

Risk Assessment Form

Woodford County High School

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| Description of the task/activity: | Covid-19 – Government Roadmap Step 4 July 2021 Based on currently available advice and guidance on new variants of COVID 19 School based teaching / administration and sanitation tasks. Remote learning / teaching /administration tasks for those temporarily working off site (isolating). | Location: | Woodford County High School |
| Name of person(s) completing assessment: | Ms Jo Pomeroy / Mrs Sheila Fonseca | Job title(s): | Head teacher / School Business Manager |
| Local reference no: | | Risk Register No: | COVID 19 - 10 |
| Date of this assessment: | 20 August 2021 | Date of signing: | 18 August 2021 |
| Date of next Review: | Review required if there is a significant change or Government guidance changes. Routine review Monday 11 October 2021 | Signed by (Department Manager): | |

This Risk Assessment is based on currently available advice and requirements: Public Health England and DfE

“Our priority is for you to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.”

Risk Assessment Form

Woodford County High School

| What is the hazard? | Who/what could be harmed and how? | Initial Risk Rating (H/M/L) | What effective control measures are currently in place? | Residual Risk Rating (H/M/L) | Are additional controls required (Yes/No) If yes capture on attached action plan |
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| <p>Being infected by the Coronavirus: (Staff) 01 September 2021 onwards</p> | <p>Staff working with Students Onsite Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects</p> | | <p>All staff to be working on site. Staff who have been categorised as Clinically Extremely Vulnerable (CEV) and pregnant 28 weeks + offered individual risk assessment to identify any necessary additional precautions. Everyone advised to maintain sensible distance and welcome to wear face masks as they deem necessary</p> <p>Colleagues should be proactive about conversations with line managers ensuring that when working off-site (i.e. required to isolate) they have workable tasks and responsibilities to fulfil and to report upon.</p> <p>All staff should refer regularly to the Staff Manual for operations, protocols and procedures. Updates will be highlighted in Tuesday staff briefings (and minutes thereof).</p> <p>PPE is only needed in a small number of cases:</p> <p>First Aid / caretaking staff</p> <ul style="list-style-type: none"> If a student becomes unwell in school with symptoms of coronavirus and needs personal care PPE must be worn by the supervising adult: A face mask and / or visor Gloves and apron (if physical contact required) Eye protection if a risk assessment determines need (splashing to eyes, for example from coughing, spitting, or vomiting) | | <p>Updating of individual risk assessments as necessary</p> |

Risk Assessment Form

Woodford County High School

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| | | | <p>Staff working directly with students</p> <ul style="list-style-type: none"> • If any face to face conversation becomes threatening, assess the risk and, if necessary walk away and contact a member of SLT. • Staff are supplied with COVID – 19 Grab bags in classrooms to be used in emergency situations <p>All Staff and students are:</p> <ul style="list-style-type: none"> • Asked to wear a face covering in corridors and in communal areas | | <p>Caretakers to check status of hand gel, grab bags W.E.F 1 Sept additional masks to be placed in classrooms for close conversation / teaching</p> |
| | <p>Staff students and visitors on entering school site & whenever on school site</p> <p>Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects</p> | | <p><i>(No person must attend if they if they or a member of their household have any COVID -19 symptoms. They should get PCR tested asap and should inform the school of the result.)</i></p> <p>Pupils are asked to:</p> <ul style="list-style-type: none"> • ensure they wash their hands frequently • make frequent use of the hand sanitiser stations • use a tissue or elbow to sneeze cough into • be aware of the USE IT, BIN IT, KILL IT practice • ensure tissues are put into lidded bins immediately • keep sensible distances apart wherever possible and other than when in allocated seats in classrooms • wear face coverings in communal areas / classrooms • sit at the same allocated desk • avoid any sharing of equipment with others • help ensure windows are kept open • wear additional clothing under uniform as necessary <p>Staff are asked to:</p> <ul style="list-style-type: none"> • fob in on the INVENTORY system • use a tissue or elbow to sneeze, cough into • discard tissues into a lidded bin immediately • wherever possible, to keep sensible distances | | |

Risk Assessment Form

Woodford County High School

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| | | | <ul style="list-style-type: none"> • wear a face covering in communal areas & corridors • avoid sharing equipment wherever possible. • make use of antibacterial / antiviral sprays and paper towels to minimise spread of any virus on surfaces • make use of protective screens in more confined areas • ensure windows (esp' top windows) are kept open or in the case of very cold weather, frequently opened for short periods (fire doors should not be propped open) • wear additional layers of clothing as necessary • reduce or eliminate face to face meetings by using Teams to meet with colleagues. <p>Visitors are asked to:</p> <ul style="list-style-type: none"> • report to main reception and use hand gel in reception area to clean hands • ensure they are wearing a face covering in communal areas but remove this for photographs when signing in • sign in via Inventry maintaining a sensible distance from others • obtain a sticky visitors' label • confirm to main office that neither they nor any person in their household has any COVID – 19 Symptoms • use a tissue or elbow to sneeze, cough into • discard tissues into a bin immediately • be aware of the USE IT, BIN IT, KILL IT practice • wear any essential PPE required for the task in hand | | |
| <p>Poor hand hygiene raising infection risk</p> | <p>All Staff, Students, Visitors and Contractors</p> <p>Risk from environmental exposure, exposure to persons,</p> | | <ul style="list-style-type: none"> • Regular & prominent communication of requirement to wash hands more frequently (via email, briefings, signs) • Hand gel Sanitiser dispensers – installed at all entrances / exits and classrooms • Mobile hand sanitisers (main school entrance and for use inside / outside halls as required) | | <p>Ensure dispensers are frequently topped up</p> |

Risk Assessment Form

Woodford County High School

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| | transmission from touching contaminated objects | | <ul style="list-style-type: none"> • Anti-bacterial sprays and paper towels in common areas including offices and staffrooms • Antibacterial sprays in IT classrooms, and rooms where practicals take place e.g. Art, D&T, Science, Food Tech • More signage across site promoting good hand hygiene | | |
| Poor respiratory hygiene raising infection risk | <p>All Staff, Students, Visitors and Contractors</p> <p>Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects</p> | | <ul style="list-style-type: none"> • Tissues and hand sanitiser to be added to standard equipment list for students • Lidded bins with plastic liners (labelled: tissues) • Signage across site promoting good respiratory hygiene • Students, Staff and visitors are asked to wear a non-medical face mask in all communal areas | | |
| A person onsite fails to follow the NHS Test and Trace process | Environmental exposure is increased and more persons become unwell | | <p>All Staff, parents and carers must understand the NHS Test and Trace process. Should anyone display COVID 19 symptoms, they must be willing and able to:</p> <ul style="list-style-type: none"> • book a PCR test and report to WCHS on the result • be sent home to self - isolate • provide (consistent) details of anyone they have been in close contact with if they test positive when asked by NHS Track and Trace • refer to the guidance of when to self-isolate <p>The school will:</p> <ul style="list-style-type: none"> • send out all relevant communications to parents via the weekly Bulletins (in other languages where available) • give staff access to all necessary guidance via weekly briefings and / or e-mail | | Keep PHE & DfE guidance under review |

Risk Assessment Form

Woodford County High School

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| School does not adhere to advice from Local Health Protection Team | All staff, students, visitors Risk from environmental exposure, exposure to persons | | The school will: <ul style="list-style-type: none"> liaise with local PHE for advice and guidance – provide details of the school risk assessment following an incident, review the Systems of Control following an incident, follow the actions stipulated in the Covid-19 Outbreak Management Plan publish any changes to procedures via email/ briefing/ bulletins as necessary | | |
| Risk to colleagues from use of communal staffrooms | Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects | | All Staff are encouraged to: <ul style="list-style-type: none"> work and take breaks in their classroom/ offices or outside wherever possible to avoid staff room crowding use their own crockery / flask wherever possible and be responsible for washing / storage of these be aware of the number of persons in a staffroom at any given time & take action if over-crowded make use of additional spaces to maintain low numbers in staff rooms particularly at lunchtimes keep use of staffrooms to a minimum keep the rooms well ventilated, opening (top) windows use the same desk / space / computer each time use antibacterial sprays and paper towels wherever necessary to avoid cross contamination | | |
| Risk to colleagues from use of communal facilities | Use of Reprographics Rooms Risk from environmental exposure, exposure to persons / contaminated objects | | Reprographics rooms will have antibacterial spray / paper towels or wipes to clean commonly touched surfaces Technicians will check and refill paper regularly Signage in place to remind staff to clean touch points before and after each use | | |
| Ventilation in Rooms | Windows / Air Conditioning Units / fans | | All rooms should be well ventilated wherever possible. <ul style="list-style-type: none"> Windows (esp' top) windows to be kept open to circulate air | | |

Risk Assessment Form

Woodford County High School

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| | <p>Risk from environmental exposure, exposure to persons</p> | | <ul style="list-style-type: none"> • In very cold weather conditions, please open windows frequently for short bursts to increase airflow • Only Non Fire doors can be kept open • Fire Safe doors must not be wedged open at any time • Fans should not be used in rooms where more than one person works unless room well ventilated • Air conditioning poses a low risk to the spread of Coronavirus. Please read HSE guidance https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm#mechanical_ventilation • The school will turn off recirculation where any centralised ventilation system exists | | |
| <p><i>Extensive exposure to mixed age groups in a broader range of students than necessary</i></p> | <p>Staff Students and visitors Entering School Site</p> <p>Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects</p> | | <ul style="list-style-type: none"> • Large student gatherings such as assemblies will be structured in year groups • The Covid-19 Outbreak Management Plan identifies when year group bubbles might be reintroduced for a temporary period following either a school or a local outbreak • The school will use its one way system to rationalise movement of students around the site • Enhanced cleaning of areas where practicals are held e.g. Food Tech, D&T, Art, PE Science. • Where any equipment is unavoidably shared, it must be cleaned as per CLEAPSS COVID guidance in accordance with CLEAPSS • Addition of cleaning Janitor to clean toilets more frequently during the day | | |

Risk Assessment Form



Woodford County High School

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| | <p>If someone becomes ill whilst onsite</p> <p>Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects</p> | | <p>Whilst students are on site, a first aider will always be available on site.</p> <ul style="list-style-type: none"> The school acknowledges that first aiders are taking extra responsibility for any suspected COVID-19 cases. All first aiders will be consulted on these procedures and are encouraged to voice any concerns or feedback on the procedure in place, with their line manager or the Head Teacher. PPE will be reserved specifically for first aiders and for site staff with cleaning responsibilities to ensure they have the necessary resources to perform their duties. Any concerns over the adequacy or supply of PPE should be raised immediately with the caretaker or the School Business Manager. <p>If a Student onsite becomes unwell with suspected COVID - 19 symptoms:</p> <ul style="list-style-type: none"> If a student shows symptoms of COVID-19, the first aider will be contacted via the emergency response line and should put on the appropriate PPE (i.e. gloves, an apron and a face covering). The student should be collected from their room by the first aider whilst maintaining a 2m+ distance at all times. The student will collect their belongings and be escorted to the medical quiet room where they will be asked to isolate. The first aider will take the child's temperature using the contactless thermometer, to see if a fever is present. If there is any concern at all that there are Covid-19 symptoms present, the admin person in the front office will be radioed by the first aider to contact their parents and advise them to collect their child immediately. The child will then be supervised in isolation by the first aider from a safe 2m+ distance in a ventilated room | | |
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Risk Assessment Form



Woodford County High School

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| | | | <p>until the parent arrives to collect them. The parent will then be asked to book a PCR Covid-19 test as soon as possible and to inform the school as soon as possible of the outcome of this test.</p> <ul style="list-style-type: none">• Only one parent should collect their daughter. They should advise reception via the intercom at the pedestrian or vehicle gate they have arrived and go immediately to collect their child from the South End door. They should not enter the school building. All members of the student's household must be advised to self-isolate in line with government guidance. If the student's test is positive, NHS Track and Trace will identify those who need to self-isolate• As soon as the student is collected, the first aider should dispose of the PPE in the hazardous materials bin in the Medical room, wash their hands thoroughly and then the Caretaker informed so the bin can be emptied immediately and the affected area cleaned.• The Caretaker will inform the school's cleaning contractor of such cases who will, in turn, implement cleaning as necessary. <p>If a Staff member becomes unwell with suspected COVID - 19 symptoms:</p> <ul style="list-style-type: none">• Staff must adhere to the government's and the school's guidance on self-isolation and testing, if they develop symptoms of coronavirus. This can be found here.• If an individual exhibits symptoms whilst at work, they should follow instructions in the Staff Covid-19 Manual contacting the medical room for guidance and alerting CJe or SFo before immediately going home to self-isolate and seek a PCR test. Once at home they should communicate with their line manager in the normal way.• If an individual exhibits symptoms whilst at home they should under no circumstances come into work. They | | |
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Risk Assessment Form



Woodford County High School

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| | | | <p>should alert Gemma Manning to report their absence specifying it is covid-19 related. They should then communicate with their direct line manager as normal.</p> <ul style="list-style-type: none">• All staff should book a covid-19 PCR test as soon as possible on developing symptoms. The results of this test should be reported to their line manager and Gemma Manning asap and the appropriate next steps followed:<ul style="list-style-type: none">○ if they test positive, they must continue to self-isolate and follow NHS Track and trace requirements;○ if they test negative, staff can return to work the next day they are due to attend <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>A full cleaning programme remains in place. All surfaces and specific objects (keyboards, computer mice etc.) are spray cleaned using an anti-viral product on at least a weekly basis. Telephones and computer keyboards are wiped with anti-viral cleaner daily if in use.</p> <p>If a Student onsite becomes unwell but not COVID related:</p> <ul style="list-style-type: none">• students must have written permission from the supervising staff member to attend the medical room• if able to do so, they should be escorted to the medical room by another student <p>No student should report to the medical room unless they are genuinely unwell</p> | | |
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Risk Assessment Form

Woodford County High School

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| <p>Asymptomatic Testing Site (ATS) for Lateral Flow Testing (LFT)</p> | <p>Test site staff</p> <p>Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects</p> <p>Risk from spilled fluids</p> | | <p>The Government has supplied lateral flow test kits to the school, training materials and “How to” guides in support of testing on the school site. We continue to liaise closely with the LA (Education and Public Health) for advice and guidance and to stay well informed</p> <p>The School will offer two rounds of on-site lateral flow testing (LFT) to all students in September 2021.</p> <p>Asymptomatic Testing Site (ATS) - Onsite Lateral Flow testing (LFT) will continue to be available as a small scale operation but can be expanded if Government guidance changes</p> <ul style="list-style-type: none"> • The school will keep under review the frequency of testing in line with Government guidance • Testing will be undertaken by School staff, supply staff and volunteers • A full training programme will be offered • Full PPE has been made available to ATS Staff • Testing will be carried out in a well ventilated room where sensible distancing and hygiene must be strictly adhered to • A Team leader has been appointed and will be responsible for the day to day running of the programme • The Team Leader will conduct frequent Quality Control Assessments to ensure all tasks are performed in accordance with NHS training and instruction booklets • A detailed cleaning regime will be in place following the NHS training and How To guidebook (this will be in addition to the usual cleaning routine in place in the school) | | |
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Risk Assessment Form



Woodford County High School

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| <p>Home Testing – Lateral Flow Testing</p> | <p><i>Staff, Students and families struggle to undertake home covid-19 testing</i></p> | | <p>All Staff and students will continue to be offered home test kits to enable them to undertake LFT at home twice weekly for at least the month of September 2021 and in accordance with latest government advice.</p> <ul style="list-style-type: none"> • Students aged 11 should have the home test administered by an adult • Students aged 12-17 should be supervised by an adult but can swab themselves • Students aged 18+ can administer and process the swabs themselves • Tests should be taken twice weekly on a school day or a Sunday evening • Anyone (staff or student) who tests positive must book and take a PCR test within 2 days of a positive LFT result. They and other household members must isolate at home in accordance with instructions from NHS Track and Trace • If the PCR results are negative, the staff member / student should return to school • If the PCR test is positive then the staff member / student must self-isolate in accordance with NHS Test and Trace requirements • All results (positive, negative, VOID) must be registered. • Staff and students MUST report their results to the school via the Microsoft form | | |
| | | | <p>Tracing close contacts and isolation Schools only needed to do contact tracing up to and including 18 July. Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing. As with positive cases in any other setting, NHS Test and Trace will work with the positive case to identify close contacts.</p> | | |

Risk Assessment Form



Woodford County High School

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| | | | <p>Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p> <p>From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.</p> <p>Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.</p> <p>18-year-olds will be treated in the same way as children until 4 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.</p> <p>(Adults who are fully vaccinated no longer need to isolate on the basis of close contact with a positive case. For this reason the school will seek to maintain records of staff vaccination status.)</p> <p>Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</p> | | |
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Risk Assessment Form

Woodford County High School

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| | <p>Staff with sanitation duties Cleaning staff and caretakers</p> <p>Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects</p> <p>Risk from spilled fluids</p> | | <p>The school contracts cleaning out to Birkin Cleaning Services Ltd All Birkin staff have undertaken training specific to the current pandemic. Birkin have introduced enhanced cleaning in all rooms and provided WCHS with details of cleaning products used for all tasks The daily Cleaning Rota has been significantly augmented to meet the needs of the school during the COVID pandemic.</p> <p>In addition to standard cleaning, an antimicrobial spray will be used on a weekly basis across the site to offer enhanced viral protection. Identified areas to be cleaned more frequently:</p> <ul style="list-style-type: none"> • Toilet facilities • Changing rooms (when in use) • Medical rooms • Specific rooms where there has been a possibility of a person becoming unwell / testing positive <p>Cleaning Staff should always wear PPE (Gloves, apron and face coverings) and use wipes, etc.</p> <p>If someone becomes unwell while undertaking cleaning duties, with a new, continuous cough or a high temperature, they should go home and follow the stay at home guidance.</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>Cleaning staff should wash their hands with warm soapy water for a minimum of 20 seconds as often as practical and certainly: on arrival at work; after each cleaning operation after disposal of materials and again prior to leaving work. Staff should avoid touching their face, nose and eyes while cleaning.</p> <p>Where contractors may be visiting school premises such operations will be assessed in advance by the headteacher or a member of the Senior Management Team to determine whether</p> | | <p><i>Needed to protect against environmental exposure: maintained supplies of effective cleaning materials</i></p> |
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Risk Assessment Form

Woodford County High School

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| | | | <p>such work is essential. In cases where work is essential a separate risk assessment will be conducted and communicated.</p> <p>H&S Leads have checked that there are posters appropriately placed advising contractors of Covid 19 safeguards.</p> <p>Cleaning Staff have detailed instructions about high risk areas and regularly touched surfaces, such as door handles and railings, and the associated cleaning regimes. Frequently touched surfaces are regularly cleaned with disinfectant wipes, or a disposable cloth and warm soapy water</p> <p>Cleaning staff are asked to wear face coverings in communal spaces and observe sensible distancing. Other PHE precautions must also be followed.</p> <p>Where staff are cleaning an area with potential contamination from an individual with suspected Covid, disposable gloves and disposable apron should be worn. Where there is visible contamination from body fluids, disposable masks to be worn.</p> <p>Staff are briefed, given information and trained where needed on use of the PPE. By Birkin. Records of training to be kept and made available to the school upon request.</p> | | |
| <p>Practical Lessons</p> | <p>Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects</p> | | <p>Risk Assessments have been issued by Heads of Departments ahead of undertaking any practical activities. These include (but are not limited to)</p> <ul style="list-style-type: none"> • PE/ Courts • Food Tech • IT Suites • D&T rooms | | |

Risk Assessment Form

Woodford County High School

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| Water Fountains | Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects | | Students should not queue up for water fountains but wait and go to water fountain one at a time; Water fountains are to be used to fill water bottles only Cleaners to clean all water fountain surfaces in accordance with current COVID -19 cleaning guidance | | |
| Working from home (self-isolating) | Risk from inadequate working conditions Upper limb disorders, tired eyes, headaches, stress Risk from excessive screen exposure Stress due to a feeling of isolation | | <i>Staff temporarily working from home do not need to complete a display screen equipment workstation assessment.</i> However, staff temporarily working from home (because isolating) are advised to: <ul style="list-style-type: none"> • take regular short breaks away from their computer/laptop. (E.g. every hour) move / stretch. • ensure that their computer screen/laptop screen is at a comfortable height / distance to avoid neck and eye strain • ensure lighting is adequate for the task in hand • structure their working around school hours and to vary (as possible) their evening and weekend activity <p>Full expectations for remote education, support and resources can be found on the get help with remote education service. A WCHS Remote Schooling Protocol has been provided to all staff working both at home and onsite to establish a common understanding of expectations. It is not expected that whole lessons or every lesson is taught live. Line managers should make contact weekly to ensure their wellbeing of staff working from home. Colleagues are encouraged to reach out to each other for mutual support</p> | | |
| Excessive anxiety induced by pandemic | All staff- Workload Impacts of the developing pandemic and organisations response | | Regular communications are already well established throughout the school. In order to maintain this, the school will: <ul style="list-style-type: none"> • provide clear and transparent information • share the Risk Assessment with staff (cf website) | | |

Risk Assessment Form

Woodford County High School

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| | Stress and anxiety arising through uncertainty and lack of control | | <ul style="list-style-type: none"> • update individual risk assessments where necessary • signpost staff to counselling and wellbeing services • facilitate a continuation of the staff wellbeing group • to continue to promote positive messaging <p>All Staff should:</p> <ul style="list-style-type: none"> • aim to focus on the core business of teaching and learning and the welfare of students and colleagues | | |
| Excessive workload | <p>All staff- Workload Impacts of the developing pandemic and organisations response</p> <p>Stress and anxiety arising through uncertainty and lack of control</p> | | <p>The school will:</p> <ul style="list-style-type: none"> • keep meetings (digital/ physical) under review • constantly review the implication of COVID 19 on staff workload and introduce adjustments where necessary • re-issue whole school email protocols • undertake periodic review calendar commitments • In the event of altered government directives, issue guidance as soon as practicable. | | Caretakers to ensure all Covid-19 hygiene supplies (e.g. gels, hand towels etc) kept fully stocked around the school site |
| Site safety | Caretaker / Maintenance visits | | <p>Caretaker to wear appropriate PPE, (mask, gloves). Adhere to sensible distancing. All routine maintenance visits and statutory inspections should continue whilst adhering to current Covid-19 protocols. If works cannot be carried out safely then they should be suspended other than in an emergency. Any repairs to the outside of the building can proceed after they have been risk assessed. Asbestos register to be completed by caretaker. Operatives to wear gloves, face coverings and observe sensible distancing. Caretaker to be advised of risk assessment and signed as acknowledgement.</p> | | |
| Public transport use | Risk of infection: Students & Staff | | <p>Masks remain a government recommendation on school transport and for students travelling on public transport. Staggering of the end of the school day to minimise crowding at bus stop</p> <p>Students seated by year group on pm 679 as far as possible</p> | | |

Risk Assessment Form

Woodford County High School

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| Insufficient level of staffing due to self-isolation or illness | Staff/ Pupils Workload Impacts of the developing pandemic and organisation's response | | The school will contract additional cover supervisor and midday time to support contingency planning for a major outbreak | | |
| Increased infection risk for vulnerable students | Vulnerable children and young people | | <ul style="list-style-type: none"> • Student Guidance team proactively identify student vulnerability • Contact with parents of identified medically vulnerable students • Undertaking individual risk assessment of vulnerable students as deemed necessary • Communications with outside support agencies as necessary | | |
| Increased infection risk for SEND students | Vulnerable children and young people | | <ul style="list-style-type: none"> • The school will identify which students need support in following expectations and support them as necessary • Targeted Education provision for SEND students – refer to SEND Risk Assessment | | |
| Infection or quarantine risks associated with school visits | | | Schools may now authorise residential or foreign educational visits if rigorous risk assessment is undertaken. Contingency planning must take into account staffing levels, changing quarantine requirements, adequate insurance etc. | | |

Risk Assessment Form

Woodford County High School

Risk Rating Matrix

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| | | 1. Very Low | 2. Low | 3. Moderate | 4. High | 5. Very High |
| Likelihood of Harm | 5. Almost Certain | 5 | 10 | 15 | 20 | 25 |
| | 4. Likely | 4 | 8 | 12 | 16 | 20 |
| | 3. Possible | 3 | 6 | 9 | 12 | 15 |
| | 2. Unlikely | 2 | 4 | 6 | 8 | 10 |
| | 1. Rare | 1 | 2 | 3 | 4 | 5 |

Matrix to calculate the likelihood and impact should the hazard be realised.

RAG Rating Matrix

| Risk Rating | Possible Action to be Taken |
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| LOW (<4) | <ul style="list-style-type: none"> Department manager may accept risk Manage by routine processes Any costs to be funded within Directorate Hazard to be reviewed and updated at least annually. |
| MEDIUM (5-10) | <ul style="list-style-type: none"> Management action required to control risk as soon as reasonably practicable Monitor any action taken to ensure it has been effective in reducing the risk to an acceptable level Reviewed and updated at least every 6 months to ensure controls remain effective May necessitate bids for central funding. |
| HIGH (>12) | <ul style="list-style-type: none"> Immediate senior management action required to further control risk May halt work/task while additional controls are applied Copy of the risk assessment sent to Risk and Insurance Manager for inclusion on to the Corporate Risk Register Responsible Director to give priority for action/funding Monitor any action taken to ensure it has been effective in reducing the risk to an acceptable level To be reviewed and updated at least every month to ensure controls remain effective. |

Note:
Inform the Risk and Insurance Manager of all **Medium** and **High** tasks (residual)
Inform Strategic Health and Safety Board of all **High** rated tasks (>12 (residual))