School Covid-19 Risk Assessment & Checklist

School:	**Our Lady's Catholic High School**
Address:	**Fulwood, Preston**
Completed by:	**Julia Scott/Frank Grundy**
Date:	**9/3/22**
Proposed review date:	**Ongoing**

Instructions

As an employer, you must by law protect workers and others from risks to their health and safety. This includes risks from COVID-19.

COVID-19 is a workplace hazard and it must now be managed in the same way as other workplace hazards. This includes:

- completing a suitable and sufficient assessment of the risks of COVID-19 in the workplace and
- identifying control measures to manage the risk.

Failure to carry out a suitable and sufficient risk assessment and put in place sufficient control measures may be considered a breach of health and safety law.

You must regularly review and update your risk assessments - treating them as 'living documents', as the circumstances in your school and public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned. For more information on what is required of school leaders in relation to health and safety risk assessments and managing risk, see the advice on the government website: health and safety advice for schools or the Health and Safety web pages via the Schools Portal.

Text highlighted in yellow relates to **new** amendments to the content.

Potential hazards & guidance on how to control them	Do you believe the hazard is adequately controlled? **Yes or No**	Recommended Controls Measures Control measures must be amended to reflect the circumstances of your workplace by removing, adding, or amending content below.
Reduce the risk of the virus spreading through aerosols		
When school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained. Arrangements should balance the need for increased ventilation while maintaining a comfortable temperature. Schools should follow LCC's Simple Steps for Good Ventilation guidance and complete the Ventilation Checklist. Specialist advice and assistance on ventilation measures can be obtained from the Building Services Engineers duty.engineer@lancashire.gov.uk.	Yes	• The Ventilation Inspection Checklist has been completed and is attached as an appendix to the "COVID Secure Risk Assessment". • Any required actions as an outcome from the ventilation inspection have been implemented or are being progressed accordingly (see details in action plan section). • In accordance with the ventilation checklist school will ensure that appropriate ventilation is available in all occupied spaces. • CO_2 monitors distributed in school.
Reduce the risk of the virus spreading through social contact		
COVID-19 can still be spread through social contact. The risk can be mitigated by reducing the number of people staff and pupils come into contact with during the day. It is no longer necessary to keep children in consistent groups ('bubbles'). This means that assemblies can resume, and there is no longer a need to make alternative arrangements to avoid mixing at lunch. You should make sure your contingency plans (sometimes called outbreak management plans) cover the possibility that it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups. Any decision to	Yes	• New guidance means that there are no restrictions in place for schools. However, all staff and pupils remain aware of the benefits of minimising social contact. • An outbreak management plan is in place outlining how the school will operate if there is an outbreak in the school or local area.

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recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.		
Maintain good hygiene throughout the day		
Effective hand washing your hands is one of the easiest ways to protect yourself and others from illnesses such as Covid-19. Washing your hands properly removes dirt, viruses and bacteria and prevents them spreading to other people and objects which in turn can spread illnesses such as Covid-19. Public Health England provides best practice guidance on how to wash your hands.	Yes	• Staff, pupils and visitors are instructed to wash hands or use hand sanitiser regularly throughout the day particularly when they arrive at school, when they return from breaks, when they change rooms, before and after eating, after using the toilet, after touching shared resources or after touching their face, blowing their nose, sneezing, coughing. • Hand washing facilities are readily available. Where hand washing facilities are not readily available, hand sanitiser stations have been positioned to allow pupils and staff to clean their hands regularly. • Alcohol based hand sanitiser or wipes are not used in lessons or activities involving the use of naked flames e.g. in science labs or food tech classes. In these areas where necessary hands will be washed using soap and running water and dried thoroughly. • Pupils are reminded how to catch coughs and sneezes if a tissue is not readily available i.e. in the crook of the elbow rather than in the hands. • Posters display good hand washing technique and government guidelines on good respiratory hygiene. • First aiders will pay particular attention to sanitisation measures immediately before and following the administration of first aid.

| Potential hazards & guidance on how to control them | Do you believe the hazard is adequately controlled? **Yes or No** | Recommended Controls Measures

Control measures must be amended to reflect the circumstances of your workplace by removing, adding, or amending content below. |
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| | | • Staff who have assisted someone who has taken unwell with COVID-19 symptoms are aware of the need to follow appropriate handwashing guidelines.

• Staff handling deliveries will observe good hand hygiene. |
| **Reduce the risk of the virus spreading through contact with contaminated surfaces** | | |
| COVID-19 can still be spread through touching contaminated surfaces.

An appropriate cleaning schedule must be in place and maintained. This should include regular cleaning of areas and equipment.

Where cleaning is required after a known or suspected case of COVID-19, refer to the guidance on cleaning in non-healthcare settings.

Refer to the guidance on how to dispose of personal or business waste including face coverings and PPE. | Yes | • A cleaning schedule is in place.

• Rooms/shared areas are cleaned regularly;

• Repeatedly touched objects such as railings/bannisters, door and window handles, taps, desk/tabletops, computer equipment, MFDs, telephones and toilet facilities are regularly cleaned.

• Waste cleaning materials are disposed of in the usual way unless it is confirmed or suspected that they are contaminated as a result of a member of staff or pupil displaying symptoms. School follows the procedures set out in the Government guidance Cleaning in Non-Health Care Settings following a confirmed or suspected case of COVID-19 on site.

• Contaminated or suspected contaminated waste is double bagged, labelled and stored for 72 hours before being disposed of with general waste. |
| **Personal protective equipment & face coverings** | | |
| Directors of public health will continue to advise individual settings experiencing outbreaks on the need to introduce face coverings in school. Any local introduction of face coverings will | Yes | • Staff who are already using PPE to protect against non-COVID-19 risks, will continue to do so. Use of PPE has been determined by an assessment of risks in the workplace. |

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be subject to routine review and removed at the earliest opportunity. Pupils or students (in year 7 or above) should continue to wear face coverings on public and dedicated school transport, unless they are exempt. Most staff in schools will not require PPE beyond what they would normally need for their work. The guidance on the use of PPE in education, childcare and children's social care settings provides more information on the use of PPE for COVID-19. Additional PPE for COVID-19 is only required in a very limited number of scenarios: • if an individual child, young person or student becomes ill with COVID-19 symptoms and only then if close contact is necessary • when performing aerosol generating procedures (AGPs) No additional PPE should be necessary because staff are dealing with non-symptomatic children in a non-healthcare setting, therefore the risk of viral transmission is very low. **Delivering First Aid to pupils** Children and young people who require first aid should continue to receive care in the same way. No additional PPE is needed because of COVID-19 for anyone who does not have symptoms.		• Pupils or students (in year 7 or above) are encouraged to continue to wear face coverings on public and dedicated school transport, unless they are exempt. • First Aiders have read and follow the Government guidance for first responders and the HSE Guidance on First Aid during the coronavirus pandemic. • When caring for someone with COVID-19 symptoms a face mask should be worn if social distancing cannot be maintained and if contact is necessary, gloves, an apron and a face mask should be worn. • Additional PPE is made available in First Aid boxes and alongside Defibrillators. • Disposable gloves, an impermeable apron and a fluid resistant surgical face mask are to be worn when delivering hands on first aid to adults where close contact cannot be avoided. If a risk assessment indicates the likelihood of contamination by splashes, droplets of blood or body fluids, disposable eye protection (such as a face visor or goggles) will be worn. • Staff are aware of the need to report insufficient levels of PPE to their line manager. • Disposable gloves and impermeable aprons must be worn when cleaning areas that have been occupied by someone displaying COVID-19 symptoms. • Staff are aware of the arrangements for the safe use and disposal of PPE including face masks/face coverings.

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First Aiders should familiarise themselves with the Government guidance for first responders and the HSE Guidance on First Aid during the coronavirus pandemic. The safe removal of PPE is a critical consideration to avoid self-contamination. Staff should familiarise themselves with the Government guidance on the use of personal protective equipment. **Disposal of PPE** Disposal of used PPE and other waste should be in line with cleaning non-healthcare settings outside the home. Settings such as special schools that generate clinical waste should continue to follow their usual waste policies.		
Protect people at higher risk of infection		
There are some groups who are still considered to be at higher risk of severe illness from coronavirus. See guidance: people at higher risk from COVID-19, protecting people previously considered clinically extremely vulnerable from COVID-19, HSE guidance protect vulnerable workers during COVID-19 and Government Guidance, Coronavirus (COVID-19): advice for pregnant employees.	Yes	• The school works closely with parents of children previously considered extremely clinically vulnerable to support a return to school, carrying out an individual risk assessment as necessary. • An individual risk assessment has been completed for any staff member who has significant risk factors or who is experiencing mental health issues due to COVID-19.

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On-site provision should in all cases be retained for vulnerable children and young people and the children of critical workers. If settings must temporarily stop on-site provision on public health advice, they should discuss alternative arrangements for vulnerable children and young people with the Lancashire County Council. Further information is available in the guidance on supporting pupils at school with medical conditions. Extra consideration needs to be given to workers facing mental and physical health difficulties. Those previously considered clinically extremely vulnerable are no longer advised to shield but must continue to be supported by discussing with them their individual needs and supporting them in taking any additional precautions advised by their clinical specialist. Please refer to Government Guidance, Coronavirus (COVID-19): advice for pregnant employees.		• A new & expectant mother risk assessment and individual COVID-19 risk assessment has been completed for all pregnant staff.
Reduce the spread of COVID-19 by ensuring people stay at home if they are unwell or tested positive for COVID-19		
Staff and pupils are encouraged to follow safer behaviours including; • staying at home if they are unwell • taking a test if they have COVID-19 symptoms and staying at home and avoiding contact with other people if they test positive.	Yes	• Staff and pupils who feel unwell will be encouraged to stay at home and to take a test if they have COVID-19 symptoms.

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Staff and pupils who test positive will continue to be advised to stay at home and avoid contact with other people. After 5 days, they may choose to take a Lateral Flow Device (LFD) followed by another the next day - if both are negative, and they do not have a temperature, they can safely return to school.		• Staff and pupils who test positive will be advised to stay at home and avoid contact with other people. After 5 days, they may choose to take a Lateral Flow Device (LFD) followed by another the next day - if both are negative, and they do not have a temperature, they will be permitted to return to school. If the Day 5 test is positive, the individual can continue to take LFD tests until they receive 2 consecutive negative test results up to Day 10.
Reduce the risk of transmission through vaccination		
Vaccines are the best defence against COVID-19. They help protect young people and adults, and benefit those around them. Vaccination makes people less likely to catch the virus and less likely to pass it on. To book a vaccination, please visit: Book or manage a coronavirus (COVID-19) vaccination – NHS (www.nhs.uk).	Yes	• All eligible staff are encouraged to take up the offer of the vaccine, including boosters. School facilitates vaccinations for pupils over 12.
Reduce the risk for visitors and contractors		
Provide clear guidance on how to reduce the risk of spreading COVID-19 to people when they arrive. Coordinate and cooperate with other occupiers, where the site and facilities are shared including landlords and other tenants.	Yes	• Site guidance on minimising social contact and hygiene will be explained to visitors, parents/carers and contractors on or before arrival. Site rules are prominently displayed at all access points, including sanitising, handwashing, limiting close contact, not entering if symptomatic etc.
Reduce the spread of COVID-19 during Educational Visits		

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The travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and you must comply with international travel legislation and should have contingency plans in place to account for these changes. You should undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. Risk assessments should consider contingency arrangements for a number of possibilities including a participant developing COVID-19 symptoms during the visit or a member of staff developing COVID-19 symptoms before a visit and being unable to attend. General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP).	Yes	• International travel legislation will be complied with and contingency plans put in place to take into account the possible short notice changes to travel policy and restrictions. • A full and thorough risk assessment will be completed taking account of any public health advice, such as hygiene and ventilation requirements. The risk assessment will be approved depending on the visit type, either by the school via Evolve prior to the visit taking place. • Risk assessments will consider contingency arrangements for a number of possibilities including participants developing COVID symptoms whilst on the visit or a member of staff developing COVID-19 symptoms before a visit and being unable to attend. • The school will liaise with the venue/activity provider as part of the risk assessment process to ensure it has made its own assessment of the risk of COVID-19 and implemented suitable controls measures to prevent infection. Preliminary visits to the venue will be carried out if deemed necessary to check measures are place.
Keep pupils and staff safe when travelling		
Pupils (in year 7 or above) are encouraged to continue to wear face coverings on public and dedicated school transport, unless they are exempt. Up to date guidance on COVID-19 and school travel is available from the School Transport team.	Yes	• The control measures for dedicated transport have been aligned as far as possible with the principles underpinning the system of controls set out in school including ventilation, cleaning and hygiene. • When travelling on public or dedicated transport pupils, staff and parents are encouraged to wear a face covering.

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Managing a COVID-19 outbreak in school		
Please refer to PHE North West Schools Resource Pack for advice on managing COVID-19 cases and outbreaks For support on outbreak management please contact; COVID19-HealthProtection@lancashire.gov.uk School should have contingency plans outlining what action to take if pupils or staff test positive for COVID-19, or how school would operate if advised to take extra measures to help break chains of transmission. Guidance on what to include in contingency framework and information on what circumstances might lead to additional action, and the steps to work through, are contained the government guidance Contingency framework: education and childcare settings January 2022.	Yes	• An outbreak management plan is in place outlining how the school will operate if there is an outbreak in the school or local area. • Support is obtained as required from relevant teams including Lancashire Public Health Education Outbreak Management team. • School continues to record COVID-19 related absence in accordance with the information contained within the PHE North West Schools Resource Pack. • In the event of an outbreak any staff required to work from home will be supported to do so including ensuring they have suitable equipment, developing appropriate communication channels and looking after their physical and mental wellbeing.
Communication, consultation and training		
Employers have a legal duty to consult workers on health and safety matters. To help workers feel safe returning to work employers should consult with them on any health and safety measures that have been put in place to reduce the risk of COVID-19 spreading.	Yes	• Clear and up to date information and guidance on how to manage the risks associated with COVID-19 is available via the schools portal and Government website. • Staff are consulted when considering local arrangements. • Signage, posters and other instructions use simple, clear messaging to explain guidelines using images and clear language.

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Schools continue to engage with staff (including through trade unions and employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments.		
Stress & Anxiety		

Mental health is important, especially during times of uncertainty. The government has published guidance on the mental health and wellbeing aspects of coronavirus (COVID-19).
 	
The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available.
 	
The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.
	Yes	• The Headteacher and other senior staff monitor working arrangements and offer support and advice where necessary.
		• A procedure is available for individuals to report concerns over breaches of school safe working policy/guidelines so that intervention can occur.
		• A risk assessment addressing COVID-19 concerns for an employee has been completed for any member of staff raising concerns about their safety or well-being and appropriate control measures identified and implemented.
		• Staff are made aware of sources of information via the school portal that will assist their wellbeing such as:
		  ▪ Employee Wellbeing
		  ▪ MIND web site
		  ▪ H&S COVID-19 web page