

# ACTIVITY RISK ASSESSMENT

DESCRIPTION OF TASK/ACTIVITY/AREA:	Generic Site Risk Assessment COVID 19 Version 9 January 2022 <a href="https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings">https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings</a> <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/annex-a-health-and-safety-risk-assessment">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/annex-a-health-and-safety-risk-assessment</a>		
CENTRE/SCHOOL/ACADEMY:	<b>Dysart School</b>		
ASSESSOR:	Leigh Edser / Penny Jelbert	STAFF/TEAMS/INDIVIDUALS INVOLVED IN ASSESSMENT:	Senior Leadership Team
DATE OF ASSESSMENT:	19.01.2022	REVIEW DATE:	This maybe daily under current situation, please keep record of updates and briefings
Have relevant personnel been made aware of this assessment and understand the controls?	YES/NO	Date and how they were made aware:	15.04.2020 (RA by Email) 15.05.2020 (RA by Email) 16.06.2020 (RA by Email) 08.09.2020 (RA by Email) 24.11.2020 (RA by Email) 04.01.2021 (Email), 05.01.2021 (In-person meeting), 07.01.2021 (Updated RA, by email) 21.04.2021 (RA by Email) 30.08.2021 (email) 14.9.2021 (email) 19.01.2022 (email)

What are the hazards?	Who might be harmed and how?	What controls do you have in place?	Risk Rating (L=Likelihood x S=Severity = R=Risk)			ADDITIONAL CONTROLS (complete if Risk is more than a low risk rating)						
			L	S	R	What additional controls can you apply?	To be actioned by	Target Date	Additional controls in place (date)	Residual Risk (L=Likelihood x S=Severity = R=Risk)		
			L	S	R					L	S	R

# ACTIVITY RISK ASSESSMENT

<p>Students and staff attending school if they are either showing signs of COVID 19 or a member of their household are showing signs</p> <p>Or if that member of staff or student are feeling unwell</p>	<p>Staff Students Contractors Family members Wider community Spread of virus</p>	<p>As of 19.1.22 all staff are testing daily using LFD test kits. Staff displaying symptoms are isolating and taking a PCR test</p>	3	1	3						
<p>COVID 19 Asymptomatic Testing Procedures</p>	<p>Staff Students Contractors Family members Wider community Spread of virus</p>	<p>As of 19.1.22 all staff are testing daily using LFD test kits. Staff displaying symptoms are isolating and taking a PCR test</p>	3	1	3	See Schools Covid 19 operational guidance					
<p>Persons not following self-isolating rules or engaging with NHS Test and Trace or attending school following a positive COVID test</p>	<p>Staff Students Contractors Family members Wider community Spread of virus</p>	<p>Once identified discussion with family /staff member. HR advice sought for employees if necessary, which may result is suspension from work and possible disciplinary action.</p>	1	3	3						
<p>Controlling student or staff who may present symptoms of COVID 19 whilst on site during the day</p>	<p>Staff Students Contractors Family members Wider community Spread of virus</p>	<p>Where a pupil is displaying Covid-related symptoms, they will isolate outdoors, supervised by a staff member wearing PPE (there are covered outdoor areas available if it is raining). Parents requested to collect, where not possible, school staff would transport home on the school minibus using distance and already established barrier between driver and passenger.</p>	1	3	3						

# ACTIVITY RISK ASSESSMENT

		Individual risk assessments have been written for those pupils who are known to display elevated Covid-specific risky behaviours (e.g. spitting, biting, scratching)									
What happens if there is a confirmed case of COVID 19 within the site	Staff Students Contractors Family members Wider community  Spread of virus	Enhanced clean of working areas used by person with positive result. Additional guidance sought from PHE and PHK Potential closure until deep clean has occurred or if staff isolation means it is not possible to safely keep the class open	4	1	4						
Poor control of hand washing and hygiene controls Poor respiratory hygiene 'catch it bin it kill it'	Staff Students Contractors Family members Wider community  Spread of virus	Abundant supply of soap throughout the school. Staff know that they should alert the premises team where a soap dispenser is empty and needs restocking.  We have not experienced any difficulties in sourcing soap, hand gel, and paper towels since the requirements for increased hand washing came into effect in March  Main door biometrics has regular sanitation in place.  All office areas have hand sanitiser available for use. Staff have been asked to continue to be diligent around regular handwashing and general levels of hygiene by continuing to regularly wash your hands and sanitise throughout the day.	1	1	1						

# ACTIVITY RISK ASSESSMENT

		Posters/information up around the site for Catch it bin it kill it and also Wash Hands signs.										
Face Coverings should be adopted as per guidance.  Support staff, site teams and visitors should using Face Coverings	Staff Students Contractors Family members Wider community <b>Spread of virus</b>	Staff are wearing face coverings in communal areas and the car park unless they have an exemption  Staff will wear both a face mask and a visor when supporting pupils with personal care and / or feeding.	1	1	1	<a href="https://www.gov.uk/government/publications/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education</a>						
Poor hygiene control of toilets and washroom areas, high risk surface areas, door handles, equipment within communal/high use areas Are there additional cleaning regimes in place for all surfaces?	Staff Students Family members Wider community	Increased cleaning of communal areas after use through the use of standard cleaning products and cleaning 'bombs' will continue twice daily. All teams have been provided with cleaning bag in order to clean areas after use. Cleaning equipment available in all toilets Posters are displayed to remind people to clean, around school.	1	3	3							
Increase of student numbers; overcrowding when entering /leaving the building/ moving around the centre Overcrowding of toilet/washroom areas, increasing the risk of spreading the virus.	Staff Students Family members Wider Community	Class sizes are similar to previous years, vehicles arrive at intervals during drop off period and SLT will be manning the car park to ensure flow of pupils is consistent and not overcrowded. End of the day routine has been changed in order to avoid bottle necks:- <ul style="list-style-type: none"> <li>• Pupils leave from classes</li> <li>• Buses loaded earlier at 2.50pm</li> <li>• Taxis and those on foot not permitted in car park until 3.10pm</li> </ul>	1	2	2							

# ACTIVITY RISK ASSESSMENT

		<ul style="list-style-type: none"> <li>Pupils in the Suite may need to use the area where minibuses are parked and / or immediately outside of the front gate for those pupils who are known to not try and abscond, to ensure social distancing at end of day</li> </ul> <p>The above procedures were established during the autumn term 2020 and are now familiar to staff, pupils, and visitors with very high levels of compliance as a result</p>									
<p>Controlling Social Distancing in a dynamic school environment and not reducing contact between groups</p> <p>Staff contact with Staff Staff contact with Students Students contact with Students Exposure of support staff</p>	<p>All occupants Wider community</p> <p>Spread of virus</p>	<p>From 9.1.22 there will be some light-touch restrictions on movement of staff in school – mixed class groups (e.g. SALT) will be suspended until further notice. Classes are paired and will spend more time working in pairs than with other classes. Educational visits are suspended until further notice. All visitors to the school will be required to take a LFD test before coming and wear a face covering. In-person meetings with visitors are also being restricted. PPE to be worn for all close contact work e.g. toileting, feeding changing. Virtual staff meetings and pupil meetings continue to be an option. Lunchtime and other break periods now have allocated areas for staff from specific classes to reduce social contact</p>	2	2	4						
<p>Exposure to virus if are you within the following groups: Clinically Vulnerable, Clinically Extremely vulnerable group or consider yourself high risk</p>	<p>All occupants</p> <p>Spread of virus</p>	<p>Individual RA's have been updated for those staff and pupils within these groups. School will continue to follow government guidance on shielding and protecting people who are clinically extremely vulnerable and make changes as and when is necessary.</p>	2	3	6						

# ACTIVITY RISK ASSESSMENT

		PPE is available for use should staff feel more comfortable using this.										
Continuity planning and response to any confirmed infection from COVID Appointed person to oversee and engage with: NHS Test and Trace PHE DfE Helpline	OHCAT	Principal / Vice Principal to seek advice and engage with PHE, Local Authority, NHS Test & Trace, DfE helpline and OHCAT.  From 19.1.22 all staff will take daily LFD tests at home until further notice  Any staff member or pupil who receives a positive lateral flow test result, will then self-isolate and will take LFD tests for seven days but if the lfd test is negative for two days in a row from day 5 then they will return to work earlier.	2	3	6							
Drop/off pick up zone transport Risk Assessment in place and has been reviewed, to cover COVID and changes to student numbers	Students Staff Persons within zone	Vehicles arrive at intervals during drop off period and SLT will be manning the car park to ensure flow of pupils is consistent and not overcrowded. End of the day routine has been changed in order to avoid bottle necks:- <ul style="list-style-type: none"> <li>• Pupils leave from classes</li> <li>• Buses loaded earlier at 2.50pm</li> <li>• Taxis and those on foot not permitted in car park until 3.10pm</li> <li>• Pupils in the Suite may need to use the area where minibuses are parked and / or immediately outside of the front gate for those pupils who are known to not try and abscond, to ensure social distancing at end of day</li> </ul> Updated car park guidelines have been sent in Sept 2021 to all transport providers and parents.	1	2	2							

# ACTIVITY RISK ASSESSMENT

<p>Any reduction in staff numbers due to the change of working practices, could lead to poor control of student behaviour, difficult to administer controlled drugs</p>	<p>Students Staff</p>	<p>Staffing levels are reviewed on a daily basis. We have increased the number of agencies that we use for supply staff. Where it is felt that a specific class cannot open safely due to high levels of absence then the admin team are prepped with contact details of families so that this information can be shared quickly with the families.</p>	<p>1</p>	<p>1</p>	<p>1</p>						
<p>Poor supply of PPE if required Supply of Masks (isolation rooms/personal care)</p> <p>Are there measures to stop a build-up of clinical waste</p> <p>Are there sufficient bins in place for additional waste created by increased hand washing</p> <p>Running out of hygiene control supplies</p>	<p>All occupants Spread of virus</p>	<p>Regular checks on PPE being carried within school. Stocks have deliberately been kept at a high level in order to avoid equipment not readily being available. Staff in class top up their equipment as required.</p> <p>Existing contractor for clinical waste in place, additional bins to be provided if required.</p> <p>Yes however additional bins would be used if needed.</p> <p>If any point suppliers are not able to deliver then we would seek appropriate cleaning products from alternative sources available to us.</p> <p>The above procedures were established during the summer term 2020 and are now familiar to staff, pupils, and visitors with very high levels of compliance as a result.</p>	<p>1</p>	<p>2</p>	<p>2</p>						
<p>Unnecessary visitors/contractors on site, poor control of this. Control of essential visitors for critical needs/Educational support teams Are there sufficient additional hand washing facilities for students/staff/visitors Are these visitors using PPE</p>	<p>All occupants Wider community Spread of virus</p>	<p>Visitors to site will continue to be monitored and ensuring this only occurs when absolutely necessary. Any visitors to site will be required to wear face mask and to take a LFD test on the day of the visit.</p>	<p>1</p>	<p>3</p>	<p>3</p>						

# ACTIVITY RISK ASSESSMENT

		<p>Auto sanitiser dispensers in place at the front entrance and also in various offices around school.</p> <p>The above procedures were established during the summer term and are now familiar to staff, pupils, and visitors with very high levels of compliance as a result</p>									
<p>Have you promoted GOV.UK guidance and Best Practice. You can't promote without promotion. Is additional signage in place</p> <p>Catering Do your current arrangements comply with current gov.uk guidance</p>	<p>All occupants Wider community</p> <p><b>Spread of virus</b> Students Staff</p>	<p>Yes</p> <p>Posters/information up around the site. Staff have had information shared via email as it has been provided and where appropriate so staff are not overly bombarded.</p> <p>Catering is provided by Miquill who have their own risk assessments and measures in place. Some pupils in Suite provide catering for other Suite pupils, under supervision of staff with L2 Food Hygiene Cert.</p> <p>The above procedures were established during the summer term 2020 and are now familiar to staff, pupils, and visitors with very high levels of compliance as a result</p>	1	3	3						
<p>Additional COSHH risks due to change of cleaning materials, hand washing materials</p> <p>See HSE guidance <a href="https://www.hse.gov.uk/index.htm">https://www.hse.gov.uk/index.htm</a></p>	<p>Students Staff</p>	<p>No new cleaning materials have been required. If they are required in the future COSHH sheets will be requested/sourced at the time of purchase.</p> <p>The above procedures were established during the summer term 2020 and are now familiar to staff, pupils, and visitors</p>	1	2	2						



# ACTIVITY RISK ASSESSMENT

		with very high levels of compliance as a result.									
Appropriate PPE for 1 <sup>st</sup> Aiders	Staff	Yes as detailed above, also resuscitation shields purchased for each 1 <sup>st</sup> aider	2	3	6						
Is there a formal process for reviewing current and COVID 19 risk assessments and implementing revised control measures where appropriate and necessary? Are you reviewing your risk assessments and protocols at regular intervals and when circumstances change	All Occupants Increased risk to everybody Increased Business Risk/lack of compliance threat of prosecution Spread of virus	Yes in place. Regular reviews take place and updates implemented in line with contextual changes and government/PHE guidelines. Staff members are encouraged to respond and to provide feedback to enable further refinements if needed.	2	1	2						
Existing Student RA's need to be amended to reflect COVID 19	Students	In place and updated as required.	1	1	1						
Transport Providers, have they been checked and RA to prevent the spread of COVID 19 Have these RA's been regularly reviewed have they been reviewed prior to the start of term Do these RA reflect the latest changes to guidance	Staff Students Family members Wider community Spread of virus	Transport is provided by RBK who have their own risk assessments and measures in place. Yes regularly reviewed and reflects latest changes.  Yes.	1	2	2						
Completion of normal compliance checks due to lack of staff or additional work pressures.  Is there a Current Fire Risk Assessment in Place? (see OHCAT fire policy)  Has Fire evacuation procedure been reviewed to reflect changes in layout, staffing, students numbers, start of term	Occupants Increased H&S risk to site Increased Business Risk/lack of compliance threat of prosecution	Compliance checks continue to be completed as required by site team/SBM.  Yes Fire RA was carried out during the autumn term 2021.  Yes procedure has been reviewed. Scheduled fire evacuation will take place early in the Spring term.	2	1	2						

# ACTIVITY RISK ASSESSMENT

Legionnaires checks carried out See HSE guidance		Yes visits continuing with Contractor									
Do you have a Plan B? If government guidance changes or lockdown restrictions are imposed. If control measures cannot be maintained within the school or college, what is the plan? Are staff, pupils/students and parents/carers aware of the plan? Plan B for poor weather/heavy rain	Students Staff Organisation	School will follow advice and guidance from PHE and Local Authority.  Current lockdown guidelines are being followed.  School will only close as an absolute necessity, prior to this consideration of a part time model will be prioritised.  Staff have previously prepared materials and support to provide to pupils should those pupils be required to stay at home. The school has secured a number of devices as part of the DFE scheme to support pupils who do not have access to devices at home and these are ready to be sent home if needed.	2	3	6						
Poor ventilation within classrooms See HSE guidance	Staff Students	Guidance has been checked. Air conditioning units in classrooms have been serviced over the summer holidays. Portable fans are distributed and within classes and offices in school. Staff will make use of windows and other sources of ventilation where there the overall temperature is not reduced to an unsafe level Co2 monitors are located around the school and are monitored by the site team who will alert SLT and class staff when the monitors report orange / red.	2	2	4						
Physical Activity/Education Has appropriate planning following the latest guidance been considered	Staff Students	Risk Assessments for any external individuals who support PE in the school	2	2	4						

# ACTIVITY RISK ASSESSMENT

If using external providers have RA's been reviewed		environment have been drawn up and agreed. PE as much as possible will take place outdoors, if indoors the space will be ventilated as much as possible. Cleaning regimes are in place for equipment.									
If resuming outside visits/trips has the appropriate planning been considered. Have Risk Assessments been completed and signed off	Staff Students	As of 19 <sup>th</sup> Jan 2022 all educational visits are suspended until further notice. This includes pupils at both Apollo sites visiting the main site.	2	3	6						

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>

[https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19?utm\\_medium=email&utm\\_source=govdelivery](https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19?utm_medium=email&utm_source=govdelivery)

[https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff?utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_source=ca1c659b-95d6-490e-87c6-d6c09e85ecfb&utm\\_content=immediately](https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff?utm_medium=email&utm_campaign=govuk-notifications&utm_source=ca1c659b-95d6-490e-87c6-d6c09e85ecfb&utm_content=immediately)

<b>SEVE</b>	<b>MAJOR</b> (multiple fatalities of students or staff, major loss of business or loss of infrastructure)	5	5	10	15	20	25
-------------	--	---	---	----	----	----	----

# ACTIVITY RISK ASSESSMENT

<b>SIGNIFICANT</b> (single fatality, life changing injury, significant damage to infrastructure or business)  <b>MODERATE</b> (reportable injury, removable to hospital, moderate loss of business and damage to infrastructure)  <b>LOW</b> (minor non-reportable injury, requiring first aid only, minor damage to infrastructure)  <b>NEGLIGIBLE</b> (no injury, insignificant damage to infrastructure)	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		IMPROBABLE	REMOTE	OCCASIONAL	PROBABLE	FREQUENT
<b>LIKELIHOOD</b>						

<b>KEY:</b>	
	<b>Dark Red: Intolerable Risk: 16-25:</b> Task/activity cannot take place
	<b>Orange: Substantial Risk: 15:</b> Task/activity cannot take place without additional action and ESLT authorisation
	<b>Amber: Moderate Risk: 8-12:</b> Task/activity cannot take place without additional controls and/or Line Management authorisation
	<b>Yellow: Low Risk: 4-6:</b> Task/activity acceptable but requires monitoring
	<b>Green: Minimum Risk: 1-3:</b> Acceptable Risk

## RISK MATRIX

NOTES: