
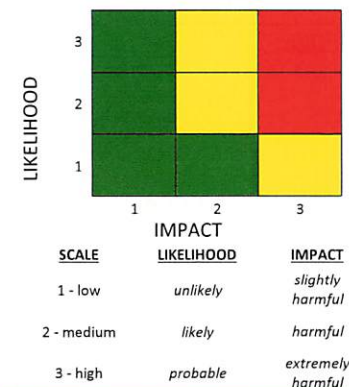


NAME OF AREA: <i>Estates - Infectious diseases (including COVID-19)</i>	VERSION: <i>8.2</i>
DATE OF NEXT REVIEW: <i>August 2022</i>	
COMPLETED BY: <i>Jenna Wells</i>	
Signature: 	Date: <i>6/12/21</i>



Number	Identify the hazards	Who/what may be harmed	Risk			Existing control measures	Recommendations/further action required
			Likelihood of occurrence	Severity of harm	Overall risk		
To be read in conjunction with Whole School Protocol SP-W-006 Cleaning & Infection Control							
1	Staff, pupils and visitor unaware of, or do not adhere to, the School's COVID policies and procedures	staff/pupils contract COVID-19 or the likelihood of spreading the virus increased	1	2		Inset day training at the beginning of the school year providing a complete overview of the COVID situation and the measures implemented in the School reminders and updates for staff in regular staff, departmental and further inset meetings main documents compulsory reading for all staff using the Every database all documents available to all staff on the shared Compliance drive parents given details of the School's measures through letters and e-mails pupils given details of the School's measures in class and year briefings and in assemblies Visitors and contractors given details of the School measures on arrival on site through leaflets and briefings	

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2	inadequately cleaned surfaces which are then touched by staff/pupils as they move around the School	staff/pupils contract COVID-19 or the likelihood of spreading the virus increased	1	2	High	frequently touched surfaces identified including surfaces touched by large numbers of people, common areas and shared equipment such as kettles	
						agreement for enhanced cleaning with the school's cleaning contractor	
						frequency of cleaning increased, including 2 roving cleaners cleaning touch points throughout the day	
						cleaning products placed in every room for staff to use as required and refilled on request	
						difficult to clean or unnecessary items removed from rooms/taken out of use, and where possible rooms taken out of use	
						removing the need to touch certain surfaces such as keeping doors held open where fire precautions allow	
						check sheets used by H&S staff, SMT member and maintenance to confirm controls are in place, effective and working as planned, with staff notified of check outcomes	
3	staff & pupils lose their new habit of frequent hand washing & not touching their faces	staff/pupils contract COVID-19 or the likelihood of spreading the virus increased	2	2	Medium	increased hand washing facilities - an extra 8 sinks installed with running water, soap and paper towels	
						reminder when/how to wash hands signage put up	
						staff & pupils encouraged to wash hands on arrival & at key times during the day	

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						<p>hand sanitiser dispensers positioned around school at key points such as the doors into the music departments, & where hand washing facilities are not close by</p> <p>staff small personal hand sanitiser bottles refilled on request</p> <p>teachers help pupils/students with reminders on when and how to hand clean</p>	
4	inadequate respiratory hygiene by staff and pupils	staff/pupils contract COVID-19 or the likelihood of spreading the virus increased	2	2		<p>staff give regular reminders to pupils on respiratory hygiene</p> <p>pupils/students reminded by staff not to touch their mouth, noses, eyes</p> <p>pupils reminded by staff of 'catch it, bin it, kill it'</p> <p>updated protocol SP-W-006 Cleaning and Infection Control details all actions being taken</p> <p>signage put up around school reminding of respiratory hygiene</p> <p>covered bins in each room for used tissues emptied daily and disposed of following official guidance</p>	
5	Staff/pupils fail to keep their distance and minimise contact with others outside their cohort	staff/pupils contract COVID-19 or the likelihood of spreading the virus increased	3	2		<p>teachers desks positioned away from pupils where room allows</p> <p>any School meeting can be held virtually where sensible for the circumstances, where possible and where feasible</p> <p>teaching staff advised on how to interact with the children whilst keeping their distance where and when possible</p> <p>any staff special requirements implemented</p> <p>staff roles checked for potential social distancing conflicts and modified where possible</p>	

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						<p>staff briefed on any distancing rules in school in inset H&S presentation and reminders given in staff meetings as required</p> <p>cohorting work teams introduced where possible so members consistently work together</p> <p>suitable PPE available for use when appropriate - such as when social distancing not possible when dealing with young children in an isolation room with possible COVID-19 symptoms</p> <p>check sheets used by H&S staff, SMT member and maintenance to confirm controls are in place, effective and working as planned, with staff notified of check outcomes</p>	
6	Failure to keep occupied rooms well ventilated leading to risk of COVID-19 spreading	staff/pupils contract COVID-19 or the likelihood of spreading the virus increased	2	2		<p>assessment of fresh air in school buildings carried out in order to assess the risk of aerosol transmission. How each area is supplied with fresh air, occupancy rates, size of room and activities taking place were considered</p> <p>NB: the following measures do not apply to fire doors</p> <p>poorly ventilated areas identified through inspection, areas feeling stuffy and using CO² monitors where appropriate</p> <p>if area needs improvement decision taken whether to continue to use area until the improvements are made</p> <p>regular reviews to identify if any additional ventilation is needed to increase air flow in all or parts of the School</p>	

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						<p>in cooler weather windows should be opened just enough to provide constant background ventilation</p> <p>internal and external doors can be opened to assist with creating a throughput of air</p> <p>constant ventilation also applies in small occupied rooms to allow air flow changes</p> <p>if additional ventilation is needed consideration to be given to provide it via mechanical ventilation</p> <p>desk fans removed from poorly ventilated areas</p> <p>fan convector heaters only to be used if area is well ventilated</p> <p>all heating ventilation and air conditioning (HVAC) systems that draw in fresh air rather than recirculating air remain in use, and consideration given to extending the systems operating times to include before/after school day</p> <p>work with staff to balance the need for increased ventilation while maintaining a comfortable temperature</p> <p>opening high level windows in preference to low level to reduce draughts</p> <p>increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) by opening doors and windows as wide as possible, maximise ventilation and to air the room</p> <p>rearranging furniture where possible to avoid direct drafts</p>	

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						providing flexibility to allow additional, suitable indoor items of clothing during the winter period in addition to the school's current uniform.	
						ventilating rooms before cleaners enter (by having doors and windows open as wide as possible for a period of time)	
						ensure staff are aware of the need for ongoing ventilation and what action is being taken to keep the working environment comfortable	
						staff advised not to completely close windows/doors when the area is in use	
						air circulation systems are maintained in line with manufacturers' recommendations	
						school vehicles: vehicles to be used with ventilation system set to drawing in fresh air and windows open. Doors to be opened (if safe to do so) between different passengers for change of air	
						extra checks done as weather gets colder to ensure controls are applied & are effective	

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7	inability to recognise and adequately deal with a COVID-19 breakout connected with the school	staff/pupils/parents / contractors / visitors contract COVID-19 or the likelihood of spreading the virus increased	1	2		<p>process and facilities (2 x isolation rooms; 2 x sick rooms) to deal with any staff or pupil who shows signs of COVID-19</p> <p>any absence from school investigated for possible connection to COVID-19</p> <p>all classes equipped with webcams in support of remote learning for any child who has to stay home so they are not encouraged to come into school when not appropriate</p> <p>adequate and appropriate PPE available for staff if needed recognising the limited role of PPE in providing additional protection</p> <p>Covid Response Team created from members of the Senior Management Team (SMT)</p> <p>Single Point of Contact appointed from CRT to liaise with NHS Test & Trace, DfE Helpline and local health protection team</p> <p>staff reminded of the new (27Nov21) isolation requirements</p> <p>Contingency plans in place see Protocol CP-W-001</p> <p>inset day and regular briefings to remind staff what to do in case of a possible or confirmed COVID-19 infection</p>	

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8	failure to minimise contact with individuals with symptoms or positive test result	staff/pupils/parents / contractors / visitors contract COVID-19 or the likelihood of spreading the virus increased	1	2		<p>involvement in the National Testing Programme on site and at home to help identify asymptomatic staff/pupils</p> <p>process and facilities (3 x isolation rooms) to deal with any staff or pupil who shows signs of COVID-19 whilst at school</p> <p>adequate and appropriate PPE available for staff if needed</p> <p>staff reminded of the new (27Nov21) isolation requirements</p> <p>staff or pupils showing symptoms of COVID-19 not allowed into school</p> <p>Staff/pupils keeping their distance is encouraged and enforced in the school</p> <p>engage with NHS Test and Trace as required</p> <p>contingency plans in place see Protocol CP-W-001</p>	
9	increased risk of infection and complications for vulnerable workers	staff more prone to catching the virus or are more ill as a result of personal conditions	1	2		<p>vulnerable staff defined in government guidance, and staff lists reviewed to identify if any applies</p> <p>special arrangements put in place as required for any staff considered to fall into the more vulnerable categories</p> <p>staff briefed as part of inset day training to contact HR if they have any concerns for themselves so implementing special arrangements can be considered</p>	

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10	failure to use face coverings adequately	staff/pupils/parents / contractors / visitors contract COVID-19 or the likelihood of spreading the virus increased	2	3		<p>follow government guidance on the use of face coverings in school for those not medically exempt</p> <p>face coverings mandatory in the Senior School when moving around the school site in corridors and communal areas. Optional to wear them in classrooms.</p> <p>face coverings in Prep School requested for staff and visitors when moving around the school, and for dropping off/collecting pupils</p> <p>instructions and reminders on how to put on/take off face coverings given to staff and pupils including signage around the school sites</p> <p>school set up for wearing face coverings including having an adequate contingency supply for those that forget them</p> <p>disposal bins for used face coverings available around the school sites</p>	
11	failure to adopt the government's system of controls to the fullest possible extent	staff/pupils/parents / contractors / visitors contract COVID-19 or the likelihood of spreading the virus increased due to inadequate management of the COVID-19 risk	1	2		<p>The emphasis is now on 4 things: adequate ventilation, sufficient cleaning, good hand hygiene and following public health advice on testing self-isolation and managing confirmed cases of COVID-19</p> <p>RA checked that all governments system of controls are included wherever applicable</p> <p>This RA and the Managing the COVID-19 Response policy (LP-MW-026) details how this emphasis is being implemented in School</p>	

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12	failure to run a properly organised and safe SSO (Self-Testing Onsite) facility in school	staff/pupils contract COVID-19 or the likelihood of spreading the virus increased	1	2		<p>in line with current School protocols, no test subject to attend if they have any symptoms of COVID-19 or if they have been told to isolate following contact with someone who has symptoms</p> <p>no test will be carried out without a consent form from the staff member concerned or the parents/legal guardian of a pupil</p> <p>face coverings to be worn by test subjects at all times whilst at the test site except for brief lowering at time of swabbing</p> <p>test staff to wear recommended supplied PPE at all times they are at the test site, changing the PPE items as specified (such as gloves after handling each sample)</p> <p>Staff/pupils encouraged to keep their distance at all times, monitored and enforced if necessary by testing staff</p> <p>one-way flow system implemented and maintained at all times. Testing staff to ensure compliance</p> <p>test site to be kept clear of clutter to aid cleaning and reduce potential touchpoints</p> <p>all test site supplies stored securely to ensure they remain available when needed, and there is no unauthorised access to the tests</p> <p>test site off limits to pupils when not in use. Staff to ensure compliance</p> <p>signage displayed reinforcing safety messages</p> <p>floor markings put in place to reinforce social distancing</p>	

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						<p>daily professional cleaning of testing site in line with School's Cleaning & Infection Control protocol SP-W-006</p> <p>test site staff to regularly clean down their work areas in line with training using the anti-bac spray/wipes supplied to each desk</p> <p>established decision making and escalation process for test staff to get support quickly if required</p> <p>these safety controls given as reminders to test subjects when booking</p> <p>test staff, supported by senior School managers if necessary, to enforce safety measures</p> <p>Normally the School would not allow any substance onto site without a risk assessment using the product's safety data sheet (SDS). In this case, although the SDS is referred to in the test literature, it has not been possible to locate a copy. The NHS assurance of no hazards has therefore had to be accepted.</p>	
13	failure to run an adequate 'at home' testing programme	staff injured from incorrect use of the test kit or contract COVID-19 or the likelihood of spreading the virus increased from collecting the test kit from School	1	2		<p>correct up-to-date instructions given with kit to replace those within the test kit box where necessary</p> <p>briefing given to all staff on self-testing covering key messages outlined in the government guidance</p> <p>staff encouraged to take up regular testing through test availability, briefings and emails</p> <p>government published videos on the self-test make available to staff</p>	

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						posters used at the collection point on how to do a rapid COVID-19 self test	
						collection point manned by trained staff wearing appropriate PPE	
						government specified records kept on which test kits are allocated and any positive test results	
						COVID-19 coordinator available should there be any issues	
						daily professional cleaning of the collection point in line with School's Cleaning & Infection Control protocol SP-WV-006	
						collection point Registration Assistant to regularly clean down their work areas in line with training using the anti-bac spray/wipes supplied to each desk	
						in line with current School protocols, no staff collecting tests to attend if they have any symptoms of COVID-19 or if they have been told to isolate following contact with someone who has symptoms	
						staff to keep their distance at all times at the collection point, monitored and enforced if necessary by the COVID-19 coordinator and/or the Registration Assistant	
						collection point off limits to any unauthorised staff,	
						testing kits kept in locked room when not being distributed	
						collection point to be kept clear of clutter to aid cleaning and reduce potential touchpoints	

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