



High Hesket CE School
Operations Risk Assessment

RA reference	<i>HH1</i>	Activity description	Reducing the risks from public health incidents
Assessment date	<i>1st September 2021</i>	Assessor name	<i>Amy Harvey, Headteacher</i>
Assessment team members	<i>Amy Harvey, Headteacher Leanne Day, Assistant Headteacher Jen Ager, Assistant Headteacher</i>	Planned review date	<i>September 2022 (reviewed to reflect any changes in National Guidance)</i>
Location	<i>High Hesket CE School</i>	Number of people exposed	<i>Approximately 200</i>
Overall residual risk level following implementation of effective control measures	Medium risk Professionals in Public Health, Health and Safety and LA services will continue to work closely with recognised trade union colleagues to promote safe working procedures, suitable safety controls and limit risk.	People exposed	All employees Pupils Visitors Contractors Members of the public Vulnerable children/adults Persons with pre-existing medical conditions First aiders New/expectant mothers
Assessment last updated	<i>5th December 2021 4th January 2022 25th February 2022 22nd April 2022</i>	Is this an acceptable risk?	Yes/ No

Training: All staff will receive training and information proportionate and relevant to the activity that is being undertaken.

Monitor and review: This risk assessment and its implementation will be monitored on at least a weekly basis and will take account of any new or updated guidance and ensure that the control measures remain relevant and effective.

Communication and consultation: Regular updates will be provided to all staff through team meetings/staff bulletins – feedback and comments will be welcomed. Copies of this risk assessment will be available on our school website.

We use the term '**must**' when you are legally required to do something and '**should**' when the advice set out should be followed unless there is a good reason not to.

Hazard description and how people are at risk	Potential risk	Current control measures (those that are in place)	Additional control measures (to be identified and implemented)	Residual risk	Action details by whom by when
<p>Student attends setting feeling unwell and showing the symptoms of an infectious disease</p>	<p>Medium 12</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Students are advised that they must not come in to school if they are unwell and must stay away from the setting for the minimum period recommended by UKHSA. <input type="checkbox"/> In the event of an outbreak of any infectious period, we will follow IPC advice or UKHSA Local Health Protection Team which might include use of PPE to respond to spikes and outbreaks for a limited time. <input type="checkbox"/> Ongoing communications regarding infectious diseases (posters, emails, inductions briefings toolbox talks) are provided to all employees, pupils, and visitors. <input type="checkbox"/> We will continue to keep a small supply of PPE in the event of a change in local public health guidance. <input type="checkbox"/> The headteacher reserves the right to refuse a pupil's attendance in school if in their reasonable judgement the rest of the pupils and staff are at risk of possible infection. 	<ul style="list-style-type: none"> <input type="checkbox"/> Catch it Kill it Bin it Poster on Schools Portal <input type="checkbox"/> e-Bug COVID-19 website <input type="checkbox"/> Children who are asymptomatic or symptomatic and take a COVID-19 test and receive a positive result will be advised to stay at home and avoid contact with other people for 3 days after the test. 	<p>Medium 8</p>	<p>Ongoing</p>
<p>Staff member attends setting feeling unwell and showing the symptoms of an infectious disease</p>	<p>Medium 12</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Staff are responsible for ensuring that they are up-to-date with their own routine immunisations. <input type="checkbox"/> Normal absence and wellbeing reporting procedures are followed. <input type="checkbox"/> We will continue to encourage staff who may be at increased risk from specific infections to raise their concerns with the Headteacher/SLT. 	<ul style="list-style-type: none"> <input type="checkbox"/> Any staff member who takes a COVID-19 test and receives a positive result or has a high temperature or other respiratory symptoms will be advised to stay at home for 5 days 	<p>Medium 8</p>	<p>Ongoing</p>

Hazard description and how people are at risk	Potential risk	Current control measures (those that are in place)	Additional control measures (to be identified and implemented)	Residual risk	Action details by whom by when
		<ul style="list-style-type: none"> <input type="checkbox"/> Where necessary referrals will be made to our occupational health provider. <input type="checkbox"/> All staff will adhere to any instructions, advice, guidance, and site rules provided to them including hand and respiratory hygiene and any specific advice provided by the Director of the Public Health/Education IPC Team. 	after the day of the test.		
Hazards relating to close contact with symptomatic persons	Medium 12	<ul style="list-style-type: none"> <input type="checkbox"/> We will continue to make a space available for any symptomatic pupil who is awaiting collection <input type="checkbox"/> We will ensure that appropriate adult supervision is available. <input type="checkbox"/> We will ensure that there is adequate ventilation in the room and a supply of PPE available in case close contact is necessary. <input type="checkbox"/> Where aerosol generated procedures (AGPs) are carried out, appropriate PPE will be provided as per individual EHCP. <input type="checkbox"/> We will ensure that the space is thoroughly cleaned once the pupil has been collected. <input type="checkbox"/> We will continue to report all cases and suspected outbreaks of infectious diseases to the Education IPC team or UKHSA according to local and national guidance / procedures. 		Medium 8	Ongoing
Hazards in relation to poor cleaning/ hygiene	Medium 12	<ul style="list-style-type: none"> <input type="checkbox"/> We will continue to encourage and remind about frequent and thorough hand-cleaning for all staff and pupils and maintain adequate supplies of soap and hand sanitiser. <input type="checkbox"/> We will continue to provide hand sanitiser at all entrances and encourage visitors to use it. 	<ul style="list-style-type: none"> <input type="checkbox"/> Pupil allergies identified where applicable. 	Medium 8	Ongoing

Hazard description and how people are at risk	Potential risk	Current control measures (those that are in place)	Additional control measures (to be identified and implemented)	Residual risk	Action details by whom by when
		<ul style="list-style-type: none"> <input type="checkbox"/> Cleaning regimes will be maintained and will include regular cleaning of areas and equipment and frequently-touched surfaces <input type="checkbox"/> In the event of an outbreak of any infectious disease, we will follow Public Health advice to carry out more frequent cleaning where required. <input type="checkbox"/> We will continue to ensure that shared resources are cleaned regularly and rotated where possible. <input type="checkbox"/> All cleaning solutions used are stored in accordance with COSHH. We have copies of all relevant safety data sheets for sanitising products used. <input type="checkbox"/> The Headteacher / SLT will monitor cleaning standards and discuss any issues with cleaning staff <input type="checkbox"/> Local school-specific risk assessments will identify additional control measures to be followed to prevent cross contamination and infection 			
Hazards in relation to poor ventilation	Medium 9	<ul style="list-style-type: none"> <input type="checkbox"/> We will continue to ensure that classrooms are well ventilated <input type="checkbox"/> We have monitors in some classrooms to identify higher levels of CO2 		Medium 6	Ongoing
Hazards in relation to shortage of staff due to infection or isolation	Medium 9	<ul style="list-style-type: none"> <input type="checkbox"/> We have a staffing plan in place to ensure safe staffing levels are achievable, agreed, established, and monitored appropriate to group sizes/pupil needs and the activities required. <input type="checkbox"/> Ratios are based on appropriate risk assessments. 		Medium 6	Ongoing

Hazard description and how people are at risk	Potential risk	Current control measures (those that are in place)	Additional control measures (to be identified and implemented)	Residual risk	Action details by whom by when
Hazards due to the lack of suitable PPE Splashing or contamination with blood or bodily fluids	Medium 12	<input type="checkbox"/> Local risk assessments/individual healthcare plans/ behaviour management plans reviewed and followed to identify ¹ PPE requirements in line with current guidance. <input type="checkbox"/> Where PPE/RPE is provided, staff are provided with training and instruction in its use. <input type="checkbox"/> Local compliance to be monitored by headteacher as far as reasonably practicable.		Medium 8	Ongoing
Hazards due to handling contaminated clothing / hazardous waste	Medium 12	<input type="checkbox"/> Any clothing that has been contaminated with blood or possible bodily fluids will be removed as soon as possible and placed in a plastic bag and be sent home with the child. <input type="checkbox"/> Procedures are in place for staff to follow when changing nappies, including use of disposable gloves and hand hygiene		Medium 8	Ongoing

To be completed by the individual undertaking the risk assessment:			
Name:	Amy Harvey	Job title:	Headteacher
Signature	<i>A. Harvey</i>	Date:	1/9/21
To be completed by the headteacher:			
I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.			
Name:	Amy Harvey	Job title	Headteacher

¹ PPE provided free to SEND schools will continue as long as supplies continue to be provided at no cost.

Signature: A. Harvey	Date: 1/9/21
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Likelihood:
 Very unlikely, e.g. 1 in 1,000,000 chance of it happening
 Unlikely, e.g. 1 in 100,000 chance of it happening
 Possible, e.g. likely to occur during standard operations
 Likely, e.g. has been known to happen before
 Very likely, e.g. it is almost certain that something will happen

Severity:

Insignificant	No injury
Minor	Minor injuries requiring first aid
Moderate	First aid/RIDDOR reportable incident
Major	Serious injury/hospital attendance
Most severe	Disabling injury, long term ill-health or fatality

15-25 Unacceptable.
 Stop activity and make immediate improvements

6-12 Tolerable
 Look to improve within a specified timescale

1-5 Acceptable
 No further action, but ensure controls are maintained

		Severity				
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Most Severe
Likelihood	5 Very Likely	5 Low Risk	10 Medium Risk	15 High Risk	20 High Risk	25 High Risk
	4 Likely	4 Low Risk	8 Medium Risk	12 Medium Risk	16 High Risk	20 High Risk
	3 Possible	3 Low Risk	6 Medium Risk	9 Medium Risk	12 Medium Risk	15 High Risk
	2 Unlikely	2 Low Risk	4 Low Risk	6 Medium Risk	8 Medium Risk	10 Medium Risk
	1 Very Unlikely	1 Low Risk	2 Low Risk	3 Low Risk	4 Low Risk	5 Low Risk