

Risk Assessment Form (RA1)

Department:		Service: <i>Education</i>		School: <i>Hillcrest School</i>	
Activity: <i>Prevention and management of outbreaks of respiratory infection (including COVID-19) in school</i>					
Version 1.0: <i>20 April 2022 (to be read in conjunction with H&S Briefing note of 20 April 2022)</i>					
The need to specifically consider COVID-19 in risk assessments was removed from 1 April 2022. However, employers have a duty under health and safety legislation to identify risks in the workplace and put in place reasonable control measures to help protect the safety of staff, pupils and visitors. The control measure in place within this risk assessment will help achieve this and maintain business continuity during outbreaks of respiratory infection.					
People at Risk: <i>Staff, pupils, visitors, volunteers, parents, contractors</i>		Additional Information: guidance on completion: risk assessment form <i>Existing service/task specific risk assessments and guidance provided by the government/UKHSA and internally at NCC. Further additional information/links to documentation is available at the bottom of the document.</i>			
Name of Person Completing Form: Date:		<i>Andrea Mead, Debra Thompson, Alison Miller</i> <i>27 April 2022</i>		Job Title: <i>Hillcrest School</i>	Review Date: <i>Further updates or guidance issued</i>
Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Initial Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
<i>Inadequate safety management documentation</i>	<i>Increased risk of transmission</i>	<i>M</i>	<i>The control measures recorded in this risk assessment and other related documentation [list relevant documents] are monitored and the documentation updated, as necessary, with staff given the opportunity to comment and feedback on arrangements. The content is shared with staff and parents. <i>Updated risk assessments are issued to all staff for reading and comment and then posted online on the website for parents. Letters are also sent home to keep</i></i>	<i>L</i>	<i>The reason behind any controls measures in place which are outside of national guidance is communicated to parents [e.g. duties under H&S legislation, to protect individuals and maintain business continuity.]</i>

			<p>parents updated if contact with positive case so they can protect their own family.</p> <p>SLT monitor absence of staff and students on a daily basis and communicate with parents any internal control measures that are in place to protect the Hillcrest community and maintain school to be open</p>		
Outbreak of respiratory infection in local area or school resulting in the need to step up control measures		M	<p>The arrangements to be implemented in the event of an outbreak of respiratory infection are contained within the school Emergency Plan [previously the Outbreak Contingency Plan - add link to your own plan and also see content of Emergency planning and response for education, childcare, and children's social care settings]</p> <p>The school will follow the advice in respect of COVID-19 in Chapter 3 of this guidance document: Health protection in education and childcare settings Most outbreaks are likely to be able to be managed by the school by instigating the arrangements in the plan. Schools are not required to report individual cases of respiratory infection to the NCC public health team or the UKHSA Health Protection Team. However, where further advice is needed the UK Health Security Agency North East (UKHSA) Health Protection Team is contacted on 0300 303 8596 (see correspondence from NCC Public Health)</p> <p>School monitor attendance of both staff and students on a daily basis to understand reasons for absence and whether this could be Covid related. If positive case, contact with close contacts for more health vigilance to be observed to minimise risk of</p>	L	

			transmission. Government advice for Covid infections used at all times.		
Failure to implement adequate control measures to reduce the risk of transmission of respiratory infection	Inadvertent transmission to others	H	<p>General protective measures across school</p> <p>The following measures are in place within the schools, which are based on national guidance in respect of respiratory infection/COVID-19:</p> <ul style="list-style-type: none"> • Clear advice is issued to those who have symptoms of a respiratory infection or who test positive for COVID-19 test. (see People with symptoms of a respiratory infection including COVID-19) and letter from NCC Education Outbreak Group). • Staff or students who present with symptoms requested to undertake a LFD test and where positive to refrain from attending whilst infectious. Staff and students who are non covid positive advised to return when well • Vaccination - eligible persons are encouraged to take part in recommended vaccination programmes. • Staff and students where eligible have had vaccinations organised through NCC (Staff and School Nurses) • Ventilation – occupied spaces are well ventilated. Section below and H&S briefing document. • Windows are opened daily each morning by Site Manager to ensure air flow is maintained throughout the building • Cleaning - Environmental cleaning regimes are maintained in line with cleaning 	L	<p>Notices and information on Covid rules/control measures are displayed in school.</p> <p>The e-Bug Coronavirus website contains free resources for schools, including materials to encourage good hand and respiratory hygiene amongst pupils.</p> <p>Where hand sanitizer is used, it contains a minimum of 60% alcohol. It is kept out of the reach of children and used with staff supervision due to the risk of ingestion. A safety data sheet and COSHH risk assessment are in place for its use. Skin friendly skin cleaning wipes can be used as an alternative</p> <p>In England, face coverings are no longer required by law.</p> <p>The government suggests that you continue to wear a face covering in crowded and enclosed spaces where you may come into contact with other people you do not normally meet.</p>

			<p>schedules. During periods of high transmission additional cleaning may be needed.</p> <ul style="list-style-type: none"> • <i>Regular increased cleaning undertaken which is now part of normal cleaning regime</i> • Good Hand and respiratory hygiene (Catch it/Bin it) practices are encouraged. Hand sanitiser stations are located through the building (identify locations) • <i>Hand sanitiser available for staff and students and all classes retain 'snuffle' bins to promote catch it/bin it</i> • Vulnerable staff – individual risk assessments are in place for those staff who were formerly CEV, who are immunosuppressed or pregnant. (see additional section on vulnerable people) • <i>No CEV or pregnant staff currently employed at Hillcrest – will be monitored and risk assessments updated if required</i> <p><i>[Additional control measures are likely to be retained by some schools to reduce the risk of transmission to protect individuals and ensure business continuity and these should also be recorded in the risk assessment]</i></p> <p><i>Hillcrest School are still operating a number of Covid 19 arrangements as part of 'good practice' for the health and wellbeing of staff and students</i></p> <p><i>If cases in school are high, additional mitigations will be put in place, notably wearing face coverings in school if possible</i></p>		<p><i>Those attending education or childcare settings will not normally be expected to wear a face covering.</i></p> <p><i>At Hillcrest, with the new guidance regarding face coverings we are using staff personal choice on whether staff wish to use face coverings in communal areas or classrooms. This recognises that everyone is able to dynamically risk assess whether they feel that a face covering should be used based on their own personal risk towards Covid19 and rates of absence due to Covid19 within school but the following guidance should always be considered:</i></p> <p><i>When to wear a face covering</i></p> <ul style="list-style-type: none"> • <i>when you are coming into close contact with someone at higher risk of becoming seriously unwell from COVID-19 or other respiratory infections</i> • <i>when COVID-19 rates are high and you will be in close contact with other people, such as in crowded and enclosed spaces</i>
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<p>Inadequate ventilation.</p> <p>Unable to achieve a comfortable (or legal minimum) temperature within the building.</p>	<p>Transmission of respiratory infections</p>	<p>M</p>	<p>A good level of ventilation is maintained in occupied spaces: See H&S Briefing Document with signposts to advice from the HSE and CIBSE.</p> <p>Windows throughout school are opened each morning by the Site Manager to ensure air flow maintained. Regular purging of air within classrooms is undertaken during break and lunch time periods.</p> <p>CO2 monitors have been used to monitor levels in occupied spaces, where concerns have been identified, action has been taken to improve ventilation levels. Monitors are used on an ongoing basis as and when required. CO2 monitors have been used in classrooms to test ventilation levels and are available if required to re-test. 1 x classroom which had high readings has had wall removed to increase size of class and ventilation.</p>	<p>L</p>	<p>Rooms with no natural or mechanical ventilation have been identified and their use as an occupied space is avoided unless measures to improve ventilation are considered and implemented.</p>

			<p>Mechanical ventilation/heating systems are maintained in accordance with the manufacturers recommendations. <i>Routine maintenance through NCC with all inspections completed.</i></p> <p>Ventilation measures are reviewed when large scale events are planned, including those involving visitors being on site (e.g. school plays). <i>No large scale events planned with only professional visitors or parents by appointment to reduce number of visitors in school. Parents transition meeting are planned but will be in 2 sessions to reduce mixing of households/schools etc</i></p>		
Transmission of respiratory infection to vulnerable persons	Exacerbation of existing condition.	H	<p>Vulnerable staff include those who are pregnant, formerly classed as CEV or who are immunosuppressed. In most cases the control measures contained within this COVID risk assessment will be sufficient to adequately reduce the risk of transmission of COVID-19 to these staff.</p> <p>An individual risk assessment remains in place and any additional advice or control measures advised by a medical professional are recorded. The controls implemented take account of the vaccination status of an individual, with reasonable adjustments implemented where needed. Staff who are immunosuppressed (normally due to medication they are taking or treatment received) may wish to temporarily work from home if they are in a role which allows this and where possible this is accommodated.</p> <p>The risks from COVID are considered as part of a pregnant workers risk assessment. Reasonable adjustments are considered where individual risk factors determine this.</p>	L	<p>Individuals who are immunosuppressed are able to access free NHS LFD testing if they are entitled to anti-viral treatments to reduce the severity of symptoms should they contract COVID-19. See: COVID-19: guidance for people whose immune system means they are at higher risk</p> <p>See model pregnant worker's risk assessment and COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding</p>

			<p>Advice is sought from the school's own HR/Occupational Health provider where needed and the individual consults their physician where appropriate.</p> <p>Currently no CEV or pregnant workers employed by school. During induction of new starters checks undertaken to see whether any reasonable adjustments are required and these are also declared as part of the recruitment process for the OH section with school following any OH advice provided.</p>		
<p>Individuals with symptoms of respiratory infection, including COVID-19</p> <p>Testing positive for COVID-19</p>	<p>Transmission of infection</p>	H	<p>Symptoms of respiratory infection</p> <p>Staff/Visitors - do not attend school if they have symptoms of a respiratory infection and a high temperature or are too unwell to carry out their normal activities. Once they feel well enough and have been clear of a high temperature for 24hours they may return to school. Visitors are asked if they have symptoms of respiratory infection and if so the visit is rearranged.</p> <p>Pupils – those with mild symptoms such as a runny nose, sore throat, or mild cough, who are otherwise well, and do not have a high temperature, can continue to attend school. Those who are unwell and have a high temperature should stay at home and where possible avoid contact with other people. They can return to school when they no longer have a high temperature, and they are well enough to attend.</p> <p>Testing positive for COVID-19 The need for asymptomatic staff and secondary school age pupils to regularly test with LFD home tests has been removed. Free NHS tests for most people, with and without symptoms are no longer</p>	M	<p>See:</p> <ul style="list-style-type: none"> • letter from NCC Education Outbreak Group • Guidance for Parents and carers • People with symptoms of a respiratory infection including COVID-19 - Staff who have a household close contact who has tested positive for COVID-19 should also follow the advice contained in the above guidance document as far as possible, such as avoiding contact with vulnerable individuals and wearing a face covering in communal areas. <p>The normal protocol for anyone becoming unwell whilst at school is followed.</p>

			<p>available. Individuals may have an existing supply of tests or may choose to purchase these privately. Staff, visitors and pupils/parents who test positive have been informed they must not attend school and should stay at home for the required period:</p> <ul style="list-style-type: none"> • Adults: 5 days starting from the day after their positive test. They can return after this period if they feel well enough and do not have a high temperature. • Children: 3 days starting from the day after their positive test. They can return to school after this period if they feel well enough and do not have a high temperature. <p>Hillcrest no longer are issued with LFD tests and have a limited stock remaining. Where possible staff and students will test before returning from holiday (whilst stocks are available). Staff and students will no longer undertake twice weekly routine testing and will only be required to undertake an LFD test if symptomatic using up any remaining stocks kept at home to try and reduce any spread following a natural break in the academic year.</p>		<p>Individuals who are immunosuppressed are entitled to anti-viral treatments if they contract COVID-19 can access free symptomatic testing and will normally be issued with a supply of LFD tests by the NHS.</p> <p>See: <u>COVID-19: guidance for people whose immune system means they are at higher risk</u></p>
Use of staff areas during periods of high rates of transmission of respiratory infection	Increased risk of transmission amongst staff	H	<p>Additional controls are implemented in staff areas during periods of high transmission of respiratory infection. This will protect staff and help maintain business continuity. Staff are encouraged to maintain social distancing in these areas where possible.</p> <p>Hillcrest staff room is available for staff to use, however, staff are asked to maintain social distancing and avoid overcrowding this area at all times.</p>	L	If rates in school are high, staffroom will be closed
Holding large scale events in school during periods of high transmission of	Increased risk of transmission amongst staff,	H	Any large events planned are subject to a risk assessment and consider current levels of community transmission of respiratory infection.	L	

respiratory infection	pupils and parents/carers		<p>Controls measures should be implemented to reduce the risk of transmission in line with Government guidance, such as:</p> <ul style="list-style-type: none"> • Asking individuals not to attend if they have symptoms of respiratory infection. • Encouraging good hand hygiene/provision of hand sanitiser stations. • The space is of sufficient space to accommodate attendees comfortably. • The space is well ventilated. • Visitors are encouraged to wear face coverings where appropriate and if mixing with large numbers indoors. <p>Hillcrest currently have no plans in place to hold any large scale events and have visitors on appointment only. Any large scale visits will have a suitable risk assessment prior to the event with clear guidance provided to all attendees. For our transition parents evening we will hold 2 sessions to reduce volumes of people mixing</p>		
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<i>Ineffective management of respiratory infection (including COVID-19) in an outdoor education and off-site visits context</i>	<i>Contracting respiratory infection - staff, pupils, public</i>	<i>H</i>	<p><i>Visits are conducted in accordance with NCC Code of Practice for Offsite Educational Visits, Outdoor Learning and Adventurous Activities.</i></p> <p><i>Establishments achieve effective planning and suitable and sufficient assessment of respiratory infection risk by the application of:</i></p> <ul style="list-style-type: none"> <i>• Evolve Generic Risk Assessments* and,</i> <i>• Event Specific Planning.</i> <p><i>In the event of high levels of respiratory infection in the local area or school, the planned measures for visits are reviewed against the school Emergency Plan. Where visits are to proceed, arrangements are reviewed, and further advice is sought where necessary**.</i></p> <p><i>Those conducting International Visits apply the above approach and ensure that an “International Travel Forward Plan” is compiled to support the planning process and gain appropriate levels of approval prior to travel.</i></p> <p><i>All external visits are subject to Evolve with staff checking for any possible high rates of infection prior to the visit</i></p>	<i>L</i>	<p><i>* As per existing practice, establishments should review generic risk assessments to ensure the stated arrangements are applied. Visit specific arrangements not specified by or prompted by the generic risk assessments are set out in Event Specific Plan.</i></p> <p><i>** Advice is available from the establishments Educational Visit Coordinator (EVC), Heads or the Corporate Health and Safety Teams’ Health and Safety Adviser for Outdoor Education.</i></p>
<i>Parents/carers dropping off up/collecting pupils from school</i>	<i>Contracting coronavirus - staff, pupils, public</i>	<i>M</i>	<p><i>Parental access to the school site and building will continue to be assessed and controlled in periods where transmission rates are high.</i></p> <p><i>Majority of students arrive on school transport and parents drop off at a separate entrance without accessing the school site. This reduces contact where possible</i></p>	<i>L</i>	

Use of School Transport (external provision only)	Contracting coronavirus - staff, pupils, transport provider	H	<p>Steps are taken to ensure anyone who is symptomatic of respiratory infections/has a high temperature does not attend school and therefore is not accessing School Transport.</p> <p>The following measures are in place, in line with those recommended nationally:</p> <ul style="list-style-type: none"> • use of hand sanitiser by pupils is encouraged by parents and teachers prior to accessing school transport . • ensuring good ventilation by keeping windows, or roof lights, on home to school transport, open. • regular cleaning of frequently touched surfaces by transport provider. • wearing of face coverings is optional [although schools may wish to encourage this during periods of high transmission around key exam dates]. <p>The school has consulted the Local Authority School Transport team to support their implementation of transport arrangements.</p> <p>Where students present poorly whilst at school, parents are requested to collect the student so they do not travel home on school transport to reduce the risk of infection across the bus/class/school</p>	L	
Personal care activities	Contracting coronavirus or passing onto vulnerable or shielded children	H	<p>No additional PPE is generally needed other than that already identified via risk assessment.</p> <p>Specific PPE/training is required for staff providing personal care involving an aerosol generating procedure (AGP) - advice is provided by the school nurse and a risk assessment produced. Specific detailed guidance and requirements when performing</p>	L	Staff know how to safely put on and take off PPE. Putting on PPE ; and Taking off PPE is followed by all staff undertaking personal care.

			<p>AGPs is included is: Health protection in education and childcare settings</p> <p>Any queries are directed to the school nurse.</p> <p>No students at Hillcrest currently require personal care activities, should this change this would be reflected in the students individual risk assessment. Stocks of PPE are available for staff to use if emergency situations arose.</p>		
Provision of first aid	<p>Serious injury or death</p> <p>First aider contracting coronavirus or spreading virus to others.</p>	M	<p>A first aider should conduct a dynamic risk assessment of the situation they are faced with and apply appropriate precautions for infection control.</p> <p>A supply of PPE, such as a fluid resistant face mask and disposable gloves/apron should be kept next to the first aid box. See Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings, in respect of the latest advice around CPR and resuscitation.</p> <p>Stocks of PPE are available for staff to use if necessary in the event of a requirement for first aid and there is a risk of infection</p>	L	

Anxiety in staff due to outbreaks of respiratory infection	Stress and anxiety arising through uncertainty, lack of control and reduced contact	M	<p>Regular communications are in place between staff and Managers where any concerns can be discussed. Managers have explained to staff the measures in place to protect them and any planned changes to existing arrangements are communicated promptly. Risk assessments and other documentation is shared.</p> <p>Governing Body are involved with decision making in relation to measures in place where appropriate.</p> <p>Hillcrest staff kept up to date on all versions of risk assessments in how to manage Covid19 in school. This includes any communications that are issued to parents. Governing Body also kept up to date with risk assessments.</p> <p>SLT and Chair of Governors provide open door policy to all staff to discuss Covid 19 risk assessments and provide further guidance and support if necessary</p>	L	<p>Stress risk assessment reviewed.</p> <p>Education and Skills – Staff Wellbeing padlet</p> <p>Supporting Emotional and Mental Health - Information for Schools. Telephone support & counselling</p> <p>Wellbeing guide for staff working in schools and trusts</p>
Pupil uncertainty surrounding attendance	Stress and anxiety impacting themselves, their family and staff	M	<p>Good communication of measures/arrangements to parents and pupils provides reassurance on attendance or return to school. Risk assessment available to parents on school website Parents have the opportunity to discuss concerns with school staff.</p> <p>The reason behind any controls measures in place which are outside of national guidance is communicated to parents [e.g. duties under H&S legislation, to protect individuals and maintain business continuity.] Any controls in place outside of national guidance are communication to parents through regular communications (letters, texts, newsletters). This also helps school with parental support when changes are required to assist student understanding.</p>	L	<p>Kooth – support for young people from 11-25</p> <p>Wellbeing for Education Return programme,</p> <p>Supporting Emotional and Mental Health - Information for Schools.</p> <p>UKHSA offer access to a free online Psychological First Aid course which provides practical and emotional support to children and young people affected by emergencies or crisis situations, such as COVID.</p>

			<p><i>Provision of pastoral and extra-curricular activities available to all pupils designed to:</i></p> <ul style="list-style-type: none"> • <i>support the rebuilding of friendships and social engagement</i> • <i>address and equip pupils to respond to issues linked to coronavirus (COVID-19)</i> • <i>support pupils with approaches to improving their physical and mental wellbeing</i> 		
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Useful Links:

- Government/UKHSA Advice: <https://www.gov.uk/coronavirus>
- HSE Advice: <https://www.hse.gov.uk/news/coronavirus.htm>
- DFE Advice: DfE.coronavirushelpline@education.gov.uk
- [NCC Health and Safety Team webpage](#)
- [NCC Control of Infection Policy](#)
- [Living with COVID-19](#).
- [Emergency planning and response for education, childcare, and children's social care settings](#)
- [Health protection in education and childcare settings](#)
- [COVID-19: guidance for people whose immune system means they are at higher risk](#)
- [People with symptoms of a respiratory infection including COVID-19](#)

Document History

Item	Nature of change	Date of Update
New Risk Assessment (replaces COVID-19 Model Risk Assessment)		20/4/2022