventilate. This was explained by the Ops Manager in an all staff briefing as the following (but not limited to): <ol style="list-style-type: none"> 1. Space out the students. Class sizes are small so this should be possible. 2. Make sure nobody is face to face 3. Encourage mask wearing of those students or staff that are comfortable to do so. 4. Use extra vigilance if somebody is coughing or sneezing 5. Support each other and students by adopting a culture of looking out for one another and for situations that increase transmission risk. 6. Use mechanical ventilation such as fans to bring air in from corridors rather than outside or partially open windows enough to ventilate but not enough to radically reduce temperature. • Team instructed to identify any individuals who may not be able to follow catch it, bin it, kill e.g. coughing, spitting, sneezing and undertake and individual risk assessment. • Regular Lateral flow testing of Staff and Students 	
Surface spread of CV19	A,B,C,D,E,F	Teaching staff instructed to check and make sure adequate provision of sanitiser wipes in the teaching space the area using before teaching starts.	Medium	Staff to maintain a ‘clear desk’ policy at the end of each working day, to enable cleaning and sanitising protocols to be implemented effectively.	Low



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		<p>Increased cleaning in corridors, stairs and other touch points continues.</p> <p>Frequently used doors held open to avoid touching where other safety concerns are not contravened. This includes process for all staff and Fire Wardens having instructions to close fire doors upon hearing the fire alarm and not to leave rooms unattended with doors wedged open.</p> <p>Increased site provision of sanitiser, disposable wipes and signage instructing people to use at key locations e.g. at photocopiers tea/coffee areas and shared facilities and equipment.</p> <p>Students instructed by teaching staff to bring in their own equipment and not share equipment.</p> <p>Staff instructed not to share equipment wherever possible and practical.</p> <p>Removal from classrooms of toys/soft items/small items/fiddle toys that may be difficult to clean regularly.</p> <p>Teachers to identify any additional cleaning programmes required for teaching spaces and implement</p>		<p>Continued site provision of sanitiser, disposable wipes and signage instructing people to use at key locations e.g. at photocopiers, tea/coffee areas and shared facilities and equipment.</p> <p>Continued regular touch point cleaning</p> <p>Continued promotion of hand washing and hand sanitising</p> <p>Students remain separated by phase</p> <p>Regular Lateral flow testing of Staff and Students</p>	
<p>Person to person spread of CV19</p>	<p>A,B,C,D,E,F</p>	<p>Instruction was issued to staff not to attend site if they have any symptoms of Covid-19 or have been in contact with anyone with symptoms in last 10 days and have not received 2 doses of vaccination; or been notified by NHS Test and Trace / Public Health England to self-isolate.</p>	<p>High</p>	<p>Despite government advice to the contrary, staff have been asked not to attend the site if they have any symptoms of Covid-19 till a PCR test can verify regardless of vaccination.</p> <p>Staff who have been in definite contact with a person they know to have had the virus or strong signs of the virus should take a risk-based approach, at minimum, rapid testing every day for 5 days from contact.</p>	<p>Medium</p>



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		<p>Procedure for verifying contractors and visitors to site do not have symptoms of Covid-19, nor have they been in contact with any persons with symptoms; nor subject to travel and quarantine restrictions; nor been required to self- isolate on last 10 days.</p> <p>First aiders to follow the Covid-19 First Aid Guidance and Procedure (including use of Covid-19 Kits on site).</p> <p>No handshaking or greetings involving physical touch.</p> <p>Procedure in place when someone becomes ill with COVID-19 symptoms in school.</p> <p>Suitable isolation rooms identified close to WC designated facilities for exclusive use by isolated person.</p> <p>Physical controls such as Perspex screens at reception.</p>		<p>Continued promotion of hand washing and hand sanitising</p> <p>Students remain separated by phase</p> <p>Regular Lateral flow testing of Staff and Students</p> <p>First aiders continue to follow the Covid-19 First Aid Guidance and Procedure (including use of Covid-19 Kits on site).</p> <p>Continue to encourage “No handshaking or greetings involving physical touch.” Advice to A,B,C,D,E,F</p> <p>Consideration to SEN type may make it harder to prevent person to person contact, but all efforts to be made to keep that message alive and current with students.</p> <p>Existing procedure remains in place for when someone becomes ill with COVID-19 symptoms in school. All arrangements to return that person home safely to be made with haste including temporary isolation from all but care giver/pastoral/tutor or first aider.</p> <p>Suitable isolation rooms identified close to WC designated facilities for exclusive use by isolated person to remain operational in case the school needs to react or step up to a previous level of heightened Covid Risk.</p> <p>Physical controls such as Perspex screens at reception to remain.</p>	
<p>Anxiety, health and wellbeing due to ongoing high alert footing</p>	<p>A,B</p>	<p>Promote mental health and wellbeing support to all persons to access via EAP and Health Assured App.</p>	<p>High</p>	<p>Keep issue live at SLT meetings and review resources and secure additional support where necessary.</p> <p>Remind staff that vulnerable staff or students may experience higher levels of anxiety.</p>	<p>Medium</p>



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Transmission risk from educational visits	A,B	Outing risk assessments conducted. No international travel allowed before the start of term.	High	Responsible person to assess the outing in line with the latest COVID-19 guidelines applicable. Re-read and update any risk assessment for each outing. Outing must be justified Outing would ideally be to a place of limited or reduced footfall or outside.	Low

Part C

Risk Assessor	Chris Kirk – Operations and Estates Manager	Date	8 th September 2021
Notes	<p>There are previous versions of a “whole school” risk assessment on which this is based. However, this version has been so changed from previous versions that it can be stood up as a new ongoing assessment.</p> <p>Removals include: Severe staff shortages resulting in failure to deliver service. This will be re-introduced should the risk increase, or government guidelines suggest escalation to previous state of alert. Students not following instructions. This should fall under normal procedures for managing situations where students do not follow instruction. Outdoor play or sports. Providing proper hand hygiene and no close contact is followed, the risk is now negligible.</p>		
<p>Review - Before work starts, it is important to consider the content on this risk assessment to ensure it still valid. For example, are there any significant changes, additions or omissions at the site not identified on the assessment? Are there any additional hazards or risks? Please record any changes required and or action taken, then date and sign</p>			
Reviewer Name & Date		Notes	
Reviewer Name & Date		Notes	



Opening schools for more children and young people: Initial planning framework for schools in England

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings> - Updated 27th August

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/rapid-asymptomatic-testing-in-specialist-settings> - Updated 27th August

[\(COVID-19\) Coronavirus restrictions: what you can and cannot do](#) updated 31st August

[Working safely during coronavirus \(COVID-19\)](#) Updated 17th August

[School COVID-19 Operation Guidance](#) Updated 27th August 2021

[SEND and specialist setting operational guidance](#) Updated 27th August 2021

[Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 17](#)
Updated 11th August 2021

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/homes> Updated 17th August 2021

[Contingency Framework in Education](#) August 2021

[DEFRA – Coronavirus \(COVID-19\): disposing of waste](#) Updated 19th July 2021

[HSE guidance on Ventilation and air conditioning during the coronavirus \(COVID-19\) pandemic](#)
[HSE guidance on Cleaning, hygiene and handwashing to make your workplace COVID-secure](#)

Links to guidance available at time of creation of this R.A.