Directorate	☒Schools	**Service/Team** Kingsland School	Kingsland School – Castleford and Stanley Sites		
Risk Assessment for	**Respiratory Ilnesses (incuding COVID-19)**			**Date completed**	05/04/22
		Location	Both School Sites	**Review date**	July 2022
Assessor name(s) Paula Trow - Headteacher **Contributors: Amy Johnston, Helen Crook, Liz Hunter, Kirsty Rowlands, Sarah Grove, GB**					

SECTION 1

1.1 Risk Matrix

Likelihood		Severity 1	2	3	4	5
		Very low Insignificant injury	**Low** Minor injury Verbal abuse	**Moderate** Threatening behaviour Serious injury	**Severe** Physical abuse Multiple injuries Serious injury requiring hospital treatment	**Very severe** Extensive multiple injuries requiring hospital treatment Life changing injuries Fatality
1	**Extremely unlikely**	1	2	3	4	5
2	**Remote possibility**	2	4	6	8	10
3	**Possible occurrence**	3	6	9	12	15
4	**Will probably occur**	4	8	12	16	20
5	**Almost certain**	5	10	15	20	25

Use of the 5 x 5 risk matrix will provide an overall risk score of between 1 (very low) and 25 (very severe) which helps to determine the appropriate response based on the following:-

Risk score 1 - 3	Low risk
Risk score 4 - 9	Moderate risk
Risk score 10 - 16	High risk
Risk score 20 - 25	Very high risk

1.2 Persons/groups at risk

The following are individuals/groups of people who may be at risk from your undertakings. This list is not exhaustive:

- Employees
- Apprentices
- Young People
- New or Expectant Mothers
- Work Experience
- Contractors/Sub Contractors
- Pupil(s)
- Service Users
- Volunteers
- Members of the public

SECTION 2

<table>
<tr><th colspan="2">What are the hazards
Identify hazards (relevant to occupation/ activity/task)</th><th>Those at risk</th><th>How they might be harmed?
e.g. sprains, strains, lacerations etc.</th><th>What are you already doing/ your existing control measures
List existing controls or note where information may be found e.g. standards, safe systems of work etc.</th><th>Risk Rating Severity x Likelihood
Scores of 10 and above require further action. See section 3</th></tr>
<tr><td colspan="6">This risk assessment has been developed using the following Government guidance documents:-
• Reducing the spread of respiratory infections, including COVID-19, in the workplace (published 1st April 2022)
• People with symptoms of a respiratory infection, including COVID-19 (published 1st April 2022)
• Living safely with respiratory infections, including COVID-19 (published 1st April 2022)
• Guidance for people whoe immune systems means that they are at higher risk (published 4th April 2022)

This Risk Assessment is underpinned by the following measures:

<u>Prevention</u>
• Ensure good hand hygiene for everyone.
• Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.
• Maintain cleaning standards, including cleaning frequently touched surfaces often, using standard products such as detergents.
• Keep occupied spaces well ventilated.

<u>In Specific Circumstances</u>
• Ensure individuals wear the appropriate PPE where necessary.

<u>Response to any infection</u>
• Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
• Contain any potential outbreak by following this risk assessment
• Implement the Outbreak Management Plan if needed</td></tr>
<tr><td>1.</td><td>Attendance in the workplace</td><td>All Employees

Pupils

Visitors

Contractors</td><td>Acquire COVID-19 Viral infection.</td><td><u>In the event of an employee/pupil displaying symptoms of a respiratory illness (including COVID-19) and have not taken either a lateral flow test or PCR test</u>
Symptoms of COVID-19, flu and common respiratory infections include:
• Continuous cough
• High temperature, fever or chills
• Loss of, or change in, your normal sense of taste or smell
• Shortness of breath</td><td>8</td></tr>
</table>

		Other Professionals Families Wider Community		• Unexplained tiredness, lack of energy • Muscle aches or pains that are not due to exercise • Not wanting to eat or not feeling hungry • Headache that is unusual or longer-lasting than usual • Sore throat, stuffy or runny nose • Diarrhoea, feeling sick or being sick Staff with symptoms of a respiratory infection who do not feel well enough to work should report in as absent from work, following the usual school procedures. Staff with symptoms of a respiratory infection who do feel well enough to be in work should request a discussion with a member of SMT as soon as possible after the onset of symtoms. Pupils with symptoms of a respiratory infection should not attend school if they have a high temperature or are not well enough to attend. Pupils with symptoms of a respiratory infection, but who have no high temperature, can attend school if they are well enough to. The does not apply to pupils who have underlying conditions that are clearly not COVID-19 related. This includes conditions that give rise to congestion, chest problems, excess or regular mucus production and the use of laxitives/bowel conditions etc. If in any doubt decisions will be made in collaboration with the school nurses. **<u>In the event of an employee/pupil testing positive on either a lateral flow test or PCR test</u>** Any employee who tests positive on either a lateral flow test or PCR test must not attend the workplace/school for a period of 5 days after diagnosis. Staff should return to work after 5 days, providing they do not have a high temperature and feel well enough to work. Employees who are asked to not attend the workplace/school due to confirmed covid-19 infection, but who are fit to work, may work from home in agreement with their manager. Any pupil who tests positive on either a lateral flow test or PCR test must not attend the school for period of 3 days after	

				diagnosis. Pupils can return to school after 3 days, providing they do not have a high temperature and feel well enough to be in school. **<u>In the event of an employee/pupil's household member testing positive on either a lateral flow test or PCR test</u>** Staff who are household contacts of a confirmed covid case will be asked to work away from others within the school building (e.g. to prepare resources) for a period of up to 5 days. If this staff member is symptom free, they may also work in outdoor environments with pupils. Pupils who are household contacts of a confirmed covid case can attend school as normal. **<u>Other measures in place</u>** Continual monitoring of the wellbeing and mental health of the workforce due to the impact of covid. Clear guidance of preventative measures still in place to be displayed at all access points, on visual display and to be communicated to all visitors to school (including parents). Any parent or visitor who has been authorised to be on site will only be able to do so if they are well and not showing any signs of respiratory illness. School will be able to provide a face mask to any parent or visitor who would like one during their visit. Risk assessments in place and procedures to be communicated to staff and made available. This will be communicated through: • Email • Discussion • Paper copies (if requested)	

2.	High Risk Employees			Employees should inform SMT if they feel they fall into the group of workers who are at a greater risk of serious illness from COVID-19 due to having a weakened immune system or for other reasons (e.g. unvaccinated staff, older staff) so that an appropriate individual risk assessment can be undertaken, where required. **Expectant Mothers** As part of the routine pregnancy risk assessments undertaken by school, any current guidance relating to respiratory infections will be considered.	9
3.	Access and egress into work			All access points to have hand washing facilities or hand sanitiser station where practical to do so, either spray canister, wall mounted or floor standing and automatic. All pupils to be collected from their transport as it arrives by staff members and returned to transport in this way at the end of the day. Parents to inform the school immediately if any member of their household has a confirmed diagnosis of Covid to enable the school to take any appropriate action.	N/A
4.	Moving around offices and locations			Staff take responsibility for cleaning shared equipment after use. Other hygiene measures apply.	N/A
5.	Workplace and work stations			Rooms to be well ventilated – open doors or windows where practicable. Co2 monitors to be used to check Co2 levels in classrooms nad work areas on a rotational basis.	N/A
6.	Meetings/Training and Meeting Rooms			Meetings/Training in attendance – • Hand sanitiser to be used by all in attendance • Room to be well ventilated – open doors or windows where practicable	N/A

7.	Common areas			Where possible letters and information will be sent to parents/carers via e-mail. Electronic methods of communication will be used unless no practical alternative is available. Hand sanitiser stations to be installed at all access and egress points.	N/A
8.	Welfare facilities, hygiene – handwashing, sanitation facilities and toilets			Personal items to be stored in personal lockers and/or cupboards at all times and not left out. Employees to wipe locker doors with standard products such as detergents. Promote good practice to build and remind awareness of: • Good hand hygiene • Frequency of hand washing/hand sanitisation • Avoidance of touching face • Rules around coughing and sneezing into a tissue or arm Provision of hand sanitisation stations at school entrances. NOTE: Being bare below the elbows e.g. no watches, long sleeves or false nails is key to successful hand hygiene.	N/A
9.	Managing parents, visitors and contractors			Minimise the number of unnecessary visits to the school: • Virtual meetings • Telephone meetings Provide hand sanitisation stations at all access and egress points. Parents and visitors to be offered face coverings if they request these during their visit. Parent visits to school to be facilitated in a controlled manner in accordance with this Risk Assessement. Visits may include attendance at EHCP Reviews, training, parent support groups, safeguarding meetings, significant pupil/carer events and other meetings essential for the well being or progress of the pupil. Limit the number of other visitors: • Pre-arranged appointments only	N/A

				• Controlled access points • Schedule of contractor visits to reduce number in attendance • Out of hours maintenance where practicable.	
10.	Cleaning the workplace			Engie to undertake all statutory compliance, inspections and testing where required. SMT to ensure control measures are in place. Ventilate the school.	N/A
11.	Keeping the workplace clean			Engie will undertake routine and daily building cleaning to prescribed standards. Soap, water and standard products such as detergents to be available in all areas of the school. Hand sanitiser to be available for use on entry to school and in areas where soap and water is not available. School minibuses to be treated with Zoono on a monthly basis (if in use). Music & PE Equipment - any equipment used from the central store must be wiped clean prior to return. Any instruments/equipment used must be cleaned before use by another pupil. Regular cleaning of pupil equipment to be undertaken by staff.	N/A
12.	Personal protective equipment (PPE)			Staff should continue to wear gloves and aprons for any pupil's personal care. This includes care tasks associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure of intimate personal areas. This includes care associated with continence and menstrual management, as well as more ordinary tasks such as washing, bathing and dressing. It also includes supervision of children involved in intimate self-care. Staff should continue to follow all Policies/Guidelines/Procedures that are in place at Kingsland	N/A

				to meet Pupil personal care needs. Most of the 190 pupils require personal care. Policies include the Intimate Care Policy, Intimate Care Guidelines, Medications Policy and Safeguarding Policy. All staff are issued with copies of these polcies prior to starting work at Kingsland, with policy updates given each September and more regularly if required. Staff are trained through the Induction Process and on a rolling programme in all aspects of pupil care and management. Staff to sign to acknowledge documents received and the school keeps a training record for all staff. In addition, face masks will be available to staff when carrying out intimate care. PPE kits will be available in the school office for use if a pupil exhibits symptoms of COVID-19 whilst at school and awaiting collection. This kit contains face masks, face shields, gloves, aprons, disinfection wipes, blue roll and yellow clincal waste bag. The kit must be returned to the school office at the end of the day, so that any used items can be replaced. It will be checked to ensure that all concents are present for the following day.	
13.	Air Quality			All occupied spaces must be well ventilated through the opening of windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space).	N/A

SECTION 3

3.1 Action Plan

Where the risk rating score is 10 or above (high/very high risk) the risk must be reduced/managed to a risk score of 9 or below (moderate/low) risk. Risks must always be managed to be as low as reasonably practicable. For risks not adequately controlled, detail further action needed.

Ref No	If further action is required, detail what action is required	By Whom	By When	Completed (sign)

SECTION 4

4.1 Risk Assessment Acceptance

Acceptance by Responsible Manager/s (print name & signed): Paula Trow (Headteacher) + Ray Spencer (Chair of Governors)	Date:

Staff briefed on Risk Assessment & Safe System of Work (print name & signed) – Staff members briefed as they return to work	Date: