



**When complete this form must be added to your generic assessment library or site specific file**

Location Woodchurch High School		Date assessment 17.11.21	Assessment undertaken By Mr C Hall .	
Activity Full School Opening – Prevention of Coronavirus (Covid 19)		Review On going date	Signature C Hall	
<b>(1) Hazard</b>	<b>(2) Who might be harmed and how?</b>	<b>(3) What controls exist to reduce risk?</b>	<b>Risk H/M/ L</b>	<b>(4) What action could you take to further reduce risk?</b>

<p><u>Awareness of Policy and Procedure</u> <u>Covid Control Measures</u></p>	<p>Staff , Pupils , Visitors , Non-adherence to policy or current guidance, cause further injury or transmission of the virus. Failure to comply with legislation, risk of litigation.</p>	<ul style="list-style-type: none"> <li>● Health and Safety Policy, First Aid Policy, Infection Control Guidance and Procedures in place and trained staff available.</li> <li>● All staff have regard to all relevant guidance and legislation including, but not limited to, the following: The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 The Health Protection (Notification) Regulations 2010 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' DofE and PHE (2021) 'COVID-19: guidance for educational settings' - And updated versions.</li> </ul> <p>Health and Safety at Work Act 1974</p> <p>Management of Health and Safety at Work Regulations 1999</p> <ul style="list-style-type: none"> <li>● The Risk Assessment is a live document and staff must be aware that they have a responsibility to dynamically assess any risks they encounter and actively take steps to reduce the risk, protect themselves and others. They are responsible for their own safety and must follow guidance given by their employer.</li> <li>● Updated guidance provided to staff on changes to Covid measures and controls.</li> </ul>	<p>Low</p>	<p>Full staff briefing on First day back by SLT and Health and Safety Officer.</p> <p>Changes to Risk Assessment and procedures All staff e-mail communication.</p>
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<b>(1) Hazard</b>	<b>(2) Who might be harmed and how?</b>	<b>(3) What controls exist to reduce risk?</b>	<b>Risk H/M/L</b>	<b>(4) What action could you take to further reduce risk?</b>
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<p><u>Hygiene Standards</u></p>	<p>Staff, pupils, visitors Poor hygiene standards. e.g. not hand washing, or using sanitiser will increase risk of infection.</p> <p>Not Cleaning surfaces or contact points e.g. door handles. Spread of virus by respiratory droplets. Failing to maintain regular.</p>	<ul style="list-style-type: none"> <li>● Staff are made aware of the school's infection control procedures in relation to coronavirus via e-mail and staff briefings</li> <li>● Parents are made aware of the school's infection control procedures in relation to coronavirus via <b>e-mail</b> – they are informed that they must contact the school as soon as possible if they believe their child has coronavirus /tested positive as guidance on isolation periods will be given.</li> <li>● Pupils are advised of controls in place via assemblies, notices throughout the building and staff guidance and class talks from the Health and Safety Officer.</li> <li>● The Risk Assessment is regularly reviewed in line with current Government and Public Health England advice.</li> <li>● The school monitors controls in place and will amend or adjust the controls in order to comply with current guidance and ensure they continue to remain effective.</li> </ul> <ul style="list-style-type: none"> <li>● Posters and Visitor notices are displayed school reminding pupils, staff and visitors to wash their hands, at regular intervals and before entering and leaving the school.</li> <li>● Promotion of Catch It ,bin it , Kill it measures continue and will be emphasised on a regular basis.</li> <li>● Liquid soap and hand sanitiser are readily available.</li> <li>● Where necessary pupils are supervised and supported by staff to maintain regular hygiene.</li> </ul> <ul style="list-style-type: none"> <li>● Increased cleaning regime in place. additional cleaning during day.</li> <li>● . Departments advised on cleaning / sanitising processes in place.</li> </ul>	<p>2x3-6 Low</p>	<p>Reinforce Catch it , Bin It , Kill It and regular hand hygiene</p> <p>Year group talks from Health and Safety Officer to promote - Catch it , Bin It , Kill it and revised measures in place for return in Sept 2021</p>
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- Additional PPE not required other than would be required normally for a persons role or activity..
- Sanitiser and tissues in all rooms. Catch It , Bin It , kill It signs displayed.
- Clean surfaces sneezed or coughed on.
- Deep cleaning of premises can be completed by the premises and cleaning staff which follows national guidance and compliant with the Health and Safety Policy.

Suspected case of Covid 19 – Ill Health

Staff, Pupils and Visitors – Contracted Covid 19 whilst at School. Medical condition places person at higher risk if infected.  
Other staff or pupils infected through failing to comply with control measures and policy.

- All staff and pupils advised not to attend school if displaying any of the Covid Symptoms or they have tested positive. All advised to obtain a PCR test and follow current NHS advice regarding isolation and close contacts.
- Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, should be referred to the SLT and Health and Safety Officer. PHE and NHS advice will be followed , the person will be sent home and advised to obtain a PCR test as soon as possible.
- Staff act in line with PHE guidance and infection control procedures and ensure that any unwell pupils/staff are isolated from others, and are supervised at all times.( Nurse office to be used until pupil/staff member leaves school.)
- Areas used by unwell staff and pupils are appropriately cleaned once vacated. Including Nurse office and any toilets used.
- If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection.
- Non-contact thermometer available to test temperature.
- Parents advised to collect pupils from school.

2x3-6  
Low

III Health positive case.

- Member of staff to remain with any unwell pupil at all times until collected by parent/guardian. Maintain a 2m distance from the suspected case  
Use PPE – Face mask,/ gloves if close contact is necessary.
- Staff and Pupils who test positive on a PCR test not to return to school until well and after the isolation period advised by PHE. (Currently 10 days from date of first symptoms or date of test) Must also contact Test and Trace team.
- Parents to notify school if their child has impaired immune system or vulnerable to infection. –. Specific children may be subject to individual Risk Assessment
- Pupils who have Covid symptoms and who do not take a PCR test to confirm, increase the risk to others if they attend the school. The school may refuse to allow them to attend if they are a risk to others.
- Staff are encouraged to be vaccinated and seek medical guidance regards their individual needs.
- Contact with local Authority Public Health and protection teams will be made in the case of any suspected outbreak within the school. Current guidance and advice from them will be followed and additional controls may be reintroduced at any time.

2x3=  
6  
Low

**Spread of Infection - household cases.**

Staff , Pupils, Visitors  
at increased risk of  
transmission from  
potential positive case.

- Pupils who have family members who have tested positive or they have the main symptoms of Covid will be asked to take a PCR test. If negative and in order to continue to attend school they should then carry out daily LFT at home for 5-7 days starting on the day they were first exposed to the household case. If the test is negative each day the child can continue to attend school . Parents must update the school with each daily result.  
Pupils will continue to attend if they remain symptom free and tests negative.

2x2=  
4

Additional communications to parents and pupils informed in forms/assembly .

Additional LFT kits available for any person requiring them.

**Spread of Infection**

Staff, pupils , visitors at increased risk due to CEV status.

- Shielding periods have ended. Individual Risk Assessments may still be carried out for those who are extremely clinically vulnerable. CEV staff can still attend the work place and should take extra precautions and follow any medical advice they have been given to minimise the risk to themselves.

2x3=  
6  
Low

- CEV pupils subject to individual assessments and expected to attend school unless medical advice/direction states not to.

- Pregnant staff are subject to individual risk assessments.

- All staff to monitor themselves and others and be aware of symptoms to watch for. Report any suspected case to the Headteacher and Health and Safety Officer.

**Testing in Schools – September 21**

Staff, pupils , visitors risk off transmission through close contact or contamination during testing process.

- Staff reporting sick must do so in accordance with current Policy.

- Asymptomatic Testing Station (ATS) in place for pupils. 2 tests 3-5 days apart will be conducted for pupils on return in September.

- Staff and pupils will continue to test regularly (twice a week) .This is still recommended following review in September and will continue. Anyone who tests positive will be advised to self isolate follow NHS guidance and take a PCR test. If they test positive on a PCR they will be contacted by NHS Test and Trace.

- School will no longer be conducting track and trace procedures for positive cases,

Low  
2x3=  
6



they may be required to assist the NHS if contacted.

- As of 16<sup>th</sup> August 2021 staff that are double vaccinated and pupils under 18 years old will not have to isolate if identified as a close contact they will be advised to obtain a PCR test.
- If contacted by NHS Test and Trace staff or pupils will be advised by them to obtain a PCR test and if positive will follow NHS advice re isolation. (see also Spread of Infection – household cases)\_
- Regular testing of teachers and pupils reduces potential spread of infection from asymptomatic cases. This regular testing is now self administered for staff and pupils at home. Results are e-mailed to school and NHS Covid Reporting by the individual.
- LFT kits regularly distributed to staff and pupils who have consented.
- Separate RA in place for testing station.
- Testing applies to all pupils and staff that have consented to the process. Results uploaded to NHS database and notifications sent via e-mail and text.
- Clinical waste disposed of by contractor.
- IT systems in place for consent management and test recording.
- Designated room used for process. Testing station format and process in accordance with National ATS programme.
- Approved external agency used to facilitate testing supported by school staff.

Any additional LFT kits required by pupils/staff with household cases to be available .

Testing –Positive Cases – failure to follow guidance

Staff,pupils,visitors  
increased risk of  
transmission and ill  
health

- Testing is voluntary all staff and pupils are encouraged to participate.
- Home test kits provided for staff and pupils to test themselves twice per week.
- Parents must inform the school if their child has had Covid 19 and is returning to school in order that the correct isolation time following infection is followed.
- . An on site testing provision will remain for limited circumstances where testing at home cannot be achieved.
- Records maintained of positive cases and isolation periods.
- Positive cases from LFT's to take PCR test to confirm they are positive.
- They must isolate whilst waiting for the result.
- If the PCR is negative and taken within 2 days of the LFT , they can return to school providing they have no symptoms.

2x3=  
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Low

**Communication /Information**

Staff , Pupils , Visitors  
Reputation of school  
damaged due to  
misinformation.  
Information not acted  
upon or advice sort.  
Poor communication  
reduces compliance  
with policy and control  
measures. Continued  
communication to staff,  
pupils and parents  
reduces stress and  
reduces risk.

- Staff to report to Headteacher/SLT any suspected cases of Covid 19 within school.
- Local authority will be contacted in case of any suspected outbreak following contact from NHS test and Trace. Regular reporting to the local authority no longer required.
- Additional precautions and actions will be put into place if advised by LA Health Protection Team should there be a confirmed outbreak or enhanced measures are required.
- Staff and Parents to be updated regularly on status of school, changes to any operational running or Covid controls.
- External contractors to be informed prior to any attendance and advised of Infection control measures in place if applicable.

2x2-4  
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Contingencies – Stepping Measures up and down

Staff, pupils , visitors at risk of transmission of virus if addition measures / previous controls not introduced effectively.

- School will reintroduce controls as appropriate if advised or directed by Government or Public Health as required to break chains of transmission in response to increases in positive cases or as part of an enhanced response package for local areas.
- Controls may include and are not limited to-
  - Introducing Year group ‘bubbles’
  - Use of face masks /coverings
  - Changes to school timetable.
  - Social Distancing
  - Essential visitors only.
  - Remote learning for pupils.
  - Limiting external trips.
  - Limiting use of shared resources /equipment.
  - Limiting sporting or other activities.
  - Introducing on site testing.
  - Limiting attendance of pupils following government direction.

Careful consideration will be given to any measures reintroduced and the local Authority will be consulted in accordance with the contingency framework guidance.

School Closure.

Following Outbreak or localised Lockdown

Staff and Pupils.  
Closed due to  
Government direction  
or advice – Policy or  
directed by law.  
Advice or direction  
from Public Health  
Team following  
outbreak.

- Pupils to be informed by teaching staff and assured of continued support and education. Expectations for working from home and how this will be accomplished. Provisions made by Headteacher for continued education of pupils at home
- Communication to parents re direction or policy from Government on closing schools include regular updates.
- Sufficient IT support for both staff and pupils if necessary supply of equipment to pupils who do not have on line access at home. Pupils to have access to necessary reading and educational materials at home.
- Behaviour and conduct codes will continue to apply to both staff and pupils whilst working remotely ,
- On line learning provisions in place for pupils.
- Staff experienced in remote teaching and instructions and equipment provided to new staff to maintain this provision when required for individual pupils or larger groups.

2x2-4

Low

## School Closure

Following Outbreak or localised Lockdown

Return to school September 2021- 'Bubbles'  
Movement /Meetings.

Staff , pupils , visitors  
transmission of virus  
Covid 19

- Staff to be reminded of GDPR and Data Protection principles when working from home. .
- Additional Health and Safety Advice circulated - Safety Matters and local Authority guidance to staff working from home.
- Establish communication lines for staff to line managers and regular updates on status of school and developments to be sent to all staff.
- Deep cleaning of school to be arranged when necessary in accordance with current guidance and necessity.
- Guidance given to staff on specific meetings – faculties /pastoral teams and whole staff meetings – Staff should continue to maintain space from each other no minimum requirement. Specific entrance and exits for staff to prevent congestion and reduce risk may still be followed.
- Staff welfare supported with staff bases remaining in use allowing easy communication and interaction and a breakout area for staff.
- Morning briefings available on Google teams.
- Staff reminded of personal responsibility for their safety and that of colleagues and pupils.
- Regular contact and face to face support from school leadership and department heads is vital to the operational running of the school.
- Staff and visitors advised on use of masks / face coverings as per change of guidance – communal area's.
- Advised to change face coverings if they become damp during the day.

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Low

- Pupils arriving at school with face masks advised to store in plastic bags until needed. Wash hands after putting on or removing.
- Disposal of temporary face coverings into black bag waste bins.

Return to school September 2021- 'Bubbles'  
Movement /Meetings.

Pupils ,staff , visitors –  
Transmission of virus.

- Year Group bubbles are no longer required. They can be reintroduced if required for any contingencies or outbreaks.
- Assemblies will consist of year group only where practicable.
- Entrance and exit points designated for each year group,- reduced contact and grouping of pupils.
- Pupils advised they will still require Face masks for travel on public Transport and school bus services.
- Pupils advised to walk/cycle where possible to school.
- Individual RA for pupils that require additional support who may be at a higher risk due to health .SEND team aware.
- PPE available for staff re First Aid and if required for closer contact with pupils that have additional needs.
- Break Lunch times - staggered release.
- Designated break and lunch areas for each year group will continue as this has proved beneficial to the general running of the school.

2x3=  
6  
Low

Sports activities

Staff , pupils , visitors,  
transmission of virus  
risk.

- All sports conducted in accordance with national body guidance and grassroots sports providers guidance.
- Equipment still to be subject to regular cleaning and disinfection.
- DofE operational guidance to be followed for sports and drama activities.
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2x3=  
6  
Low



(1) **Hazard**

Return to school September 2021- 'Bubbles' Movement /Meetings.

(2) **Who may be harmed and how ?**

Staff , Pupils , Visitors  
Transmission risk of virus.

(3) **What controls exist to reduce the risk?**

- Handwashing regularly and use of sanitiser to be encouraged by staff.
- Toilet and wash basin area's to be monitored and during break and lunch time.
- 'Walk on the Left' rule , to prevent crowding, ensure movement around school and reduce contact .This will remain the case for general safety reasons.
- Entrance and exit from classrooms at end of each period to be controlled by staff, - Exit and entry in single file, prevent close contact.
- Break and lunch periods to be monitored.
- No physical contact between pupils/staff other than for safety reasons or to assist in pupils personal needs.
- Pupils wearing face coverings on arrival at school to remove them and place in a plastic bag of their own. Discourage from touching their face and instructed to wash hands after removing
- Staff and pupils advised not to share any personal items.
- Equipment / resources shared within to be regularly cleaned and sanitised, or left for up to 48hrs ( 72 hrs for plastics) before further use. – Departments already advised and will continue to facilitate this.

Low

(4) **What action could you take to further reduce the risk?**

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(1) Hazard	(2) Who may be harmed and how ?	(3) What controls exist to reduce the risk?		(4) What action could you take to further reduce the risk?
<p><u>Return to school September 2021- 'Bubbles' Movement /Meetings.</u></p>	<p>Staff,pupils , visitors risk of transmission of virus.</p>	<ul style="list-style-type: none"> <li>● Classroom doors and windows to be opened to increase airflow within building. All staff advised that ALL doors to be closed when evacuating building or in event of a critical incident.</li> <li>● Additional cleaning products /ant-bac wipes for staff to use in between lessons where use of shared resources is unavoidable. Dept technicians to ensure adequate supplies.</li> <li>● Wash basins within classrooms to be utilised for handwashing where practical – Food technology /Art/ Science to reduce demand on toilet area's.</li> <li>● Confiscated coats and other items to be placed in individual plastic bags , labelled if necessary and not placed in contact with other pupils personal possessions.</li> <li>● Staggered lunch times for year groups. Staff in each classroom to stagger release of each class to prevent congestion on corridors and stairwells.</li> </ul>	<p>Low 2x3= 6</p>	

(1) **Hazard**

Return to school September 2021- 'Bubbles'  
Movement /Meetings.

(2) **Who may be harmed and how ?**

Staff , Pupils , Visitors  
Transmission risk of virus.

(3) **What controls exist to reduce the risk?**

- Classroom desks facing forwards. Where practicable.
- Movement around classroom only as necessary.
- 2m social distancing no longer required staff and pupils however reminded to allow space between each other.
- Staff not to face each other across desks or work space areas.
- Staff rooms not to be over occupied , teachers to use classrooms when able to reduce demand on staff bases..
- Staff to ensure general hygiene in staff bases maintained.
- Staff shared resources to be regularly cleaned after use. Kettle/microwave.
- Hand sanitiser to be available in staff bases. Soap and paper towels for all sink area's.
- Offices and staff bases to be ventilated – open window and doors throughout the day.
- 'Internal' office rooms – No windows, - Doors to remain open to increase airflow. Limit number of users to allow for social distancing.
- Reminder to all staff of close contact guidance and limiting any potential close contact circumstances where able to do so.

(4) **What action could you take to further reduce the risk?**

(5) <b>Hazard</b>	(6) <b>Who may be harmed and how ?</b>	(7) <b>What controls exist to reduce the risk?</b>		(8) <b>What action could you take to further reduce the risk?</b>
<p><u>Return to school September 2021- 'Bubbles' Movement /Meetings.</u></p>	<p>Staff , Pupils , Visitors Risk of transmission of virus.</p>	<ul style="list-style-type: none"> <li>● PPE supplied for SEN Staff and support staff that require it for the support of pupils with additional needs / personal care.</li> <li>● Individual Risk Assessments for pupils who may have been classed as extremely clinically vulnerable. CEV pupils should attend school unless medical guidance advises not to .</li> <li>● As far as practically achievable same support staff to have contact with individual pupils that require closer support – personal needs/feeding etc.</li> <li>● Use of school minibus to transport pupils only when necessary for educational purposes. Vehicles to be cleaned after use and prior to other year group use. Face masks are obligatory for all passengers and driver. (As per public transport – unless exempt) Masks are available in the vehicles.</li> <li>● Science / Tech / Art departments to follow additional guidance from CLEAPPS,</li> <li>● Visitor Notices and information at all main entrance points. No entry for any person displaying symptoms or whom has tested positive and should be isolating. Visitors policy in place.</li> <li>● Full visitor details to be recorded for Test and trace purposes.</li> <li>● Face Masks available at reception. All visitors to be advised they may be worn in communal area's or corridors this is no longer a mandatory requirement.</li> </ul>	<p>2x3= 6 low</p>	<p>Additional guidance notices within vehicles.</p>

- Sanitise hands before entering building and upon leaving. Visitors encouraged to wash hands regularly whilst within school.
- Previous controls for visitors may be reintroduced at any time depending on Public Health advice and any change in the transmission rates within school.

Emergencies

Staff, Pupils  
Inadequate number of staff to supervise pupil numbers.  
Risk of injury. –Fire or other evacuation emergency.

- Emergency Contact details for staff and pupils are up to date and accessible.
- Parents to be contacted as soon as possible in the event of an emergency. Parents to be advised immediately if their child is unwell and showing symptoms of Covid 19. Parents will be advised as per PHE / NHS guidance and informed of any steps taken by the school e.g. isolating the pupil until collected by parents.
- Fire Procedures remain the same – i.e. method of evacuation and follow current drill.
- Specific guidance and advice given to SEND staff where necessary.
- Accidents – First Aid – trained staff reminded to record accidents and report to H&S Officer. PPE essential when bodily fluids are present or risk of exposure.
- Although additional PPE is not required for First Aid unless treating a person with suspected Covid 19 , PPE is available for use guidance signs and notices are displayed in First Aid room. Additional PPE available in Sports Centre First Aid Kit.
- PPE – Additional Face Mask and Aprons added to Mini bus and First Aid kits .

2x2=  
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Low

- Social distancing in the event of an evacuation or critical incident will not apply current drills and procedures to be followed.. Staff and pupils should still evacuate in an orderly manner and maintain distance from each other where possible.

Higher Risk to Black/Minority ethnic groups

Staff and Pupils who are within this group area at increased risk – Not extremely vulnerable as per NHS definition, but current information indicates that Covid 19 is a greater risk to their health.

- BAME pupils and staff should continue to follow current covid guidance. Although many controls have been reduced they may still exercise extra precautions, maintaining hygiene, keeping distance between others and use of face coverings in communal areas.

2x3-6  
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Additional Guidance.

. Staff, Pupils, Visitors and parents not following NHS advice.

- Those seeking further advice to contact NHS direct or seek advice from the NHS web pages – PHE stay at home guidance for households with possible or confirmed coronavirus (Covid 19) infections.

2x3-6  
Low

- Notification to parents to advise on system now in place regarding classification of close contacts and isolation. Children under 18 no longer required to isolate if a close contact, advised to obtain PCR

- Staff advised on vaccination would exempt them from needing to isolate if identified as

- Pupils and staff will continue home testing until end of September 2021. This will be reviewed.

Additional Parent Mail messages to be sent.



- Pupils that are required to isolate will still be supported with remote learning.

Vertical line 1

Vertical line 2

Vertical line 3

Vertical line 4

Vertical line 5

Vertical line 6

Ventilation  
Increase fresh air to reduce risk from respiratory droplets

Use of Air Conditioning Systems- Highlighted by CIBSE Report – Wirral Local Authority Notification.

Pupils, Staff and Visitors. Recirculation systems can spread Covid 19 Virus (pathogens). Within a room increasing risk.

Fresh air and increased throughput reduces risk

Air conditioning systems can be used as now considered low risk. – Further guidance from HSE sought and received. **Consultation with HSE and Updated CIBSE report systems can be used with following controls:**

- **Rooms with windows and Air conditioning can use the system and open windows to supplement with fresh air.**
- **Air handling systems will be maximised for fresh air flow. All maintained regularly in accordance with manufacture recommendations.**
- **Co2 monitoring may be introduced with a pilot project from PHE.**
- **All area's to be ventilated with open windows and doors as much as possible .**
- **Comfortable working environment to be maintained with heating.**
- **Doors may be propped open – excluding fire doors.**
- **In event of fire evacuation – fire wardens will ensure all doors closed.**
  
- **Closed environments – Server Rooms will continue to operate Air Con subject to access controls. - Face Mask to be worn, limited time in room under 30 min. Authorised persons only, Sanitise hands before and after entering.**

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### Face Mask / Coverings.

Guidance is already given to staff/pupils using masks/face coverings for travel on public transport and specialist school transport.

Staff/Pupils/ Visitors  
Potential spread of virus from respiratory droplets.

Virus spread through poor hygiene and use of masks

- Staff , visitors and pupils are not required to wear face coverings. They may choose to do so in communal areas if they wish. Reintroduction to be reviewed on regular basis and is also a contingency measure should this measure be required or advised.
- Contingency stock available in school of face masks.
- Visors may be worn but do not offer the same level of protection in respect of protection from respiratory droplets. Visors only to be used for close contact situations where communication would be significantly impeded by the use of a mask/covering.
- Other PPE may be used as per individual risk assessments for staff or pupils.

2x2-4  
low

### Test and Trace Procedures

Effective Test and Trace procedures required to limit potential spread of virus through contacts.

Pupils , Visitors , Staff  
Inadequate measures or non-compliance could risk further transmission of the virus.

- NHS QR Code system in operation for each site - Main School and Sports complex for visitors requiring to use it.
- Test and Trace procedure now conducted by NHS test and trace – assistance given when requested.
- Parents and staff notified to assist NHS test and Trace when required to do so.
- Database to monitor return dates and cross reference to Test and Trace advice.

2x2=  
4  
Low

- Visitor and contractors required to sign in and provide contact details.

- Seating plans and timetables updated for test and trace procedures – teaching staff responsible for providing accurate information.

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Risk Rating	Action Required
17 - 25	<b>Unacceptable</b> – stop activity and make immediate improvements
10 – 16	<b>Tolerable</b> – but look to improve within specified timescale
5 – 9	<b>Adequate</b> – but look to improve at review
1 – 4	<b>Acceptable</b> – no further action but ensure controls are maintained

HIGH -17-25

MEDIUM – 10-16

LOW 1-9

Likelihood:

- 5 – Very likely
- 4 – Likely
- 3 – Fairly likely
- 2 – Unlikely
- 1 – Very unlikely

Consequence:

- 5 – Catastrophic
- 4 – Major
- 3 – Moderate
- 2 – Minor
- 1 – Insignificant

(1) List hazards **something with the potential to cause harm** here

(2) List groups of people who are especially at risk from the significant hazards which you have identified

List existing controls here or note where the information may be found. Then try to quantify the level of risk **the likelihood of harm arising** that remains when the existing controls are in place based on the number of persons affected, how often they are exposed to the hazard and the severity of any consequence. Use this column to list the controls that you might take and develop all or some of that list into a workable action plan. Have regard for the level of risk, the cost of any action and the benefit you expect to gain. Agree the action plan with your team leader and make a note of it overleaf. If it is agreed that no further action is to be taken this too should be noted.

