RISK ASSESSMENT FOR RESPIRATORY INFECTION (including COVID-19)

- From April 1st 2022 the requirement to explicitly consider COVID-19 in risk assessments has been removed. This template assessment has been retained to support schools as part of their wider duties under H&S legislation to manage and mitigate risks, as far as is reasonable, to staff, students and others affected by their activities.
- The previous COVID-19 risk assessment template has been simplified in line with the current UK Health Security Agency Guidance for living safely with respiratory infections, including coronavirus (COVID-19).
- Specific Workplace guidance has been replaced with wider Public Health advice, the Schools coronavirus (COVID-19) operational guidance was withdrawn on April 1st . See wider Health protection guidance in Education and Childcare settings

General notes on risk assessment completion:

- This risk assessment should be completed by the Head / SLT in consultation with staff.
  Consultation with employees is a legal duty and involving staff in the planning and assessment process will aid in your controls being adopted and in easing any anxiety amongst staff.
- Where you have a Union H&S representative then make sure you consult with them as part of the risk assessment process.
- You will need to review and tailor the contents of this generic risk assessment in order to give a clear narrative on the controls being put in place within your school and to meet your own individual circumstances. Actions determined as required but not yet in place should be moved from the 'What are you already doing'? column to the "What further action is necessary?' column. Or alternative and equivalent control measures which you have put into place added.
- Ensure this document is made **specific** to your site. Record any other **significant** findings and actions required to reduce risk further where existing controls are insufficient, assigning these actions to an appropriate manager or member of staff.

Share the risk assessment
Once the assessment is completed **share** this with all staff, make sure that you brief all temporary staff, peripatetic and supply teachers, visiting coaches etc. on your expectations on managing risk.

Monitor and review
As with other risk assessments then you should continue to review your controls and activities and update the risk assessment to reflect any changes in practice.

Review and tailor the contents of this generic risk assessment to meet your school's individual circumstances, actions determined as required but not yet in place should be moved from the 'What are you already doing'? column to the "What further action is necessary?' column. Record any other ***significant*** *findings and actions required to reduce risk further where existing controls are insufficient, assigning these actions to an appropriate manager or member of staff.*

RISK ASSESSMENT FOR: Respiratory infection risks, including COVID-19		
Establishment: Bridgewater Primary School	**Assessment by: Andrea Bettridge**	**Date: 9th August 2022**
Risk assessment number/ref: ***August 2022***	**Manager Approval:**	**Date:**

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Individual risk factors staff / students at higher risk to COVID-19 / other respiratory infections Those with underlying health conditions Severely weakened immune systems See NHS list of risk factors	Staff / wider contacts Spread of respiratory infection including COVID 19	**Pupils** Those pupils who are unable to attend school because they are under specialist care and following specific clinical advice (e.g., a letter from their consultant/GP stating they should refrain from attending school) will be provided with remote education. Existing individual health care plans in place for pupils/students to be reviewed. At Bridgewater this is reviewed annually. Clear message sent to parents that students should not be sent into school if unwell (both for Covid-19 and any other illnesses/symptoms). **Staff** There is no longer separate guidance for individuals previously classed as clinically extremely vulnerable, those still considered at high risk from COVID-19 to have an individual risk assessment. General 'workplace' controls are focussed on: ● Encouraging vaccine take up. School has collated a list of vaccinated staff. Currently 3 staff members have not been vaccinated.	Currently no identified pupils School to discuss arrangements / concerns with individuals and provide assurance of controls in place and through a risk assessment process determine if any additional measures are required.			

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		• Buildings kept as well ventilated as possible (see ventilation section) • Staff supported to maintain a clean environment by providing cleaning products. • Basic good hygiene measures being reinforced (hand washing, cover coughs and sneezes etc.) See Guidance for people previously considered clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk) **Asymptomatic testing (LFD testing)** Not applicable at Bridgewater (Regular testing (twice weekly) maintained for specialist special educational needs and disability (SEND) settings).				
School occupants coming into contact with symptoms of a respiratory infection, including COVID-19	Staff, Students / pupils / wider contacts Spread of respiratory infection including COVID 19	If unwell (particularly in the event of a high temperature) the advice remains to stay at home and avoid contact with other people. If well enough then work from home if you can. Discuss options with your line manager. See public health advice People with symptoms of a respiratory infection including COVID-19 - GOV.UK (www.gov.uk) and What to do if you have coronavirus (COVID-19) or symptoms of COVID-19 - NHS (www.nhs.uk) Where a student is unwell at school they will be sent home or parents asked to collect. See Chapter 3 of health Protection in education and childcare settings and the exclusion table Children and young people should not attend if they have a high temperature and are unwell. Children and young people who have a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test. **In the event of a suspected case whilst working on site** Ensure SLT / Head are notified. Staff and students who are unwell should return home. As far as possible students awaiting collection will be kept away from others in a well-ventilated space in order to reduce the risk of onward transmission. All areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected. Pupils, staff and other adults should follow public health advice see 'What to do if you have coronavirus (COVID-19) or symptoms of COVID-19' People with symptoms of a respiratory infection including COVID-19	If a parent or carer insists on a pupil with symptoms attending school where they have a confirmed or suspected case of an infectious disease a decision to refuse the pupil can be made, if 'in your reasonable judgement', it is necessary to protect other pupils and staff from possible infection.			

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School occupants coming into contact with those with Coronavirus symptoms	Staff, Students / pupils / wider contacts Spread of respiratory infection including COVID 19	From April 1st 2022 free PCR tests are no longer available, there is no longer a requirement to do a lateral flow test or PCR if you have COVID symptoms. **In the event of a positive COVID-19 test result** (see People with symptoms of a respiratory infection including COVID-19) **Students** should stay at home and avoid contact with other people for 3 days after the day they took the test. They can return after 3 days, if they feel well and do not have a high temperature. **Staff advice is to stay at home and avoid contact with other people for 5 days after the day you took your test, some people may still be infectious for up to 10 days from the start of their infection, they should avoid meeting those whose immune system means they are at higher risk for 10 days after the day the test was taken.**				
General Transmission of respiratory infections **Ineffective hygiene protocols**	Staff, Students / pupils / wider contacts Spread of respiratory infection including COVID 19	**Encouraging frequent handwashing** Welfare facilities are provided which contain suitable levels of liquid soap and paper towels / hand driers. All persons to wash hands with soap and water regularly and thoroughly, for at least 20 seconds. Hand washing technique to be adopted as directed by NHS, guidance posters in place to reinforce this. At Bridgewater, children should always wash hands before eating food, after using the toilet and after sneezing or coughing. Alcohol hand sanitiser used in addition where required, should not replace washing hands particularly if hands are visibly soiled or where there are cases of gastroenteritis (diarrhoea and vomiting) in the setting. Alcohol hand gel is not effective against norovirus. Children use soap with water - hand sanitiser is provided for adults. Review existing levels / location of hand sanitiser stations e.g., provided at reception / entrance/exit points; student entrance /reception. Additional hand sanitiser in circulation spaces / classrooms where required. Site staff to regularly clean the hand washing facilities and check consumables. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.				

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		Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored. **Basic good hygiene** Catch it, kill it, bin it messages reinforced. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.				
General Transmission of respiratory infections **Ineffective cleaning** **High Contact points**	Staff, Students / pupils / wider contacts Spread of respiratory infection including COVID 19	Documented cleaning schedule in place. Cleaning materials (e.g., disinfectant spray / wipes) available to staff. Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed. At Bridgewater, each classroom has a lidded box with cleaning materials, PPE and first aid supplies. Only cleaning products supplied by the school / contract cleaners are to be used. School to obtain the risk assessment from contract cleaning staff for assurance on control measures and their schedule / methods for cleaning the school site. School has a risk assessment from Clean Force. **Colour-coded equipment should be used in different areas with separate equipment for kitchen, toilet, classroom and office areas (for example, red for toilets and washrooms; yellow for hand wash basins and sinks; blue for general areas and green for kitchens).** Cleaning equipment used should be disposable or, if reusable, disinfected after each use.	**In the event of an outbreak** enhanced / more frequent cleaning may be recommended to help reduce transmission. Advice may be given to ensure twice daily cleaning of areas (with particular attention to frequent contact points e.g., door handles, toilet flushes and taps etc.) and communal areas where surfaces can easily become contaminated such as handrails.			
General Transmission of respiratory infections **Poorly ventilated spaces**	Staff, Students / pupils / wider contacts Spread of respiratory infection including COVID 19	Occupied rooms to be kept as well ventilated as possible (by opening external windows / doors) or via mechanical ventilation systems. Use high level windows where available to minimise drafts. Use of CO_2 monitor to help identify if the space is poorly ventilated (CO_2 levels of between 800-1000ppm are indicative of a well-ventilated room.). In place in classrooms around the school.	Identify any poorly ventilated areas and take steps to improve, particularly if CO_2 levels are consistently above 1500 ppm. Where low level windows are being opened out onto play/circulation areas then ensure these don't create a			

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		Where mechanical ventilation is present that removes and circulates air to **multiple** rooms, increase ventilation rate and recirculation should be turned off adjust these to full fresh air where possible. There is no need to adjust systems that serve only individual rooms or portable units as these operate on 100% recirculation. See HSE guidance and CIBSE COVID-19 ventilation guidance (v5 July 21) In cooler weather open windows just enough to provide constant background ventilation, open windows more fully between classes, during breaks etc. to purge the air in the space. Use heating / additional layers of clothing to maintain comfortable temperatures. **Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)** Use heating / additional layers of clothing to maintain comfortable temperatures. Portable heaters are being used in some KS2 classrooms, to keep the temperature comfortable. They will be sited on a level, dry, non-combustible surface where they are not liable to be subjected to mechanical damage or be overturned. They should not be sited in confined spaces/passageways. The area should be clear of combustible goods or other readily ignitable materials. The heater should have a space of c. 1m around it. When leaving the room the teacher should turn off the heater.	risk of pupils running into the edge of an open window.			
General Transmission of respiratory infections	Staff, Students / pupils / wider contacts Spread of respiratory infection including COVID 19	Continue to respect colleagues' choices when it comes to wearing face coverings. Those wearing face coverings should clean hands before and after touching – including to remove or put them on – and store them in individual, sealable plastic bags between use	School outbreak management plan to include possibility that it may become necessary to reintroduce bubbles for a temporary period, to reduce mixing between groups In the event of a local outbreak the wearing of face coverings may be required to be re-introduced in communal areas or classrooms.			
General Transmission of respiratory infections	Staff, Students / pupils / wider contacts	**Visitors/ contractors etc.** Ensure all visitors / building users are aware of any school specific expectations. Volunteers, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk. Open receptions have been previously assessed and perspex screen(s) fitted may be retained.	In the event of a local outbreak additional measures may be required. School outbreak management plan to consider any individual events. Be prepared to			

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wider use of school by 3rd parties / beyond school day	Spread of respiratory infection including COVID 19	Hand sanitiser available at entrance / reception points. **Hiring and lettings** No set restrictions on indoor / outdoor capacity limits beyond what the school chooses to impose. Lettings have resumed at Bridgewater. Room layouts and areas able to be accessed agreed with hirer. Welfare facilities and adequate supplies of soap/water, paper towels, hand sanitiser etc. are provided. Consider how well ventilated the hired space is and if this can be improved, for example by opening windows / doors where appropriate. All areas used, particularly touch surfaces are cleaned after use / before occupation by school. **Performances** For all indoor spaces, maximise natural ventilation (through opening windows and doors or using mechanical systems wherever possible- see ventilation and music). All performances have resumed - windows and doors are open in the hall when they take place, to aid ventilation.	change or cancel events depending on the scale of the outbreak, associated risks, and advice from the HCC Public Health team.			
General Transmission of respiratory infections **Curriculum activities**	Staff, Students / pupils Spread of respiratory infection including COVID 19	**PE / school sport** No restrictions on how many people can take part in sport indoors / outdoors. No set restrictions on activities – continue to follow relevant National Governing Bodies guidance. All PE and Sport has resumed including fixtures with other schools. **Science / DT** For secondary science and DT see also CLEAPPS advice (GL343) for suggested considerations in undertaking practical work. CLEAPSS Home page **Music Singing and wind / brass instruments** No limits on the number of people who can sing indoors or outdoors. However, there is increased risk of aerosol transmission with volume and larger numbers of individuals within a confined space. All singing has resumed - windows and doors are open in the hall when they take place to aid ventilation. Where using indoor spaces ensure good ventilation through the use of mechanical systems and/or opening windows and doors. Use larger rooms with high ceilings (school hall) for larger groups. Additional guidance and supplementary risk assessment on music lessons in school has been produced by Herts Music service. https://www.hertsmusicservice.org.uk/schools-area/covid-guidance-for-schools-herts-music-service.aspx				

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		Offsite visits Separate Off site visits risk assessment to be undertaken and include IPC measures. Evolve used for all trips. For international travel see Travel to England from another country during coronavirus (COVID-19) - GOV.UK (www.gov.uk)	Requirements (and broader international travel policy) may be subject to change, contingency plans required.			
General Transmission of respiratory infections **Canteen use / lunchtimes**	Staff, Students / pupils / wider contacts Spread of respiratory infection including COVID 19	Reinforce good hand hygiene prior to eating food. Hand sanitiser available at entrance point / within canteen. At Bridgewater, children wash hands with soap and water before lunch. One MSA is in the dining room cleaning tables when required. **Canteen use** Food operators continue to follow Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes. Payments should be taken by contactless methods wherever possible. (Risks from fingerprint contact payment considered low if handwashing / sanitizing is enforced).				
General Transmission of respiratory infections **Minibus use**	Staff, Students / pupils / wider contacts Spread of respiratory infection including COVID 19	Vehicle contact points (handles, keys, display and controls etc.) to be cleaned regularly (sanitiser / disinfectant wipes to be available on the vehicle). Use hand sanitizer on entering / leaving vehicle. Switch ventilation systems on and set to draw fresh air in, not recirculate air to improve ventilation. Windows to be open for ventilation (open partially if cold). Minibus is not used often - driver to take responsibility for cleaning contact points listed above before each journey.				
General Transmission of respiratory infections **Provision of first aid**	Staff, Students / pupils / wider contacts Spread of respiratory infection including COVID 19	People involved in the provision of assistance to others should pay particular attention to good hand hygiene. Wash hands before / after treatment and ensure the affected area is cleaned upon completion. Wear PPE appropriate to the circumstances. All PPE should be worn properly and removed with care. Wash hands immediately and thoroughly before and after removing PPE. **See also 'provision of personal care' and 'Suspected case whilst working on site'.** First aiders to be aware of advice on CPR from The Resuscitation Council https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19				

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General Transmission of respiratory infections **Provision of personal care**	Staff, Students / pupils / wider contacts Spread of respiratory infection including COVID 19	Additional PPE in place if required e.g., for intimate care, to be risk assessed and to be based on nature of task and level of contact (e.g., disposable apron, gloves, fluid resistant surgical mask (type IIR) and if there is a risk of splashing to the eyes e.g., coughing, spitting, vomiting then eye protection (e.g., face shield / visor) should be worn.) Ensure any reusable PPE is cleaned after use. If direct care of student with COVID symptoms (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves. All PPE should be worn properly and removed with care. Wash hands immediately and thoroughly before and after removing PPE.				
General Transmission of respiratory infections **Lack of awareness of school controls**	Staff, Students / pupils / wider contacts Spread of respiratory infection including COVID 19	All staff consulted on plans and risk assessment. Parents/ carers and pupils informed of measures in place to protect them. Posters will be displayed in the reception, welfare areas and in suitable places around site. Volunteers, peripatetic, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk.	Staff to be reminded at inset Sep 22			
Outbreak leading to reduced Staffing levels	Staff, Students / pupils Spread of respiratory infection including COVID 19 Wider safeguarding / safety risks	Dynamic decisions on staffing levels made dependent on numbers / needs of pupils present in school. Reviewed to ensure adequate number of staff in attendance to maintain an appropriate ratio with pupils and ensure key competencies (first aid etc maintained) Options such as supply staff, splitting classes, SLT cover, partial closure may be required in event of staff shortages.	Local operational decisions on partial closure / closure to be made in event of insufficient available staff to supervise pupils. With a move to remote learning in such circumstances for those pupils affected.			

Relevant links

People with symptoms of a respiratory infection including COVID-19

People with symptoms of a respiratory infection including COVID-19 - GOV.UK (www.gov.uk)

Living safely with respiratory infections, including COVID-19

Living safely with respiratory infections, including COVID-19 - GOV.UK (www.gov.uk)

Previous sector specific workplace guidance is now covered in a general document Reducing the spread of respiratory infections, including COVID-19, in the workplace - GOV.UK (www.gov.uk)

Guidance for people previously considered clinically vulnerable
Guidance for people previously considered clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)

Guidance on infection prevention and control for COVID-19 https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control

Multiple COVID-19 guidance documents have been published by UKHSA and other government departments since the start of the pandemic. The majority of COVID-19 guidance was removed on 1st April and UKHSA will be the focal point for ongoing public health advice, marking a transition to the management of COVID-19 in a way that is similar to other respiratory illnesses.

Previously linked guidance withdrawn on April 1st 2022

- Guidance for educational settings
- Actions for schools COVID operational guidance
- Contingency Framework
- Protective measures for holiday and after-school clubs
- Cleaning after a positive / symptomatic case on site Cleaning of non-healthcare settings
- First aid guidance: guidance for first responders
- Face coverings when to wear one, exemptions and what makes a good one
- Coronavirus advice for pregnant employees