




| | | | | | | |
|--|--|--|---|--|--|---|
| Reference Number: V17 | | 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) | | Date: 16.5.20 | Review Dates: 06.07.2020 29.08.2020 18.09.2020 03.01.2021 | 27.01.2021 01.03.2021 31.03.2021 12.05.2021 02.09.2021 | 08.09.2021 10.09.2021 28.09.2021 20.12.2021 22.12.2021 | 06.01.2022 17.01.2022 |

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 style="text-align: center;">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 |

Arrangements in place to clean any areas where there has been a suspected or confirmed case.

Symptomatic individuals must seek a **PCR tests** and isolate until you receive the results.

If your PCR test is positive you must self isolate from 10 days from the onset of symptoms.

From January 11th asymptomatic individuals testing positive on an LFD are required to self isolate immediately and are **not** required to take a confirmatory PCR test. The LFD result must also be reported as instructed to gov.uk

You can return to your normal routine and stop self-isolating after 10 full days if your symptoms have gone.

You may be able to end your self-isolation period before the end of the 10 full days. You can take an LFD

Regular reminders to parents via text services/social media/Blog

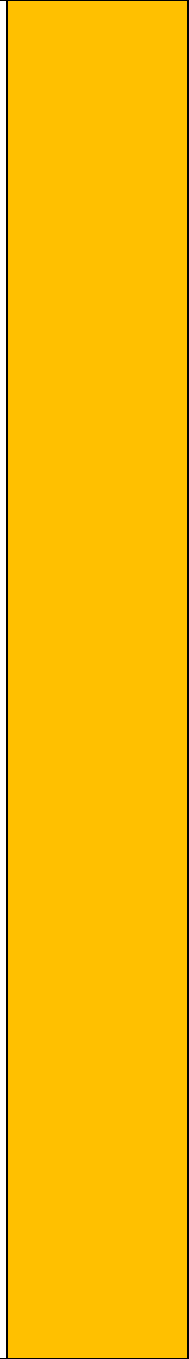
test from the fifth day of your isolation period, and another LFD test on the morning of following day. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result. You should not take an LFD test before the fifth day of your isolation period, and you should only end your self-isolation following 2 consecutive negative LFD tests.

Staff ending isolation early should not work with students previously classed as CEV

Close contacts will not be require to self isolate so long as they are:

- Double vaccinated (must be 14 days past your second vaccination) or under 18 years and 6 months

Close contacts will be requested to complete a LFD test (in our residential settings a negative PCR is required).



Close contacts are also advised to complete daily LFD tests for 7 days of what would have been 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

Ongoing foundation log in relation to sickness/absences covid-19 related completed on sharepoint

<https://percyhedleyfoundation.sharepoint.com/sites/PHFConnect>

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.

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.

Posters at all points of entry to remind everyone when they should not enter a building.

| | | | | | | | | |
|-----------------------------|--|--|--|---|---|----|--|--------|
| Use of masks/face coverings | | | <p>Staff are encouraged to continue to use IIR masks in due to the increased vulnerabilities of the student on site. However, face coverings are REQUIRED to be worn in communal areas by staff, visitors and pupils or students in Year 7 and above, unless they are exempt.</p> <p>Where possible students in year 7 and above should wear face coverings in classrooms.</p> <p>All visitors/contractors will be requested to wear a IIR mask.</p> <p>The use of face coverings is also recommended in enclosed and crowded spaces where you may encounter people you don't normally meet.</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</p> | 2 | 5 | 10 | <p>Posters/guidance displayed locally reminding staff of procedures.</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> | Medium |
|-----------------------------|--|--|--|---|---|----|--|--------|

| | | | | | | | | |
|------|--|--|--|---|---|----|--|--------|
| | | | <p>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> | | | | | |
| AGPs | | | <p>All AGPs must be performed in a designated area away from other students with the door closed and windows open.</p> <p>Staff to use designated PPE/C to include:</p> <ul style="list-style-type: none"> • FFP2 or 3 mask • Visor or eye protection • Long sleeved fluid repellent gown • Gloves <p>All staff involved in the AGP are trained in both the procedures and use of PPE; donning and doffed guidance in place.</p> | 2 | 5 | 10 | | Medium |

| | | | | | | | | |
|---------|--|--|--|---|---|---|--|-----|
| | | | <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>Staff and secondary school age pupils should continue to test twice weekly at home, with lateral flow device (LFD) test kits, 3 to 4 days apart. Testing remains voluntary but is strongly encouraged however is not appropriate for all of our students.</p> <p>Asymptomatic testing site (ATS) remains in use on-site until further notice to offer testing to pupils who are unable to test themselves at home.</p> <p>Appropriate training/resources to be provided to support testing in the home setting.</p> | 1 | 5 | 5 | | Low |

| | | | | | | | | |
|-------------|--|--|--|---|---|---|--|-----|
| | | | <p>Testing of both staff and students is voluntary but strongly encouraged by the Foundation.</p> <p>All testing to take place in line with :</p> <ul style="list-style-type: none"> • NHS Test and Trace 'Schools and Colleges Handbook' -Covid 19 National Testing Programme. • Department of Health and Social Care- Clinical Standard Operating Procedure for Mass Testing with Lateral Flow Antigen Testing Devices. • APSE Briefing: Waste management and disposal issues on rapid testing sites. | | | | | |
| 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</p> | 1 | 5 | 5 | | Low |

| | | | | | | | | |
|-------------|--|--|--|---|---|----|--|--------|
| | | | provide evidence that they are fully vaccinated or medical exemption. | | | | | |
| Ventilation | | | <p>All rooms should be regularly ventilated.</p> <p>Consideration should be given to opening external doors and windows, and internal doors to improve natural ventilation and a throughput of air. N.B. This should only be undertaken where doing so is safe, does not impact on security and where the doors to be opened are not internal fire doors.</p> <p>Mechanical ventilation that uses a fan to draw fresh air or extract air from a room should be adjusted to increase the ventilation rate wherever possible and checked to ensure they meet current guidance and that only fresh outside air is circulated.</p> <p>Where possible, systems should be adjusted to provide full fresh air.</p> <p>Where systems cannot provide full fresh air, they</p> | 2 | 5 | 10 | <p>Any poorly ventilated spaces to be identified, and steps taken to improve fresh air flow into these areas with the support of the Estates and Facilities team</p> | Medium |

| | | | | | | | | |
|--------------|--|--|---|---|---|----|---|--------|
| | | | <p>should only be operated as normal where they serve a single room and can be supplemented by an outdoor air supply.</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 <p>Outdoor learning will still be encouraged wherever possible.</p> <p>CO2 detectors currently in use to identify areas that are more poorly ventilated.</p> | | | | | |
| 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> | 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.</p> | Medium |

| | | | | | | | | |
|---------------------|--|--|---|---|---|----|---|--------|
| | | | <p>Posters in all toilet areas reminding staff to adhere to handwashing guidelines.</p> <p>Students taken to wash hands at regular intervals</p> | | | | https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus | |
| 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> <p>Handwashing facilities or sanitiser available in all rooms.</p> | 2 | 5 | 10 | Tissues replenished regularly. | Medium |
| 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</p> | 2 | 5 | 10 | Any concern around standards of cleaning to be reported to Line Manager or Estates team. | Medium |

| | | | | | | | | |
|-------------------|--|--|--|---|---|----|---|--------|
| | | | <p>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> | | | | | |
| Bubbles | | | <p>Given the increased vulnerabilities of the students we support by bubbles will be maintained as far as practicable for the foreseeable future.</p> | 2 | 5 | 10 | Bubbles to be clarified in staff meeting. | Medium |
| 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 has increased from 2 to 3.</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 and:</p> <p>https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits</p> <p>International trips are now permitted however consultation with your commercial insurer and full and through risk assessment/planning is needed in consultation with the H&S Manager.</p> <p>Pupils and staff travelling abroad must follow the governments travel advice for that respective country:</p> <p>https://www.gov.uk/guidance/travel-abroad-from-england-during-coronavirus-covid-19</p> <p>You should be aware that the travel list (and broader international travel policy) is</p> | 1 | 5 | 5 | | Low |

| | | | | | | | | |
|------------------------------|--|--|--|---|---|---|--|-----|
| | | | subject to change and green list countries may be moved into amber or red at short notice. The travel lists may also change during a visit and you must comply with international travel legislation and have contingency plans in place to account for these changes. | | | | | |
| 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>The driver's window should remain open throughout the journey.</p> <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>Alcohol hand gel is to be available in vehicle glove boxes.</p> <p>Face coverings should be worn within the vehicle where those travelling together do not normally mix.</p> <p>All buses fogged monthly by Transport Manager or following confirmation of a positive case.</p> | 1 | 5 | 5 | | Low |
| First Aid | | | <p>Only qualified staff are to administer first aid First aid staff should wash their hands prior to and after administering first aid.</p> <p>The use of appropriate PPE should be employed. This includes: Disposable gloves Aprons Face mask</p> | 1 | 5 | 5 | | Low |

| | | | | | | | | |
|---|--|--|---|---|---|----|--|--------|
| | | | <p>Goggles/Face shields, where there is a risk of being splashed in the face by bodily fluids.</p> <p>Any waste generated, including disposable PPE, whilst administering first aid should be double bagged and binned.</p> <p>Non disposable PPE should be specific to the user. Equipment should be identified with the person's name using a permanent marker and should be cleaned appropriately using sanitising wipes prior to storage, following each use.</p> <p>First aid box stocks to be maintained and replenished after use.</p> | | | | | |
| Challenging behaviour | | | Where physical restraint has been unavoidable, all parties should wash their hands / forearms / face etc, as required, thoroughly after the event. | 2 | 5 | 10 | | Medium |
| Fire resulting from ethanol-based hand sanitiser on site. | | | Stock to be stored in a metal locker in an area with restricted access. The locker should be labelled to advise of potential fire risk. Area should be kept cool and ventilated. | 1 | 5 | 5 | | Low |

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | <p>Dispensers in classrooms to be stored away from heat sources, sources of ignition and out of direct sunlight.</p> <p>All staff to be advised of potential fire risk and precautionary measures.</p> <p>Classroom dispensers to be managed by the teacher in charge.</p> | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

| | | |
|--------------------------|-------------------------------|---|
| Reference Number: | Risk Assessment Record |  |
|--------------------------|-------------------------------|---|

| 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 |