




Reference Number: V12		Risk Assessment Record				
Assessed by: Jo Allen		Signature: 		Position: Head Teacher		
Approved by: Claire Snowdon		Signature: 		Position: H&S Manager		
Activity: NCS Covid 19 site specific risk assessment (to be read in conjunction with Foundation wide C19 RA on www.percyhedleyorg.uk)		Date: 16.5.20	Review Dates: 06.07.2020 29.08.2020 18.09.2020 03.0120.21	27.01.2021 01.03.2021 31.03.2021 12.05.2021 02.09.2021	08.09.2021 10.09.2021	

Risk assessment to be reviewed at least annually or following an accident, incident or near miss.

Task/s	Persons at Risk	Named Hazard/s	Controls in Place	Risk Rating L x S = R			Additional Controls Required	Risk Level (H,M,L)
Minimise contact with individuals who are positive or symptomatic	Students Staff Visitors Contractors	Covid 19 transmission	<p>A specific room has been allocated for an isolation room, this is well ventilated with a sink outside.</p> <p>Staff supporting a symptomatic or positive individual must wear:</p> <p>An IIR mask Gloves Apron Visor or goggles</p> <p>Designated areas allocated in the event the person in isolation (or the person supporting them) needs to access the WC.</p>	2	5	10	Each classroom has an isolation bag which has two full sets of PPE including the disposable facemasks for staff to wear as needed.	Medium

			<p>Arrangements in place to clean any areas where there has been a suspected or confirmed case.</p> <p>Symptomatic individuals or those testing positive on a LFD test should seek a PCR tests (with in 2 days if testing as a result of a positive LFD) and isolate until you receive the results.</p> <p>If your PCR test is positive you must self isolate from 10 days from the onset of symptoms or if asymptomatic the date of your positive result.</p> <p>Close contacts will not be require to self isolate so long as they are:</p> <ul style="list-style-type: none">• Double vaccinated (must be 14 days past your second vaccination) or under 18 years and 6 months <p>Close contacts will be advised to seek a PCR test however in education settings are not required to self isolate whilst they wait for the result.</p>				<p>Regular reminders to parents via text services/social media/Blog</p>	
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Close contacts are also advised to complete LFD tests for the remainder of what would have been their isolation period.

Where a pupil or staff member is not willing to complete PCR and/or LFD testing an individual risk assessment must be completed on the personalised risk assessment form.

NOTE: close contacts are **not** permitted to work with clinically extremely vulnerable students.

PHE to be contact in the event of a confirmed case to provide guidance 03003038596.

Any additional info/directions from local health team would be followed.

Following mailbox available for queries following a positive case
public.health.guidance@newcastle.gov.uk

			<p>Ongoing foundation log in relation to sickness/absences covid-19 related completed on sharepoint</p> <p>https://percyhedleyfoundation.sharepoint.com/sites/PHFConnect</p> <p>Parents all reminded of the latest recognised symptoms of Covid 19 and reminded that students are not to come into school if they display any of these symptoms.</p> <p>Close contacts not required to isolate are advised to be even more vigilant in responding to any symptoms that may present over what would have been the isolation period.</p> <p>Posters at all points of entry to remind everyone when they should not enter a building.</p>					
Use of masks/face coverings			Staff will be encouraged to continue to use IIR masks in the first half term due to the increased vulnerabilities of the student on site.	2	5	10	Posters/guidance displayed locally reminding staff of procedures.	Medium

			<p>All visitors/contractors will be requested to wear a IIR mask.</p> <p>Masks do not need to be worn if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate however other control measures should be considered such as face coverings with vision panels or ensuring 2 metres distance can be maintained during communication (specific control measures to be recorded in a risk assessment for the individual). A stock of clear face coverings are available for use.</p> <p>Safe process wearing and removing of coverings should be promoted.</p>				<p>Individual risk assessments for children who are particularly vulnerable to the effects of Covid-19</p> <p>Exemption cards available for those who cannot wear a face mask or covering however this must be agreed with Line Manager following Occ. Health referral.</p> <p>Guidance issued informing staff and pupils how to safely wear, store and clean face coverings.</p>	
AGPs			All AGPs must be performed in a designated area away from other students with the door closed and windows open.	2	5	10		Medium

			<p>Staff to use designated PPE/C to include:</p> <p>FFP2 or 3 mask Visor or eye protection Long sleeved fluid repellent gown Gloves</p> <p>All staff involved in the AGP are trained in both the procedures and use of PPE; donning and doffed guidance in place.</p> <p>Staff using FFP2/3 masks to have a face fit test by a competent person.</p> <p>All surfaces to be cleaned following the procedure and the room ventilated for up to an hour before anyone not wearing PPE/C is allowed to enter.</p>						
Testing			<p>Twice weekly LFD testing for staff in operation.</p> <p>Where appropriate students in years 7 and above will have 2 on site LFD tests in September 2021 then twice weekly testing at home.</p> <p>Appropriate training/resources to be</p>	1	5	5			Low

			<p>provided to support testing in the home setting.</p> <p>Testing of both staff and students is voluntary but strongly encouraged by the Foundation.</p>					
Vaccination			<p>The Foundation encourages all staff (and students aged 16) to participate in the vaccination programme where a Medical practitioner has deemed this appropriate.</p> <p>Education staff who work across any of the Foundations residential settings will be required to provide evidence that they are fully vaccinated or medical exemption.</p>	1	5	5		Low
Ventilation			<p>All rooms should be regularly ventilated.</p> <p>Balance the need for increased ventilation with the requirement to maintain a comfortable temperature by:</p> <ul style="list-style-type: none"> •Ventilating areas when they are unoccupied •Allowing additional indoor clothing 	2	5	10	<p>Consider use of CO2 detectors.</p> <p>Identify any poorly ventilated spaces and take steps to improve fresh air flow in these areas.</p>	Medium


			Outdoor learning will still be encouraged wherever possible.					
Hand hygiene			<p>Staff to sanitise hands on entry to the school – sanitiser available at all points of entry and at other strategic points.</p> <p>Reception staff request all visitors to site to use hand gel on arrival.</p> <p>Posters in all toilet areas reminding staff to adhere to handwashing guidelines.</p> <p>Students taken to wash hands at regular intervals</p>	2	5	10	<p>Hand washing bowls in all classrooms to enable students who cannot wash hands independently.</p> <p>Various resources available to support student understanding of good hand hygiene. https://e-bug.eu/eng_home.aspx?c=eng&ss=1&t=Information%20about%20the%20Coronavirus</p>	Medium
Respiratory hygiene			<p>All classrooms and communal areas to have lidded bins and sufficient access to tissues. Students reminded to use tissues as needed. Posters around classrooms and other areas.</p> <p>Staff and students to use crook of elbow to cough/sneeze if a tissue not readily available (clothing then to be changed as soon as possible).</p>	2	5	10	Tissues replenished regularly.	Medium

			Handwashing facilities or sanitiser available in all rooms.					
Cleaning/storage			<p>Cleaning products available in all classrooms for regular wiping down of surfaces and all frequently touched items such as door handles, light switches, etc.</p> <p>Wipe dispensers purchased for installation in areas where it is not appropriate to have cleaning products in easy access.</p> <p>Cleaning schedules in place for audit purposes.</p> <p>Infection control audits to be completed monthly.</p> <p>Additional cleaning of frequently touch surfaces throughout the school day.</p> <p>All coats and bags to be stored in isolation from other people's possessions (i.e. in boxes, bags or lockers)</p>	2	5	10	Any concern around standards of cleaning to be reported to Line Manager or Estates team.	Medium
Bubbles			Given the increased vulnerabilities of the students we support by	2	5	10	Bubbles to be clarified in staff meeting.	Medium

			bubbles will be maintained as far as practicable for the first half term in September					
Social distancing			<p>Social distancing to be maintained where possible.</p> <p>Lift markings inside and on posters in lift lobbies.</p> <p>Stairs to be used where possible.</p>	1	5	5		Low
Assemblies			Assemblies can resume.	1	5	5		Low
Lunch and break times			<p>Group sizes at tables for lunch to increase from 2 to 3 seats then further review at half term.</p> <p>Where possible staff and students are encouraged take breaks outside (so long as weather permits).</p> <p>All surfaces to be cleaned after use – plentiful supply of wipes and sprays/paper towels available.</p> <p>Shared microwaves, kettles etc. should be wiped down after use. Staff should not make each other drinks.</p>	2	5	10		Medium

Drama and music			<p>If microphones are used they should not be shared.</p> <p>Instruments should not be shared.</p> <p>Government guidance to be consulted when planning performances (indoor or outdoor) https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions</p>	1	5	5		Low
Educational trips and international visits			<p>Educational day visits conducted in line with current COVID 19 secure guidance in place at the time can resume.</p> <p>Full and thorough risk assessment must take place prior to all visits in line with https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits</p> <p>International visits are still not recommended.</p>	1	5	5		Low

Sports and use of hydro pool			<p>Sport will take place outdoor where possible.</p> <p>Where indoor spaces need to be used adequate ventilation to be ensured</p> <p>Government guidance to be consulted when planning team sports:</p> <p>https://www.gov.uk/government/publications/guidance-on-coronavirus-covid-19-measures-for-grassroots-sport-participants-providers-and-facility-operators</p> <p>Separate risk assessments in place for the use of swimming pools and hydro pools</p>	1	5	5		Low
Use of minibuses			<p>Bus to be cleaned after each use, in particular frequently touched items such as door handles, seat belts, clamping systems, steering wheel etc.</p> <p>All buses fogged monthly by Transport Manager.</p>	1	5	5		Low

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LIKELIHOOD
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

SEVERITY (CONSEQUENCE)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (Lost time injury, illness, damage, lost business)
4. High (Major injury / damage, Lost time business interruption, disablement)
5. Very High (Fatality / Business closure)

RISK / PRIORITY INICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	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
		SEVERITY (CONSEQUENCE)				

SUMMARY		SUGGESTED TIMEFRAME
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so