



Risk Assessment COVID19

Title (Activity or Process)	General Covid 19 Assessment			Reference No:	IMPACT					
					1. Insignificant	2. Minor	3. Medium	4. Major	5. Extreme	
Location/Dept	Whole School			Lead Assessor's Name	Beth Doidge					
Headteacher				Authorising Head's Signature						
Overall Rating	MEDIUM			Review Date	20/05/2021					
Task/Equip./Materials/Activity, etc	Hazard	Risk Consequence	Person(s) at risk	Existing controls currently used (What are we doing now?)	Risk evaluation			Additional control/precautionary measures required	By Whom & By When initials & date	
					Probability	Impact	Risk			
Attendance										
People attending site	Infected person arrives at school	Acquired infection	Everyone	<ul style="list-style-type: none"> Requirement that peoples who are ill stay at home - school attendance policy and protocols Follow isolation guidelines Tracked isolation period by SL/BT Anyone exhibiting signs of illness are assessed Twice weekly staff asymptomatic LFD testing LFD testing of KS3 pupils (2 x on return at testing site and 2 x weekly at home) Hand and respiratory hygiene Well ventilated spaces – open windows Enhanced cleaning Maintain social distancing where possible and practical to do so Forward facing desks and screens Staff to wear face coverings in small, unventilated and crowded spaces including public transport and when meeting with those who do not work at Woodfield Academy Staff vaccinated 	3	1	Low	<p>Communication to parents via Parent Mail Communication to Staff in briefings and on TED day H&S Reminders</p> <p>Updated Guidance as of 20.08.21</p> <p>Hand hygiene:</p> <ol style="list-style-type: none"> they arrive at school when they return from breaks when they change rooms before and after eating 	BD SL BT	Daily Management



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People attending site	Infected person arrives in school	Acquired infection	Visitors	<ul style="list-style-type: none"> As above plus: All visitors booked in by staff Visitors contact details logged Restricted access at reception Visitors asked to confirm that they are well Wear face coverings at all times Social Workers, Counsellors and SEND etc. to hold meetings virtually where possible to limit number of individuals in the building 	3	1	Low	<p>Track and trace contact details to be gained when individuals sign in and give their information.</p> <p>All visitors booked in information shared by JS with SLT</p>	JS DS SL	Daily Management
			Clinically extremely vulnerable*	<ul style="list-style-type: none"> Shielding instructions – CEV work from home Additional training Advised to consult medical practitioner Individual to advise management of PPE if required – face shields available for those exempt from mask wearing for close contact 	3	3	Medium	<p>Guidance-on-shielding-and-protecting-extremely-vulnerable-persons</p> <p>Staff offered individual Risk Assessments</p> <p>Individual risk assessment form</p>	BD	As required
			Clinically vulnerable persons / Pregnant persons	<ul style="list-style-type: none"> Individual Risk Assessments completed if required Vulnerable individuals will have been vaccinated/will be vaccinated 	3	2	Medium			
			Unwell person	<ul style="list-style-type: none"> Removed directly to the Covid isolation room, temperature taken, parents informed and pupil/staff sent home PCR test given to individual if necessary See First Aid below 	3	2	Medium		<p>Covid 19 Isolation room in Hall link corridor.</p> <ul style="list-style-type: none"> PPE available in First Aid Thermometer Door opened for ventilation Contact home Standard Operations 	SL BD
			Supply Teachers	<ul style="list-style-type: none"> Standard visitor protocols Supply teacher debrief by SLT/Cover Supervisor Supply teacher escorted to base and social distancing guidelines to be followed Face coverings to be worn Supply teacher pack containing risk assessment and key details 	3	1	Low	<p>DFE Guidance on use of supply teachers to support teacher absence</p> <p>Debrief documents</p>	SLT	As required



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Contact with suspected or confirmed case	Transmission within school	Acquired infection	Everyone	<ul style="list-style-type: none"> Individuals are responsible for reporting close contacts to NHS Test and Trace (see close contact guidance) Follow advice from local Public Health (LORT) and their subsequent risk assessment Follow isolation advice Vaccinated 	3	1	Low	<p>Close contacts are defined as: A person/s who has been within 1 meter for 1 minute or less. A person/s who has been within 2 meters for 15 minutes or more.</p> <p>This/these person/s will be identified in the 48 hours prior to test/onset of symptoms.</p>	SL BD	As required
Asymptomatic Testing										
LFD On-site Testing	Contacts between subjects increasing transition	Acquired infection	Staff and KS3 pupils	<ul style="list-style-type: none"> Number controlled Compliance to guidance Hand hygiene Social distancing Cleaning One-way flow Signage Home-testing kits supplied PPE available to testing team as per requirements 	1	1	Low	<p>DFE Guidance and Document sharing platform Updated for Autumn 2021</p> <ul style="list-style-type: none"> Site set up Delivery Equipment needed Training 	BD	As required
	Hazards associated with general operational school site	Injury or harm to persons	Staff and KS3 pupils	<ul style="list-style-type: none"> General school risk assessment 	1	1	Low		BD	As required
	Contacts between subjects increasing transition	Acquired infection	Testing team	<ul style="list-style-type: none"> Hand hygiene Social distancing Cleaning One-way flow Screens in registration room Screens and room set up to protect test team PPE available to testing team as per requirements 	1	1	Low	<p>DFE Guidance and Document sharing platform Updated for Autumn 2021</p> <ul style="list-style-type: none"> Site set up Equipment needed Training Compliance checks/monitoring Management of testing site 	BD	As required
	Incorrect result given	Wrong samples or miscoding of results	Staff and KS3 pupils	<ul style="list-style-type: none"> 2 barcodes are provided to subject at check in Subjects register their details to their unique ID barcode before conducting the test Barcode is attached to testing cards Barcode is attached to LFD Test 	1	1	Low	<p>DFE Guidance and Document sharing platform Updated for Autumn 2021</p> <ul style="list-style-type: none"> Training Compliance checks/monitoring Management of testing site 	BD	As required



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	Damaged barcode, lost LFD, failed barcode scan	Orphaned record on registration and no result communicated	Staff and KS3 pupils	<ul style="list-style-type: none"> Checking staff/pupils receive results within 1 hour of testing Subjects called for a retest 	1	1	Low	DFE Guidance and Document sharing platform Updated for Autumn 2021 Tracking and registering results	BD	As required
	Extraction solution: Na_2HPO_4 (disodium hydrogen phosphate), NaH_2PO_4 (sodium phosphate), NaCl (sodium chloride)	No hazards anticipated under conditions of use as described in training and literature	Training team	<ul style="list-style-type: none"> PPE Environment and set up Spillages Cleaning Check expiry dates on solution Training provided and only trained staff use solution to prevent improper handling Follow procedures on MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of chemicals 	1	1	Low	DFE Guidance and Document sharing platform Updated for Autumn 2021 Waste and cleaning procedures - Training - Guidance documentation	BD	As required
	Occupational illness or injury/manual handling	Hazards associated with general operational site	Training team	<ul style="list-style-type: none"> First aiders available on site daily General school site risk assessment shared Additional staff trained 	1	1	Low		BD	As required
LFD Home Testing	Infected individual arrives onsite	Pupil/Staff not tested	Everyone	<ul style="list-style-type: none"> LFD kits given out once a week Labelled with the testing week and pupils name Results collected via Google form 2 x onsite tests for pupils on return 	1	1	Low		BD	As required
School Environment										
Main Entrance	Infected person in school	Acquired infection	School Population	<ul style="list-style-type: none"> Controlled access – Reception. Visitor – normal protocols plus Covid rules (see above) Visitors not to enter ‘bubbles’ (ie classrooms) if doing so must wear a mask Deliveries do not pass reception General social distancing measures Glass screen Pupils directed to classrooms Staff social distancing Ventilated areas Face coverings to be worn by visitors or those who do not work onsite daily Hand sanitiser Wipes available 	3	1	Low	Additional Visitors into School to be discussed by SLT and where possible and if necessary, arrangements made: Social Services Malaki Trust SEND Services Hand hygiene: a) they arrive at school b) when they return from breaks c) when they change rooms d) before and after eating	Staff TC BD/A C/SP	Daily



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KS 2/3 Gates	Infected person in school	Acquired infection	Staff, Pupils	<ul style="list-style-type: none"> No entry to parents – parents to drop off children without congregating at gates Staff controlling gates Walkie Talkies Hand sanitizer station at entrance to class rooms 	3*	1	Low	*Outdoor setting so transmission reduced	Staff	Daily
All areas	Contaminated surfaces	Acquired infection	Everyone	<ul style="list-style-type: none"> Cleaning regime Avoid over crowding Face coverings worn by staff in small and overcrowded spaces Well ventilated using windows 	3	1	Low	Site map	All staff SP TC Cleaning team	Daily
Corridors	Contaminated surfaces	Acquired infection	Everyone	<ul style="list-style-type: none"> Cleaning regime One-way system Posters Face coverings worn by staff in small and overcrowded spaces Well ventilated using windows Teachers and staff monitor corridors and control the flow of pupils to classrooms 	4	1	Low		TC Cleaning team	Daily
Photocopying rooms	Contaminated surfaces	Acquired infection	Everyone	<ul style="list-style-type: none"> Only two members of staff at each photocopier Cleaning station set up to wipe before use Face coverings worn by staff as it cannot be ventilated 	3*	1	Low	Clean team/TC to keep wipes stocked Guidance Documents shared: - Site and Cleaning	BD TC Cleaning team	Daily



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Teaching bases	Cross contamination of areas and people within the school.	Acquired infection	Staff and Pupils	<ul style="list-style-type: none"> • Hand sanitizer at doorway • Tissues available • Bins available for disposal • Desks forward facing with distancing between pupils as much as practicably possible • Pupils designated desk and work station • Windows and doors kept open • Cleaning regime with student involvement at the end of the day and before lunch • Cleaning materials available - wipes • Clean hands regularly more often than usual • Encourage pupils to not touch staff/each other and avoid contact with face • Face coverings worn by staff in small and overcrowded spaces • 	3	1	Low	Cleaning Regime following guidance	TC DE	Daily
								Arrangements for topping up sanitizer and tissues	TC	Daily
									BD	01.09.20
								Hand hygiene: a) they arrive at school b) when they return from breaks c) when they change rooms d) before and after eating	Staff	Daily
Pupil Toilets (Main School)	Cross contamination of areas and people within the school.	Acquired infection	Pupils and Cleaners	<ul style="list-style-type: none"> • Toilets designated for key stages • Designated cubicles • Time allocated • Enhanced cleaning • Soap available 	3	1	Low	Signage to support pupils	Staff	Daily
								Cleaning Regime following guidance		
Staff Toilets	Cross contamination of areas and people within the school.	Acquired infection	Staff and Cleaners	<ul style="list-style-type: none"> • Standard social distancing rules • Cleaning regime • Cleaning materials given to staff to clean the toilet before and after use • Staff to wear face coverings 	3*	1	Low	Cleaning Regime following guidance	Staff	Daily
								*No of people using facility		
Staff Facilities	Cross contamination of areas and people within the school.	Acquired infection	Staff and Cleaners	<ul style="list-style-type: none"> • Water • Tea and coffee • Microwave • Fridge • Staff to wear face coverings and avoid if over crowded • Well ventilated • Stack used items in dishwasher to avoid others touching possibly contaminated items 	3*	1	Low	Cleaning Regime following guidance	RS TC SP	Daily
								*No of people using facility		
Outdoor Recreation Areas	Cross contamination of areas and people within the school.	Acquired infection	Everyone	<ul style="list-style-type: none"> • Teacher responsibility • Lunch time supervisors manage playgrounds 	3*	1	Low*	*Outdoor setting so transmission reduced	Staff Dinner Supervisors	Daily



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Dining Hall	Cross contamination of areas and people within the school.	Acquired infection	Everyone	<ul style="list-style-type: none"> Hand hygiene before and after Cleaning regime Disposal of waste Midday supervisor responsibility 	3	1	Low	Cleaning Regime following guidance	Staff Dinner Supervisors	Daily
Curriculum										
The Arts (Music, Art and DT) MFL Science PE Computing Library	Cross contamination of areas, equipment and people within classroom bases	Acquired infection	Everyone	<ul style="list-style-type: none"> Suitable planned activities Children attend in PE clothing (see Uniform Policy) Equipment cleaning CLEAPSS guidance implemented Risk assessments for subjects completed <p>HEAD OF DEPARTMENTS RESPONSIBLE FOR RISK ASSESSMENTS AND SAFETY INLINE WITH COVID ADVICE</p>	3	1	Low	DCMS Guidance https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts CLEAPSS Guidance on teaching DT during COVID-19 CLEAPSS Guidance on Science during COVID CLEAPSS Guidance on Science without a Lab https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events	BD HODs	As necessary
First Aid										
First Aid	Cross contamination of areas and people within the school.	Acquired infection	Pupils and staff in need of first aid	Normal First aid arrangements plus: <ul style="list-style-type: none"> Cleaning regime First aider for each bubble First aid to be administered within allocated bubble areas PPE available 	3	2	Medium	First aider PPE – gloves, apron, face mask provided Body fluid contaminated items disposed of as per guidance – Public Health England guidance Cleaning Regime following guidance First aider cover: Y5 – AK, TC Y6 – SL, GL Y7 – JB, MH Y8 – JW, TC/SL LUNCH – DE, PM & MT	SL Staff First Aiders	As needed



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First Aid – suspected Covid	Cross contamination of areas and people within the school	Acquired infection	Staff treating	<ul style="list-style-type: none"> • Temporary holding – link corridor between Hall and Gym • Cleaning regime for area • First aider protocol • Contact home and send pupil/staff home • Disabled toilet in corridor which is labelled and added to cleaning following PHE guidance • Test kit provided to: <ul style="list-style-type: none"> - exceptional circumstance that you believe they may have barriers to accessing a test elsewhere - if you sent the individual home without a kit, they would not receive a test at all. 	3	2	Medium	<p>Body fluid contaminated items disposed of as per guidance - Public Health England guidance</p> <p>Cleaning Regime following guidance</p>	BD SL Staff First Aiders	As needed
Dispensing medication	Transmission within school	Acquired infection	SL & Pupils needing medication	<ul style="list-style-type: none"> • Sharon Little to dispense medication to First Aider associated with pupils in bubbles needing medication in the school day • Signed administration • Controlled substances in locked cupboard in the office 	2	3	Low	Office and First Aid procedures for dispensing controlled substances	SL	01.09.20
Emergencies										
School evacuation	As per normal						Low		BD SP TC	01.09.20
Emergency lockdown	As per normal						Low		BD SP TC	01.09.20
Cleaning – in addition to risk assessments already in place for COSHH etc.										



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General surface cleaning	Cleaner becomes contaminated.	Acquired infection	Cleaning staff	<ul style="list-style-type: none"> Nitrile gloves Disposable aprons Safe waste disposal Cleaning regime 	3	1	Low	Follow guidance based on Public Health England Guidance Materials for Office, Cleaners and Caterers Cleaning Regime	SP DE TC	01.09.20
Body Fluid contaminated surface	Cleaner becomes contaminated.	Acquired infection	Cleaning staff	<ul style="list-style-type: none"> Nitrile gloves Disposable aprons Safe waste disposal Respirator style mask PPE – face covering and face shield 	3	1	Low	Follow guidance based on Public Health England Guidance Materials for Office, Cleaners and Caterers Cleaning Regime	SP DE TC	01.09.20
Other										
PPE – Personal Masks / Face coverings	Pupils/staff wearing masks which may be contaminated	Acquired infection	Everyone	<ul style="list-style-type: none"> Pupils and staff to follow DFE guidance on face coverings Removed and bagged prior to binning if disposable If non disposable and removed need to be sealed in a bag and taken home Visors to be worn by teaching support staff unable to maintain 2m social distancing and those staff working in close contact that are exempt from face coverings Donning and doffing training shared with staff and pupils 	3	1	Low	PHE Guidance in DFE guidance https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education	Staff SP DE TC	Daily
Minibus Usage	Transmission within minibus	Acquired infection	TC/JB/DS/M K/R	<ul style="list-style-type: none"> Face coverings to be worn by staff and pupils in KS3 Windows open Safety checks completed Assessment as required 	3	1	Low		TC BD	As needed
Bikes	Transmission and cross contamination of bubbles	Acquired infection	Everyone	<ul style="list-style-type: none"> Staff to bring bikes to work but check with BD prior to this Staff bikes to be stored in the staff car park and chained to the white fences Designated bike storage areas marked in bubbles for pupils 	2	1	Low	Parent information	BD	As needed
Site										

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Health and Safety Site Compliance checks	Other risk control measures fail	Resulting in an incident	Everyone	<ul style="list-style-type: none"> • Fire extinguishers and site check – weekly • Core point alarms – weekly • Minibus checks – weekly • Legionella – monthly • Water points – weekly • Shower heads – quarterly 	1	1	Low		TC	Weekly/monthly
Cutting the Grass on the fields	Mower coming onto school site during transitioning periods	Resulting in an incident	Staff on KS3 Gate and bubbles accessing KS3 Gate	<ul style="list-style-type: none"> • Pre-arranged times • Follow normal procedures 	1	1	Low		TC	Weekly