

Lonsdale School: Risk Assessment Form

Risk Assessment Title	Environmental Risk Assessment for the Safe Opening and Running of the School with regards to Staff Absence and People with Symptoms of a Respiratory Infection including COVID-19 - February 2024					
Summary	To support a safe school environment	Risk Matrix:		Severity The worst harm you'd reasonably expect		
Purpose of this risk assessment	To minimise the risk of transmission of respiratory infection including COVID-19 To support a safe environment for pupils, staff and visitors Ensure school can open and run safely at times of high staff absence			Minor Up to 3 days off work	Serious Cannot work or do normal activities for over 3 days.	Major Permanent injury, illness or death.
Supporting documents	Health and Safety Policy Pupil Care Plan Pupil Risk Reduction Plan Pupil Moving and Handling Assessment Form Pupil Eating and Drinking Plan Pupil Health Care Plan (NHS document) Supporting Pupils with Medical Conditions Policy Hygiene Standards Document Intimate Care Policy Dress Code Individual pupil risk assessment (where necessary) Individual staff risk assessment (where necessary) Supporting Pupils with Medical Conditions Policy Staff Health and Attendance Policy	Likelihood of the worst reasonable harm happening.	Risk Ratings			
			Highly Unlikely	Trivial	Low	Medium
			May Happen	Low	Medium	High
Likely	Medium	High	Intolerable			
		UK Health Security Agency's (UKHSA) health protection in education and childcare settings guidance. Emergency planning and response for education, childcare, and children's social care settings (GOV.UK) updated May 2023 https://www.nhs.uk/conditions/covid-19/covid-19-symptoms-and-what-to-do/				

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What are the hazards?	Who might be harmed and how?	What are you already doing?	What is the risk?	What extra action is necessary?	Action by whom?	By When?	What is the new risk?	Actions Done (✓)
<p>People with symptoms of respiratory infections, including COVID-19</p> <p>Staff absence levels higher than usual</p>	<p>Pupils Staff visitors</p>	<p>Anyone with symptoms of a respiratory infection, such as COVID-19, and who has a high temperature or does not feel well enough to go to work or carry out normal activities is advised to try to stay at home.</p> <p>Children and young people who are unwell and have a high temperature should stay at home, where they can. Children and young people can return to school and resume normal activities when they no longer have a high temperature, and they are well enough to attend.</p>	<p>Severity serious</p> <p>Likelihood May happen</p> <p>Risk Rating Medium</p>	<p>Risk assessment shared with all staff.</p> <p>Risk assessment is available for parents/carers via the school website.</p> <p>Risk assessment is shared with the NHS teams who regularly work on the school site and visitors to the school.</p> <p>Staff and pupil absence reporting emails in place in addition to school's telephone lines.</p>			<p>Severity</p> <hr/> <p>Likelihood</p> <hr/> <p>Risk Rating</p>	
<p>People with symptoms of respiratory infections, including COVID-19</p> <p>Staff absence levels higher than usual</p>	<p>Pupils Staff visitors</p>	<p>Learning spaces and other areas in school have good ventilation, e.g. windows and doors leading directly to safe outdoor spaces. Frequently used areas will be routinely ventilated.</p> <p>Designated areas for outdoor learning. CO2 monitors were provided to identify areas where ventilation needed to be improved.</p>	<p>Severity Serious</p> <p>Likelihood May happen</p> <p>Risk Rating Medium</p>	<p>Pupils and staff can wear personal face coverings at school in busy areas but need to be mindful of communication difficulties for HI pupils and colleagues who may rely on lip-reading.</p>			<p>Severity</p> <hr/> <p>Likelihood</p> <hr/> <p>Risk Rating</p>	

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<p>People with symptoms of respiratory infections, including COVID-19</p> <p>Staff absence levels higher than usual</p>		<p>Most infectious diseases in education, childcare and children's social care settings can be managed by following the UK Health Security Agency's (UKHSA) health protection in education and childcare settings guidance.</p> <p>Dynamic decisions on staffing levels will be made dependent on numbers/needs of students present in school. Staffing levels will be reviewed to ensure adequate number of staff in attendance to maintain an appropriate ratio with pupils and ensure key competencies, e.g. first aid are maintained. Options such as supply staff, splitting classes, timetable changes, SLT cover or partial/full closure may be required in the event of staff shortages.</p>	<p>Severity Serious</p> <p>Likelihood May happen</p> <p>Risk Rating Medium</p>	<p>Daily meetings and SLT decisions on safe ratios and staffing levels taking into account vacancies and longer-term absences as well as pupil numbers attending.</p>			<p>Severity</p> <p>Likelihood</p> <p>Risk Rating</p>	
<p>People with symptoms of respiratory infections, including COVID-19</p> <p>Staff absence levels higher than usual</p>		<p>Try to stay at home and avoid contact with other people if you or your child have symptoms and either:</p> <ul style="list-style-type: none"> -have a high temperature -do not feel well enough to go to work, school, childcare, or do your normal activities. <p>You can go back to your normal activities when you feel better or do not have a high temperature.</p> <p>If your child has mild symptoms such as a runny nose, sore throat or mild cough, and they feel well enough, they can go to school or childcare.</p> <p>If you are eligible for treatments for COVID-19, you should take a rapid lateral flow test as soon as you get symptoms.</p>	<p>Severity serious</p> <p>Likelihood May happen</p> <p>Risk Rating Medium</p>	<p>You are no longer required to do a COVID-19 rapid lateral flow test if you have symptoms.</p> <p>If you or your child have tested positive for COVID-19:</p> <ul style="list-style-type: none"> -try to stay at home and avoid contact with other people for 3 days after the day the test was taken if you or your child are under 18 years old – children and young people tend to be infectious to other people for less time than adults -try to stay at home and avoid contact with other people for 5 days after the day you took your test if you are 18 years old or over -avoid meeting people who are more likely to get seriously ill from viruses, such as people with a weakened immune system, for 10 days after the day you took your test 			<p>Severity</p> <p>Likelihood</p> <p>Risk Rating</p>	

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<p>Poor hygiene Infection control</p>	<p>Pupils Staff visitors</p>	<p>Sundries such as soap, paper towels, bed roll, sanitising spray and standard PPE (single use disposable plastic apron, single use disposable plastic gloves) to be checked and stock replenished and maintained daily by EQUANS site team. Hygiene standard document Intimate care policy Dress code policy</p> <p>Good hand-washing/hygiene is recommended.</p> <p>Public Health England advice is to wash hands using soap and water for at least 20 seconds.</p> <p>School staff to support, encourage and model good hand-washing practice to pupils. Social story and posters can be made available.</p> <p>Shared resources will be cleaned/sanitised between use.</p> <p>Showering facilities available</p> <p>Laundry facilities available (for students)</p>	<p>Severity serious May happen</p> <p>Risk rating Medium</p>	<p>PPE available. Adequate hand-washing stations/facilities Staff will remind pupils and provide support for pupils when required, to clean their hands regularly including when pupils arrive at school, on return from breaks, before and after eating. Staff will use their knowledge of pupils and their judgement to consider the frequency of hand-washing</p> <p>A large number of hand-washing stations are available throughout the school. EQUANS to provide sanitising spray in identified areas. This will be stored out-of-reach of children</p> <p>Teaching staff will incorporate hygiene, hand-washing and cleaning into lesson activities and routines.</p> <p>A culture of 'catch it, bin it, kill it' to be incorporated in learning – PSHCE/Health Education lessons and everyday practice</p> <p>Individual risk assessments for pupils who find it difficult to maintain good respiratory hygiene. Specialist equipment must be thoroughly sanitised and cleaned between each use in line with hygiene standards</p> <p>All payments, e.g. school lunch, educational visits, charity events should be taken by contactless methods wherever possible.</p>				
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		<p>Clinical waste disposal bins available throughout the school site. Standard waste disposal bins available throughout the school site Hand sanitising gel available in main reception.</p>						
Lunchtimes/use of dining areas	<p>Pupils Staff visitors</p>	<p>Food operators continue to follow Food Standard Agency's (FSA) guidance on good hygiene practice in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p> <p>Reinforce and support hand-washing prior to eating food</p>						
Ineffective cleaning	<p>Pupils Staff visitors</p>	<p>All areas will be thoroughly cleaned each day Daily cleaning of the school site by the FM site team. Bins emptied daily Regular cleaning of equipment with a particular focus on frequently touched surfaces and shared resources</p> <p>Sanitising spray available for use by school staff throughout the day, when required. This is a flammable liquid and must be stored in a cupboard when not in use. It must be kept out of reach of pupils at all times</p>		<p>EQUANS site team management to carry out monitoring checks to ensure cleaning is carried out to a high standard.</p> <p>EQUANS to keep a record of cleaning schedule</p> <p>Scheme of cleaning works to be available for SLT</p> <p>Only cleaning products provided by EQUANS site facilities management to be used</p>				

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<p>Medical assistance and first aid</p>	<p>Pupils Staff visitors</p>	<p>Supporting pupils with medical conditions policy.</p> <p>First aiders on site Nursing team on site and available to attend to students, in the event of them becoming unwell and/or medical emergency</p> <p>Medical room available</p> <p>PPE available</p> <p>First aid: Where reasonable, physical contact should be kept to a minimum, e.g. students apply cold pack, wipe, apply plaster where able to do so Wash hands before and after treatment Those administering first aid should wear PPE appropriate to the circumstances. Where the injury is significant and thus requiring close care for an extended period, PPE must be worn. All PPE should be worn properly, and removed with care. Wash hands immediately and thoroughly before and after removing PPE.</p> <p>First aiders to be aware of advice on CPR from the Resuscitation Council.</p>		<p>PPE (single use disposable plastic apron, single use disposable gloves) available for staff providing direct care to pupils.</p> <p>If a student becomes unwell, the nursing team will be contacted to carry out a medical assessment. Any situation requiring a pupil to be sent to hospital, collected by a parent/carer, or presenting with a respiratory infection, such as COVID – 19 CT/SS will be informed without delay.</p> <p>A student who becomes unwell will be isolated in the medical bay under the supervision and care of a member of staff.</p> <p>The area has access to separate bathroom facilities, which will be thoroughly cleaned and disinfected using standard cleaning products before being used by anyone else. The nursing team have full PPE available. Staff will follow best hygiene practice by washing their hands for at least 20 seconds using soap and water after any contact with someone who is unwell.</p> <p>As soon as is possible, arrangements will be made for areas to be cleaned by EQUANS site team</p>				
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Communication between staff teams		<p>Telephone available in break out areas</p> <p>Portable radio to be distributed to relevant staff</p> <p>Portable radios to be placed on charge daily</p> <p>Emergency call points to summon medical assistance from the NHS nursing team</p>		<p>Portable radios to be fully charged and available in designated areas</p> <p>Radios to be cleaned between use/when used by multiple staff</p>				
Storage of equipment Pupils personal equipment	Pupils staff	<p>Unnecessary items and excess classroom equipment are regularly removed from classrooms.</p> <p>Ensure classrooms remain clean, tidy and clear of clutter.</p> <p>The minimum items will travel to and from school with pupils. Only those which are necessary for care and communication eg: medication, named drinks bottles, spare clothing, lunch boxes, VOCA</p>						
Offsite visits/use of school vehicles		<p>All offsite visits will be risk assessed and approved via Educational Visits Online Virtual Environment (EVOLVE)</p> <p>Vehicle contact points (handles, keys, display and controls etc.) to be cleaned regularly.</p> <p>Switch ventilation system on and set to draw fresh air in, not recirculate air, to improve ventilation.</p> <p>Windows to be open for good ventilation (open partially if cold)</p>		<p>Education Visits Co-Ordinator (EVC) Has completed relevant training.</p> <p>CT authorises/signs off all offsite visits.</p> <p>Offsite visits/groups must not leave the school site, including local visits unless authorised.</p>				

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Safeguarding Transport arrangements		<p>Designated Safeguarding Lead Deputy Designated Safeguarding Lead</p> <p>The majority of pupils travel to and from school via designated home/school transport A small number of pupils are transported to and from school by parent/carer</p> <p>When parents/carers make a change to collection of their child at the end of the school day, e.g. by other family member or a friend, a secure password system is in place. SLT and other identified teaching and senior staff will supervise pupil arrival and departure.</p>		<p>Arrival and departure times for children are supervised.</p> <p>Departure from 3.30 PM Monday to Thursday Departure from 3.00 pm on Friday There are two entry and two exit points.</p>				
Staff rest room/breaks		<p>Outdoor spaces available for rest breaks Staff room available for rest breaks</p>						
Fire	Pupils Staff visitors	<p>Heat and smoke detectors Break glass call points Emergency evacuation plan Fire marshals Automatic fire doors linked to the alarm system Safe zones/fire safe compartments Identified assembly points Fire evacuation lifts – north and south of the building. Lifts are fire safe and accessible in the event of an emergency evacuation Fire exits to remain free from obstruction</p>	<p>Severity Major</p> <p>Likelihood Highly unlikely</p> <p>Risk Rating Medium</p>	<p>A rehearsal of fire drill procedures will take place termly. 'Fire safety in education settings' training is available via TES/Educare.</p>				

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Security of the building	Pupils Staff visitors	School staff will ensure windows and doors with direct access from outside areas are secured when rooms are unoccupied. Routine security protocols/daily check will continue to be the responsibility of the facilities management site team (EQUANS)	Severity Major May happen Risk rating high	Specific site fire risk assessment (EQUANS) in place. Reminder notices displayed in identified areas				
Contractors/visitors on site	Pupils staff	The facilities management site team are responsible for contractors on the MALS site All visitors/building users are aware of school expectations. Visitors should follow the school risk assessment on entry and adhere to any restrictions on accessing parts of the building stipulated by the school. Hybrid approach to meetings/parents evenings etc. with use of virtual platforms where appropriate.	Severity Serious May happen Risk rating Medium	EQUANS management to inform CT/SC of any planned contractors on site. EQUANS management to share their risk assessments for contractors and site team as applicable A record will be kept of all visitors on site, including OOH hirers. Responsible person/lead for OOH organisation will keep a record of attendees. Visitor information leaflet/site guidance available on arrival	EQUANS Admin team Admin team			

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Risk Assessment Checklist:	Yes	No
<p>Is the risk assessment of adequate quality? (Clear English, enough detail, avoids ambiguous words and phrases, uses committed words like 'will' rather than 'should')</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Does it include all significant hazards (Rather than lumping all hazards together on one line?)</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Were you able to involve interested parties enough? (Such as families, advocates, care managers – especially if there are controversial decisions)</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Do you agree with all the actions and guidelines?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Are actions and guidelines based on the <i>hierarchy of controls</i>? (Trying to avoid the hazard first, then considering safe place controls and then safe people controls as a last resort)</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Have risks been reduced to the lowest level reasonably practicable?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Were you able to explain this risk assessment to all staff at risk?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If this risk assessment concerns a person you support, does it encourage them to take risks in a controlled way? (Being innovative and finding less risky ways to enable?)</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Were you able to explain the actions to the person(s) you support?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Were you able to give them opportunity to appeal against the actions?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Is the person able to consent to <u>all</u> actions in this risk assessment? If 'No', do these actions amount to a 'Significant Decision' under the Mental Capacity Act? If so, have you evidenced that the actions are in the person's best interests? And where is this documented?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If this risk assessment refers to related documents, have you updated these documents in the light of any new actions?"</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Have you received risk assessment training in the last three years</p>	<input type="checkbox"/>	<input type="checkbox"/>

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Author(s)	Date of issue	Signature(s)
Claudia Thiele	28/02/2024	<i>Claudia Thiele</i>

SLT agreement – Name(s)	Date & signature(s)

Staff agreement – Name(s)	Date & signature(s)

Review date	Date & signature(s)
This document will be reviewed termly or sooner if necessary.	28/02/2024