

Risk Assessment



Title: Covid-19 Prevention in Catering - [Mar-21]

Project: Covid-19 MAR 21
Internal Ref: 89
External Ref: Catering

c/o UTC Plymouth Park Avenue
Devonport
Plymouth
PL1 4RL
ian.carnwell@reachsouth.org |

General Information

Assessors Name: Gary Musson
Assessment Date: 02/03/2021
Next Review Date:
Affected Parties:
» Employees » Contractors » Pupils

Risk Matrix

5. Extreme	5 (LOW)	10 (MED)	15 (MED)	20 (HIGH)	25 (HIGH)
4. Major	4 (LOW)	8 (MED)	12 (MED)	16 (MED)	20 (HIGH)
3. Minor	3 (LOW)	6 (MED)	9 (MED)	12 (MED)	15 (MED)
2. Limited	2 (LOW)	4 (LOW)	6 (MED)	8 (MED)	10 (MED)
1. Trivial	1 (LOW)	2 (LOW)	3 (LOW)	4 (LOW)	5 (LOW)

1. Unlikely 2. Rarely 3. Occasional 4. Frequent 5. Inevitable

RATING

HIGH RISK	Intolerable - Do not start work
MED RISK	Tolerable - Reduce ALARP. Review annually/change.
LOW RISK	Tolerable - Monitor. Review annually/change.

- #1. Potential transmission of Covid-19 virus during food preparation.

Pre Control Scoring (Likelihood x Severity = Risk)

L	S	R
3	5	15

Consequence

Consequence may differ from person to person, severity ranging from being asymptomatic to death. Severity rating scored based on worst case outcome.

Control Measures

- » Persons operating within kitchen areas must maintain a separation distance of greater than 1 metre from other persons.
- » Kitchen staff to wear either a FFP2/FFP3/IIR mask whilst in the kitchen area.
- » Although hand hygiene is already an integral part of food safety practice, it also forms part of Covid-19 mitigation. Hands should routinely be washed frequently with soap and water for at least 20 seconds. This could be before and after handling food; before handling clean cutlery, dishes, glasses or other items; after handling dirty or used items; after touching high-contact surfaces; when moving between different areas of the workplace; after blowing your nose, coughing or sneezing.

Final Risk Scoring (Likelihood x Severity = Risk)

L	S	R
1	5	5

● #2. Potential transmission of Covid-19 virus during food distribution.

Pre Control Scoring (Likelihood x Severity = Risk)

L	S	R
3	5	15

Consequence

Consequence may differ from person to person, severity ranging from being asymptomatic to death. Severity rating scored based on worst case outcome.

Control Measures

- » Bubbles not to be mixed.
- » Queues to be avoided in the distribution of food (table service would be one suggested solution).
- » The dining space to be thoroughly cleaned between use by different bubbles.
- » Drinking fountains are not to be used.
- » Classrooms may be used for the consumption of cold food. Where this is the case, food to be transported between kitchen and classroom by a designated person. The class teaching staff to distribute the meals to pupils desks.
- » Waste receptacles to be provided in each classroom used for eating. The teaching staff to clear the desks when pupils have finished eating.

Final Risk Scoring (Likelihood x Severity = Risk)

L	S	R
2	5	10

Signature:



Risk Assessment



Title: Covid-19 PPE Requirements [MAR-21]

Project: Covid-19 MAR 21
Internal Ref: 90
External Ref: PPE

c/o UTC Plymouth Park Avenue
Devonport
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General Information

Assessors Name: Gary Musson
Assessment Date: 02/03/2021
Next Review Date:
Affected Parties:
» Visitors » Employees » Public
» Contractors » Pupils

Risk Matrix

5. Extreme	5 (LOW)	10 (MED)	15 (MED)	20 (HIGH)	25 (HIGH)
4. Major	4 (LOW)	8 (MED)	12 (MED)	16 (MED)	20 (HIGH)
3. Minor	3 (LOW)	6 (MED)	9 (MED)	12 (MED)	15 (MED)
2. Limited	2 (LOW)	4 (LOW)	6 (MED)	8 (MED)	10 (MED)
1. Trivial	1 (LOW)	2 (LOW)	3 (LOW)	4 (LOW)	5 (LOW)
	1. Unlikely	2. Rarely	3. Occasional	4. Frequent	5. Inevitable

RATING

HIGH RISK	Intolerable - Do not start work
MED RISK	Tolerable - Reduce ALARP. Review annually/change.
LOW RISK	Tolerable - Monitor. Review annually/change.

Notes

Notes:

Waste can be disposed of in the usual way EXCEPT where it comes from a space that has been occupied by a symptomatic person. In such cases the waste is to be double bagged, stored securely for 72 hours, and then disposed of as general waste.

Face coverings must be worn as indicated unless a person cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or a disability. They can also not be worn if you are to speak or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate. Face coverings may also not be worn during sports activities that involve physical exertion.

What a face covering is :-

In the context of the coronavirus (Covid-19) outbreak, a face covering is something which safely covers the nose and the mouth. Where the Trust refers to a face covering (as opposed to a face mask), it is not classified as PPE (personal protective equipment). Face coverings are largely intended to protect others, not the wearer, against the spread of infection because they cover the nose and the mouth, which are the main confirmed sources of transmission of virus that causes coronavirus infection.

IMPORTANT - the use of PPE for lateral flow testing will be covered under a separate risk assessment. The PPE used for that will be of a different supply and is to be kept separate from general PPE supplied by the Trust.

● #1. Transmission of Covid-19 virus from administering general first aid treatment.

Pre Control Scoring (Likelihood x Severity = Risk)

L	S	R
3	5	15

Consequence

Consequence may differ from person to person, severity ranging from being asymptomatic to death. Severity rating scored based on worst case outcome.

Control Measures

- » Consider preventing or rescheduling high-risk activities to reduce the threat of a serious accident.
- » Wherever possible make sure you wash your hands for 20 seconds with warm water and soap or use an alcohol gel, before and after treating a casualty.
- » First aider to wear appropriate PPE at all times when providing first aid as follows:
 - » Disposable gloves, disposable apron, FFP3/FFP2/IIR disposable mask and a re-usable face shield.
 - » After treatment, all surfaces that have been touched must be cleaned and disinfected.
 - » Disposable PPE & wipes should be disposed of in the regular waste receptacle, unless they have been used in a space occupied by a symptomatic person. In that event see the notes above.
 - » Under no circumstances should PPE be placed on a child.

Final Risk Scoring (Likelihood x Severity = Risk)

L	S	R
2	5	10

● #2. Transmission of Covid-19 virus from administering CPR first aid treatment.

Pre Control Scoring (Likelihood x Severity = Risk)

L	S	R
4	5	20

Consequence

Consequence may differ from person to person, severity ranging from being asymptomatic to death. Severity rating scored based on worst case outcome.

Control Measures

- » Make sure an ambulance is on its way. If COVID 19 is suspected, tell them when you call 999.
- » The first person to react to a situation requiring CPR may have to do so without the use of PPE to ensure immediate safety of the individual. They should be relieved as soon as possible by a person wearing full PPE.
- » Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives.
- » If there is a perceived risk of infection, rescuers should place a cloth/towel over the victims mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives.
- » We accept that doing rescue breaths will increase the risk the risk of transmitting Covid-19 virus, but take the position that the risk is small compared to the risk of the person needing CPR dying. With this in mind, those trained to carry out CPR must choose whether they feel comfortable in carrying out rescue breaths as part of the resuscitation. The Trust will support the decision of any first-aider who chooses to carry out rescue breaths where they deem it necessary.
- » Under no circumstances should PPE be placed on a child.
- » Disposable PPE & wipes should be disposed of in the regular waste receptacle, unless they have been used in a space occupied by a symptomatic person. In that event see the notes above.
- » *See information: <https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/>

Final Risk Scoring (Likelihood x Severity = Risk)

L	S	R
3	5	15

● #3. Transmission of Covid-19 virus to people from used PPE, equipment or waste.

Pre Control Scoring (Likelihood x Severity = Risk)

L	S	R
3	5	15

Consequence

Consequence may differ from person to person, severity ranging from being asymptomatic to death. Severity rating scored based on worst case outcome.

Control Measures

- » When removing PPE worn or when cleaning an area that has been occupied by a person that is symptomatic, all materials should be disposed of by double bagging the removed PPE, then store it securely for 72 hours, then throw it away in the regular waste receptacle.
- » Wash hands with soap and water for 20 seconds after removing gloves, aprons, masks, face shield and other protection used while administering first aid treatment.
- » Clean re-usable face shield after each use by cleaning the inside and outside of the shield using a suitable disinfectant cleaning wipe.
- » The Public Health England guidance 'COVID-19: cleaning in a non-healthcare setting' can be found at <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Final Risk Scoring (Likelihood x Severity = Risk)

L	S	R
2	5	10

● #4. Transmission of Covid-19 virus when carrying out a physical restraint.

Pre Control Scoring (Likelihood x Severity = Risk)

L	S	R
3	5	15

Consequence

Consequence may differ from person to person, severity ranging from being asymptomatic to death. Severity rating scored based on worst case outcome.

Control Measures

- » Personal risk assessments to be carried out by the school to determine whether the behaviour of an individual may pose a threat to others in the classroom environment in this current pandemic state, individuals considered to be high risk in this respect may be required to home school. This risk assessment should consider the likelihood of the child grabbing PPE and causing injury to the wearer.
- » The first person to react to a situation requiring restraint may have to do so without the use of PPE to ensure immediate safety of the individual. They should be relieved as soon as possible by a person wearing full PPE, including disposable gloves, disposable apron, FFP3/FFP2/IIR disposable mask and a re-usable face shield.
- » Wherever possible make sure you wash your hands for 20 seconds with warm water and soap or use an alcohol gel, after a physical restraint.
- » Under no circumstances should PPE be placed on a child.
- » Disposable PPE & wipes should be disposed of after use.

Final Risk Scoring (Likelihood x Severity = Risk)

L	S	R
2	5	10

● #5. Transmission of Covid-19 virus when carrying out intimate care.

Pre Control Scoring (Likelihood x Severity = Risk)

L	S	R
3	5	15

Consequence

Consequence may differ from person to person, severity ranging from being asymptomatic to death. Severity rating scored based on worst case outcome.

Control Measures

- » After removal of PPE make sure you wash your hands for 20 seconds with warm water and soap or use an alcohol gel, after carrying out intimate care.
- » Wear appropriate PPE at all times when carrying out intimate care as follows:
 - » - Disposable gloves, disposable apron, FFP3/FFP2/IIR disposable mask and a re-usable face shield.
- » When changing nappies:
 - » Children in nappies must have a designated changing area, away from play facilities and from any area where food or drink is prepared or consumed.
 - » Hand washing facilities must be available in the room so that staff can wash and dry their hands after every nappy change, before handling another child or leaving the nappy changing room.
 - » Wipe changing mats with soapy water and sanitise after each use.
 - » Materials containing bodily fluids must be treated and disposed of as clinical waste.
 - » Under no circumstances should PPE be placed on a child.
 - » Disposable PPE & wipes should be disposed of after use.

Final Risk Scoring (Likelihood x Severity = Risk)

L	S	R
2	5	10

● #6. Transmission of Covid-19 virus when supervising isolated pupils.

Pre Control Scoring (Likelihood x Severity = Risk)

L	S	R
3	5	15

Consequence

Consequence may differ from person to person, severity ranging from being asymptomatic to death. Severity rating scored based on worst case outcome.

Control Measures

- » Only use designated isolation spaces for isolation purposes.
- » Wear appropriate PPE at all times when supervising isolated pupils as follows:
 - » - Disposable gloves, disposable apron, FFP3/FFP2/IIR disposable respirator and a re-usable face shield.
 - » Make sure you wash your hands for 20 seconds with warm water and soap or use an alcohol gel, after removing PPE.
 - » Supervisor to ensure pupil is supervised at all times, ensure a 2 metre distance is maintained wherever possible.
 - » Dedicated toilet facilities waste such as hand towels must be disposed of by double bagging, then stored securely for 72 hours, then throw it away in the regular waste receptacle.
 - » Where there has been a symptomatic or suspected symptomatic person, all surfaces that they have touched must be cleaned and disinfected.
 - » Parents or carers to be contacted to collect child as soon as possible.
 - » Under no circumstances should PPE be placed on a child.

Final Risk Scoring (Likelihood x Severity = Risk)

L	S	R
2	5	10

● #7. Transmission of Covid-19 virus when carrying out health questions on admittance.

Pre Control Scoring (Likeliness x Severity = Risk)

L	S	R
3	5	15

Consequence

Consequence may differ from person to person, severity ranging from being asymptomatic to death. Severity rating scored based on worst case outcome.

Control Measures

- » Admittance staff to wash hands for 20 seconds with warm water and soap or use an alcohol gel, before and after receiving pupils, parents and guardians through reception area.
- » Wear appropriate PPE at all times when carrying out health questions as follows:
- » The use of face visors or shields by members of staff is now at the discretion of the individual.
- » Wear a face covering to be worn unless exemptions apply.

Final Risk Scoring (Likeliness x Severity = Risk)

L	S	R
2	5	10

● #8. Transmission of virus whilst preparing food

Pre Control Scoring (Likeliness x Severity = Risk)

L	S	R
2	5	10

Consequence

Consequence may differ from person to person, severity ranging from being asymptomatic to death. Severity rating scored based on worst case outcome.

Control Measures

- » Kitchen staff to wear FFP2/FFP3/IIR disposable mask whilst preparing food.

Final Risk Scoring (Likeliness x Severity = Risk)

L	S	R
1	5	5

● #9. Incorrect PPE, or incorrect use of PPE.

Pre Control Scoring (Likelihood x Severity = Risk)

L	S	R
3	5	15

Consequence

Consequence may differ from person to person, severity ranging from being asymptomatic to death. Severity rating scored based on worst case outcome.

Control Measures

» Employees issued with PPE must don and doff the PPE in accordance with the Reach South PPE guidance document.

Final Risk Scoring (Likelihood x Severity = Risk)

L	S	R
2	5	10

● #10. General school activities carried out by employees.

Pre Control Scoring (Likelihood x Severity = Risk)

L	S	R
3	5	15

Consequence

Consequence may differ from person to person, severity ranging from being asymptomatic to death. Severity rating scored based on worst case outcome.

Control Measures

- » The use of face visors or shields by members of staff is now at the discretion of the individual.
- » Face coverings (secondary only) to be worn by staff in indoor settings. Please refer to the notes above for details of exemptions.
- » Face coverings (primary only) to be worn by staff in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas).

Final Risk Scoring (Likelihood x Severity = Risk)

L	S	R
2	5	10

● #11. General school activities carried out by pupils

Pre Control Scoring (Likelihood x Severity = Risk)

L	S	R
4	3	12

Consequence

Consequence may differ from person to person. Generally evidence has shown children and young adults tend to be asymptomatic or only suffer mild symptoms.

Control Measures

» Face coverings (secondary only) to be worn by pupils in indoor settings. Please refer to the notes above for details of exemptions.

Final Risk Scoring (Likelihood x Severity = Risk)

L	S	R
2	3	6

● #12. Essential visitors to school premises (includes contractors)

Pre Control Scoring (Likelihood x Severity = Risk)

L	S	R
3	5	15

Consequence

Consequence may differ from person to person, severity ranging from being asymptomatic to death. Severity rating scored based on worst case outcome.

Control Measures

- » Attendance to school to be limited to essential visitors only.
- » All adult visitors to wear face coverings whilst in school or on school grounds. Visitors should provide their own face coverings (where they do not have a face covering, the school is to provide a mask from their stock).
- » Visitors must still observe school rules with regards to hand hygiene and social distancing.

Final Risk Scoring (Likelihood x Severity = Risk)

L	S	R
2	5	10

Signature:



Risk Assessment



Title: Covid-19 Transmission by Proximity - Extra-curricular provision [MAR-21]

c/o UTC Plymouth Park
Avenue
Devonport
Plymouth
PL1 4RL

Project: Covid-19 MAR 21

Internal Ref: 91

External Ref: Wrap Around Care

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General Information

Assessors Name: Gary Musson

Assessment Date: 02/03/2021

Next Review Date:

Affected Parties:

» Employees » Public » Pupils

Risk Matrix

5. Extreme	5 (LOW)	10 (MED)	15 (MED)	20 (HIGH)	25 (HIGH)
4. Major	4 (LOW)	8 (MED)	12 (MED)	16 (MED)	20 (HIGH)
3. Minor	3 (LOW)	6 (MED)	9 (MED)	12 (MED)	15 (MED)
2. Limited	2 (LOW)	4 (LOW)	6 (MED)	8 (MED)	10 (MED)
1. Trivial	1 (LOW)	2 (LOW)	3 (LOW)	4 (LOW)	5 (LOW)
	1. Unlikely	2. Rarely	3. Occasional	4. Frequent	5. Inevitable

RATING

HIGH RISK	Intolerable - Do not start work
MED RISK	Tolerable - Reduce ALARP. Review annually/change.
LOW RISK	Tolerable - Monitor. Review annually/change.

Notes

Face coverings must be worn as indicated unless a person cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or a disability. They can also not be worn if you are to speak or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate. Face coverings may also not be worn during sports activities that involve physical exertion.

● #1. Transmission of Covid-19 virus from person to person by being in close proximity.

Pre Control Scoring (Likeliness x Severity = Risk)

L	S	R
4	5	20

Consequence

Consequence may differ from person to person, severity ranging from being asymptomatic to death. Severity rating scored based on worst case outcome.

Control Measures

- » It is unlikely that existing bubbles can be maintained, so small, consistent groups to be formed.
- » Social distancing to be maintained during seating and activities. Activities must be carefully selected so that children can be, and remain, seated in a 2 metre socially distanced way.
- » Room to be thoroughly cleaned before being used by a bubble.
- » The use of face visors or shields by members of staff is now at the discretion of the individual.
- » Face coverings (secondary only) to be worn by pupils and staff in indoor settings. Please refer to the notes above for details of exemptions.
- » Face coverings (primary only) to be worn by staff in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas).

Final Risk Scoring (Likeliness x Severity = Risk)

L	S	R
2	5	10

Signature:



Risk Assessment



Title: Covid-19 Prevention by Cleaning - [MAR-21]

Project: Covid-19 MAR 21
Internal Ref: 92
External Ref: Cleaning

c/o UTC Plymouth Park Avenue
Devonport
Plymouth
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General Information

Assessors Name: Gary Musson
Assessment Date: 02/03/2021
Next Review Date:
Affected Parties:
» Visitors » Employees » Public
» Contractors » Pupils

Risk Matrix

5. Extreme	5 (LOW)	10 (MED)	15 (MED)	20 (HIGH)	25 (HIGH)
4. Major	4 (LOW)	8 (MED)	12 (MED)	16 (MED)	20 (HIGH)
3. Minor	3 (LOW)	6 (MED)	9 (MED)	12 (MED)	15 (MED)
2. Limited	2 (LOW)	4 (LOW)	6 (MED)	8 (MED)	10 (MED)
1. Trivial	1 (LOW)	2 (LOW)	3 (LOW)	4 (LOW)	5 (LOW)
	1. Unlikely	2. Rarely	3. Occasional	4. Frequent	5. Inevitable

RATING

HIGH RISK	Intolerable - Do not start work
MED RISK	Tolerable - Reduce ALARP. Review annually/change.
LOW RISK	Tolerable - Monitor. Review annually/change.

Notes

Note:

Waste can be disposed of in the usual way EXCEPT where it comes from a space that has been occupied by a symptomatic person. In such cases the waste is to be double bagged, stored securely for 72 hours, and then disposed of as general waste.

Teaching staff can assist in the enhanced cleaning regime, BUT they must not clean spaces that have been occupied by a person showing Covid-19 symptoms. A COSHH assessment must be in place for all cleaning substances that are identified by the manufacturer as hazardous substances. The significant findings of the COSHH assessment must be communicated to the substance user, and safe use guidance must be followed (including the use of PPE where identified).

● #1. Transmission of Covid-19 virus to people from surfaces within the school environment.

Pre Control Scoring (Likelihood x Severity = Risk)

L	S	R
3	5	15

Consequence

Consequence may differ from person to person, severity ranging from being asymptomatic to death. Severity rating scored based on worst case outcome.

Control Measures

- » Cleaner to wear appropriate PPE when cleaning. Where there is no suspicion of persons having Covid-19, then follow the findings of your normal cleaning risk assessment. In cases where someone suspected of having Covid-19 in the area, then wear disposable gloves and an apron for cleaning. Where an area has been heavily contaminated (such as visible bodily fluids), from a person with Covid-19, then use a FFP2/FFP3/IIR disposable mask and face shield (in addition to the gloves and apron).
- » Remove non-essential fabric items from the area (that are difficult to clean). Where essential fabric items remain they should either be thoroughly cleaned or left for a minimum of 48 hours before use by different bubble groups.
- » For rooms that have been occupied by a person with Covid-19 symptoms, clean using a disposable cloth or paper roll and disposable mop heads, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles
- » Where there has been a symptomatic person, all surfaces that they have touched must be cleaned and disinfected.
- » The Public Health England guidance 'COVID-19: cleaning in a non-healthcare setting' can be found at <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Final Risk Scoring (Likelihood x Severity = Risk)

L	S	R
2	5	10

- #2. Transmission of Covid-19 virus to people from used PPE, cleaning equipment or waste.

Pre Control Scoring (Likelihood x Severity = Risk)

L	S	R
3	5	15

Consequence

Consequence may differ from person to person, severity ranging from being asymptomatic to death. Severity rating scored based on worst case outcome.

Control Measures

- » When removing PPE worn for cleaning an area where someone with suspected Covid-19 has been, this should be disposed of by double bagging the removed PPE, then store it securely for 72 hours, then throw it away in the regular waste receptacle.
- » Waste cleaning materials from cleaning an area where someone with suspected Covid-19 has been, should be disposed of by double bagging, then store it securely for 72 hours, then throw it away in the regular waste receptacle.
- » Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.

Final Risk Scoring (Likelihood x Severity = Risk)

L	S	R
2	5	10

Signature:



Risk Assessment



Title: Covid-19 Transmission by Proximity - In Emergency Situations - [MAR-21]

c/o UTC Plymouth Park
 Avenue
 Devonport
 Plymouth
 PL1 4RL

Project: Covid-19 MAR 21

Internal Ref: 93

External Ref: Evacuation and Lockdown

ian.carnwell@reachsouth.org

General Information

Assessors Name: Gary Musson

Assessment Date: 02/03/2021

Next Review Date:

Affected Parties:

» Employees » Pupils

Risk Matrix

5. Extreme	5 (LOW)	10 (MED)	15 (MED)	20 (HIGH)	25 (HIGH)
4. Major	4 (LOW)	8 (MED)	12 (MED)	16 (MED)	20 (HIGH)
3. Minor	3 (LOW)	6 (MED)	9 (MED)	12 (MED)	15 (MED)
2. Limited	2 (LOW)	4 (LOW)	6 (MED)	8 (MED)	10 (MED)
1. Trivial	1 (LOW)	2 (LOW)	3 (LOW)	4 (LOW)	5 (LOW)

1. Unlikely 2. Rarely 3. Occasional 4. Frequent 5. Inevitable

RATING

HIGH RISK	Intolerable - Do not start work
MED RISK	Tolerable - Reduce ALARP. Review annually/change.
LOW RISK	Tolerable - Monitor. Review annually/change.

- #1. Transmission of Covid-19 virus from person to person by being in close proximity during emergency evacuation or lockdown.

Pre Control Scoring (Likelihood x Severity = Risk)

L	S	R
4	5	20

Consequence

Consequence may differ from person to person, severity ranging from being asymptomatic to death. Severity rating scored based on worst case outcome.

Control Measures

- » During an emergency evacuation, social distancing measures may be ignored until persons arrive safely at the muster point. Once at the muster point, social distancing between bubbles should be implemented as far as is practicable.
- » Should an incident occur that requires a lockdown to be initiated, initially all pupils and teaching staff are to remain in their classrooms (maintaining social distancing) unless told otherwise by the head teacher. The head teacher must ensure that the police are informed at the earliest opportunity, and their advice is followed. When it is safe to do so, the head teacher must ensure that the Trust are notified of the incident.

Final Risk Scoring (Likelihood x Severity = Risk)

L	S	R
2	5	10

Signature:

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke extending to the right.

Risk Assessment



Title: Covid-19 Transmission by Proximity - School Transport - [MAR-21]

c/o UTC Plymouth Park
Avenue
Devonport
Plymouth
PL1 4RL

Project: Covid-19 MAR 21

Internal Ref: 94

External Ref: Minibus Operation

ian.carnwell@reachsouth.org

General Information

Assessors Name: Gary Musson

Assessment Date: 02/03/2021

Next Review Date:

Affected Parties:

» Employees » Pupils

Risk Matrix

5. Extreme	5 (LOW)	10 (MED)	15 (MED)	20 (HIGH)	25 (HIGH)
4. Major	4 (LOW)	8 (MED)	12 (MED)	16 (MED)	20 (HIGH)
3. Minor	3 (LOW)	6 (MED)	9 (MED)	12 (MED)	15 (MED)
2. Limited	2 (LOW)	4 (LOW)	6 (MED)	8 (MED)	10 (MED)
1. Trivial	1 (LOW)	2 (LOW)	3 (LOW)	4 (LOW)	5 (LOW)
	1. Unlikely	2. Rarely	3. Occasional	4. Frequent	5. Inevitable

RATING

HIGH RISK

Intolerable - Do not start work

MED RISK

Tolerable - Reduce ALARP. Review annually/change.

LOW RISK

Tolerable - Monitor. Review annually/change.

Notes

This risk assessment covers Trust/Academy owned transport. It does not cover other dedicated school transport or wider public transport.

- #1. Transmission of Covid-19 virus from person to person by being in close proximity.

Pre Control Scoring (Likeliness x Severity = Risk)

L	S	R
4	5	20

Consequence

Consequence may differ from person to person, severity ranging from being asymptomatic to death. Severity rating scored based on worst case outcome.

Control Measures

- » Where possible, the use of school transport should be avoided. Where deemed unavoidable, the following controls are to be observed.
- » Wherever practicable, social distancing should be observed. Try to minimise the number of persons in the vehicle.
- » Passengers must be limited to members of the same bubble.
- » Face coverings must be worn (not by children under 11 years of age). Hands to be washed before putting the face covering on, and after taking it off.
- » Avoid physical contact between persons on the vehicle.
- » Keep journey times as short as possible.
- » Passengers to face away from each other to minimise the risk.
- » Maintain good ventilation (eg. keeping the windows and vents open).
- » The vehicle should be cleaned regularly using disposable gloves, and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.
- » Wash hands thoroughly after travel.
- » Occupants should avoid loud talking, shouting or signing.
- » Passengers should touch as few surfaces as possible.
- » Passengers should avoid consuming food and drink whilst travelling.
- » If it is necessary to queue, it should be carried out in a socially distanced manner.
- » Children must not board this transport if they, or a member of their household, has symptoms of coronavirus (COVID-19).

Final Risk Scoring (Likeliness x Severity = Risk)

L	S	R
2	5	10

Signature:



Risk Assessment



Title: Covid-19 Transmission by Proximity and Touch - Flu Immunisation [MAR-21]

Project: Covid-19 MAR 21

Internal Ref: 95

External Ref: Influenza Immunisation

c/o UTC Plymouth Park
Avenue
Devonport
Plymouth
PL1 4RL

ian.carnwell@reachsouth.org

General Information

Assessors Name: Gary Musson

Assessment Date: 02/03/2021

Next Review Date:

Affected Parties:

» Visitors » Employees » Pupils

Risk Matrix

5. Extreme	5 (LOW)	10 (MED)	15 (MED)	20 (HIGH)	25 (HIGH)
4. Major	4 (LOW)	8 (MED)	12 (MED)	16 (MED)	20 (HIGH)
3. Minor	3 (LOW)	6 (MED)	9 (MED)	12 (MED)	15 (MED)
2. Limited	2 (LOW)	4 (LOW)	6 (MED)	8 (MED)	10 (MED)
1. Trivial	1 (LOW)	2 (LOW)	3 (LOW)	4 (LOW)	5 (LOW)
	1. Unlikely	2. Rarely	3. Occasional	4. Frequent	5. Inevitable

RATING

HIGH RISK	Intolerable - Do not start work
MED RISK	Tolerable - Reduce ALARP. Review annually/change.
LOW RISK	Tolerable - Monitor. Review annually/change.

Notes

As an important part of the ongoing health and wellbeing protection of pupils, programmes of immunisation against influenza will be carried out across multiple age groups, throughout Reach South academies. We will expect the service providers to have robust risk assessments to cover their activities, especially around infection control and mitigation measures for Covid-19.

Due to the equipment they will require, it is likely that they will need to set up at a single location, and all pupils will need to go to them for immunisation. This risk assessment supplements the existing suite of Covid-19 risk assessments, and adds enhanced measures to manage Covid-19 risk associated with this activity.

We will expect to see measures on the service providers risk assessment such as;

Clinical waste to be placed in appropriate containers.

PPE to be changed after each child.

Tables and chairs to be wiped between each child.

- #1. Transmission of Covid-19 virus from person to person by being in close proximity, or by hand to face contact after touching a contaminated surface

Pre Control Scoring (Likeliness x Severity = Risk)

L	S	R
4	5	20

Consequence

Consequence may differ from person to person, severity ranging from being asymptomatic to death. Severity rating scored based on worst case outcome.

Control Measures

- » Immunisation staff must not attend school premises if they have suffered one of the main symptoms of Covid-19 (a high temperature, a new, continuous cough, or a loss/change to your sense of smell or taste) and should be self-isolating in accordance with current PHE or DfE guidance, or have been around anyone with these symptoms, or have been contacted by NHS Test and Trace and have been told to self-isolate.
- » Immunisation staff must follow the school's implemented Covid-19 mitigation measures and protocols, including any sign in or induction procedures.
- » Pupils to attend immunisation in bubble groups (likely to be class by class within the same bubble). A fifteen minute waiting period to be observed before changing to a new bubble group.
- » Room to be ventilated by the opening of windows and doors (fire doors to remain closed unless they have hold open devices linked to the fire alarm).
- » During the fifteen minute waiting period, touch points on travel routes to the immunisation area to be thoroughly cleaned.

Final Risk Scoring (Likeliness x Severity = Risk)

L	S	R
2	5	10

Signature:



Risk Assessment



Title: Covid-19 Lateral Flow Home Testing [MAR-21]

Project: Covid-19 MAR 21

Internal Ref: 81

External Ref: Lateral Flow Testing - Home Tests

c/o UTC Plymouth Park Avenue
Devonport
Plymouth
PL1 4RL
ian.carnwell@reachsouth.org |

General Information

Assessors Name: Gary Musson

Assessment Date: 01/03/2021

Next Review Date:

Affected Parties:

» Employees » Pupils

Risk Matrix

5. Extreme	5 (LOW)	10 (MED)	15 (MED)	20 (HIGH)	25 (HIGH)
4. Major	4 (LOW)	8 (MED)	12 (MED)	16 (MED)	20 (HIGH)
3. Minor	3 (LOW)	6 (MED)	9 (MED)	12 (MED)	15 (MED)
2. Limited	2 (LOW)	4 (LOW)	6 (MED)	8 (MED)	10 (MED)
1. Trivial	1 (LOW)	2 (LOW)	3 (LOW)	4 (LOW)	5 (LOW)
	1. Unlikely	2. Rarely	3. Occasional	4. Frequent	5. Inevitable

RATING

HIGH RISK

Intolerable - Do not start work

MED RISK

Tolerable - Reduce ALARP. Review annually/change.

LOW RISK

Tolerable - Monitor. Review annually/change.

Notes

Lateral flow testing for COVID-19 will be undertaken as described within the Reach South Academy Trust guidance document '**Operational Management for Academies from 8th March 2021**'.

● #1. Incorrect use of testing kit.

Pre Control Scoring (Likelihood x Severity = Risk)

L	S	R
3	5	15

Consequence

Variance for approved testing protocol, lack of confidence in test results, increased potential for transmission of the virus (by staff attending the work setting being COVID positive and being unaware).

Control Measures

- » When setting up a self-administered test scheme ensure the appropriate guidance resources are referenced (at time of this risk assessment there is a NHS 'How to Guide', a NHS 'Instructions for Use' handbook, and a You Tube video guide 'Step by Step Guide to COVID-19 Self Testing').
- » Ensure the test kit you are issued with is complete.
- » Follow the instructions with the test kit, including the necessary hand hygiene requirements.
- » You can only use each item in the test kit once. Do not re-use the items.
- » If you have problems with your hands or vision, you may need someone to assist you with the swabbing and testing process.
- » If you have a nose piercing, swab the other nostril. If pierced on both sides, remove the piercing on one side before swabbing.
- » If you have had a nosebleed within the last 24 hours, swab the other nostril or wait 24 hours.
- » Do not eat or drink for at least 30 minutes before doing the test to reduce the risk of spoiling the test.
- » Throat and nostril swab is best but if there is a reason why you can't take a throat swab, then swab both nostrils.
- » Ensure test kits are stored and used in accordance with guidance, particularly with regards to temperature.
- » When swabbing a nostril, insert the swab gently and only insert to the point where you feel slight resistance.

Final Risk Scoring (Likelihood x Severity = Risk)

L	S	R
1	5	5

Signature:



Risk Assessment



Title: Covid-19 Transmission by Proximity and Touch - Music Lessons [MAR-21]

c/o UTC Plymouth Park
Avenue
Devonport
Plymouth
PL1 4RL

Project: Covid-19 MAR 21
Internal Ref: 82
External Ref: Music Lessons

ian.carnwell@reachsouth.org

General Information

Assessors Name: Gary Musson

Assessment Date: 01/03/2021

Next Review Date:

Affected Parties:

» Employees » Pupils

Risk Matrix

5. Extreme	5 (LOW)	10 (MED)	15 (MED)	20 (HIGH)	25 (HIGH)
4. Major	4 (LOW)	8 (MED)	12 (MED)	16 (MED)	20 (HIGH)
3. Minor	3 (LOW)	6 (MED)	9 (MED)	12 (MED)	15 (MED)
2. Limited	2 (LOW)	4 (LOW)	6 (MED)	8 (MED)	10 (MED)
1. Trivial	1 (LOW)	2 (LOW)	3 (LOW)	4 (LOW)	5 (LOW)
	1. Unlikely	2. Rarely	3. Occasional	4. Frequent	5. Inevitable

RATING

HIGH RISK	Intolerable - Do not start work
MED RISK	Tolerable - Reduce ALARP. Review annually/change.
LOW RISK	Tolerable - Monitor. Review annually/change.

Notes

This risk assessment is to be read in conjunction with the existing suite of Covid-19 risk assessments and the Reach South Academy Trust guidance document '**Operational Management for Academies from 8th March 2021**'.

Whilst it is acknowledged that pupils should have access to quality music education, there may be an additional risk of infection in environments where singing, chanting, playing of wind or brass instruments takes place.

IMPORTANT This risk assessment does not cover performances.

- #1. Transmission of Covid-19 virus from person to person by being in close proximity, or by hand to face contact after touching a contaminated surface.

Pre Control Scoring (Likeliness x Severity = Risk)

L	S	R
4	5	20

Consequence

Consequence may differ from person to person, severity ranging from being asymptomatic to death. Severity rating scored based on worst case outcome.

Control Measures

- » Music lessons should be limited to pupils within a single bubble at any one time.
- » It is essential that social distancing is maintained by pupils and staff, particularly where the lesson involves singing or playing brass or wind instruments. Where a full 2 metres cannot be maintained consider pupils being seated back to back rather than face to face.
- » Try to maintain good ventilation in the teaching space (open windows where possible).
- » Avoid the sharing of instruments and equipment during lessons.
- » Players should clean their instruments before and after use with disinfectant wipes. This should include cases and accessories.
- » Pupils to sanitise their hands at the beginning and end of the lesson.
- » Sound levels to be kept so as not requiring the teacher to shout.
- » Teaching space to be thoroughly cleaned before being used by a different bubble.
- » Singing, wind and brass playing should not take place in larger groups and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present).
- » The use of face visors or shields by members of staff is now at the discretion of the individual.
- » Face coverings (secondary only) to be worn by pupils and staff in the classroom setting. The face covering may be removed during the playing of woodwind or brass instruments.

Final Risk Scoring (Likeliness x Severity = Risk)

L	S	R
2	5	10

Signature:



Risk Assessment



Title: Covid-19 Physical Activity in School [MAR-21]

Project: Covid-19 MAR 21
Internal Ref: 83
External Ref:

c/o UTC Plymouth Park Avenue
Devonport
Plymouth
PL1 4RL
ian.carnwell@reachsouth.org |

General Information

Assessors Name: Gary Musson
Assessment Date: 01/03/2021
Next Review Date:
Affected Parties:
» Employees » Pupils

Risk Matrix

5. Extreme	5 (LOW)	10 (MED)	15 (MED)	20 (HIGH)	25 (HIGH)
4. Major	4 (LOW)	8 (MED)	12 (MED)	16 (MED)	20 (HIGH)
3. Minor	3 (LOW)	6 (MED)	9 (MED)	12 (MED)	15 (MED)
2. Limited	2 (LOW)	4 (LOW)	6 (MED)	8 (MED)	10 (MED)
1. Trivial	1 (LOW)	2 (LOW)	3 (LOW)	4 (LOW)	5 (LOW)
	1. Unlikely	2. Rarely	3. Occasional	4. Frequent	5. Inevitable

RATING

HIGH RISK	Intolerable - Do not start work
MED RISK	Tolerable - Reduce ALARP. Review annually/change.
LOW RISK	Tolerable - Monitor. Review annually/change.

Notes

This risk assessment supports the need for schools to facilitate physical education, sport and physical activity, whilst still maintaining suitable controls to manage the risk posed by the Covid-19 virus. This risk assessment will also cover the physical aspect of drama and dance lessons.

This risk assessment should be read in conjunction with the Reach South guidance document '**Operational Management for Academies from 8th March 2021**' document.

Scrupulous attention to cleaning and hygiene is particularly important in a sport setting because of the way people breathe during exercise.

Outside playground equipment, for the sake of this risk assessment, will be treated in a similar way to sports equipment.

● #1. Transmission of Covid-19 from person to person by being in close proximity.

Pre Control Scoring (Likelihood x Severity = Risk)

L	S	R
4	5	20

Consequence

Consequence may differ from person to person, severity ranging from being asymptomatic to death. Severity rating scored based on worst case outcome.

Control Measures

- » Where possible the use of outdoor spaces should be prioritised. Where this is not possible, large indoor spaces may be used.
- » Pupils to remain in bubbles whilst carrying on with physical activities.
- » Activities to be limited to non-contact activities, and distances between pupils should be maximised.
- » Good ventilation should be maintained. Where possible windows and non-fire doors to be opened.
- » Teaching staff to maintain 2 metres distance from other staff and pupils where practicable.
- » The use of face visors or shields by members of staff is now at the discretion of the individual.
- » Face coverings (secondary only) to be worn by pupils and staff in the classroom setting. The exceptions to this are where there is a valid exemption, where 2 metre social distancing can be maintained or during exercise or strenuous activity.

Final Risk Scoring (Likelihood x Severity = Risk)

L	S	R
2	5	10

● #2. Transmission of Covid-19 between persons and surfaces.

Pre Control Scoring (Likelihood x Severity = Risk)

L	S	R
4	5	20

Consequence

Consequence may differ from person to person, severity ranging from being asymptomatic to death. Severity rating scored based on worst case outcome.

Control Measures

- » Sports surfaces and sports/play equipment to be thoroughly cleaned between use by different bubbles.
- » Before the activity, pupils to wash their hands thoroughly.
- » At the end of the activity, pupils to wash their hands thoroughly. If the pupil has been barefoot during the exercise, the feet to be cleansed before putting on socks and shoes.
- » Outside equipment may be subject to UV light and/or rain. As such the transmission risk may be reduced. Leaving the equipment 48 hours (72 hours for plastics) between use by different bubbles is an acceptable alternative to cleaning where cleaning or disinfecting is not possible or practical.

Final Risk Scoring (Likelihood x Severity = Risk)

L	S	R
2	5	10

Signature:

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Risk Assessment



Title: Covid -19 Presence of infected persons [MAR-21]

Project: Covid-19 MAR 21

Internal Ref: 85

External Ref: Infection Prevention and Management

c/o UTC Plymouth Park Avenue
Devonport
Plymouth
PL1 4RL
ian.carnwell@reachsouth.org |

General Information

Assessors Name: Gary Musson

Assessment Date: 01/03/2021

Next Review Date:

Affected Parties:

- » Visitors » Employees » Public
- » Contractors » Pupils

Risk Matrix

5. Extreme	5 (LOW)	10 (MED)	15 (MED)	20 (HIGH)	25 (HIGH)
4. Major	4 (LOW)	8 (MED)	12 (MED)	16 (MED)	20 (HIGH)
3. Minor	3 (LOW)	6 (MED)	9 (MED)	12 (MED)	15 (MED)
2. Limited	2 (LOW)	4 (LOW)	6 (MED)	8 (MED)	10 (MED)
1. Trivial	1 (LOW)	2 (LOW)	3 (LOW)	4 (LOW)	5 (LOW)
	1. Unlikely	2. Rarely	3. Occasional	4. Frequent	5. Inevitable

RATING

HIGH RISK	Intolerable - Do not start work
MED RISK	Tolerable - Reduce ALARP. Review annually/change.
LOW RISK	Tolerable - Monitor. Review annually/change.

Notes

The acknowledged symptoms of Covid-19 are a new continuous cough, a high temperature, a loss of normal sense of taste or smell.

Note: It is important that individuals that have Covid-19 symptoms do not attend school (self isolating should implemented in accordance with the latest Government guidelines).

Reference should be made to the Reach South guidance document '**Operational Management for Academies from 8th March 2021**'.

● #1. Presence of Covid-19 infected person in the school environment

Pre Control Scoring (Likelihood x Severity = Risk)

L	S	R
3	5	15

Consequence

Consequence may differ from person to person, severity ranging from being asymptomatic to death. Severity rating scored based on worst case outcome.

Control Measures

- » All persons will be asked to respond to simple statements relating to their current state of health (specific to known Covid-19 symptoms), at the point of entry to the school. Confirmation to the statements to be indicated by putting a thumb up. For younger children, a response may be given by a parent/guardian. A visual assessment to be made for obvious visible symptoms of the virus. If there is a real concern regarding the fitness of the person, they will be refused entry to the school. A uniform procedure has been issued to the schools in this respect.
- » Each school to allocate three designated isolation spaces (in some cases due to space limitation it may not be possible to allocate 3 spaces. The minimum acceptable is 1 space). Isolation spaces must have their own dedicated toilet/hand washing facility, ideally located close to the isolation space.
- » Should any person (that previously appeared well) develop Covid-19 symptoms whilst in the school premises, they must immediately be moved to an isolation space. Adults will be permitted to make their own way home if well enough (otherwise an ambulance to be called). Where the person is a pupil, contact will be made with their parent/guardian to facilitate their collection.
- » Any person suspected as having Covid-19 (symptomatic) must self-isolate in accordance with current Public Health England guidelines, and organise to have a test carried out to confirm whether they are Covid positive.
- » Should any person be diagnosed as Covid-19 positive, they must report this as soon as possible to the school office (parents/guardians to report on behalf of children). Upon receiving confirmation that a person that attended school has been diagnosed with Covid-19, the school will make immediate contact with the Trust, who in turn will initially make contact with the Department for Education helpline. Public Health England (PHE) and other local sources are likely to have involvement after the initial assessment of the case(s). Guidance with regards to the appropriate action to be taken will be given by these public bodies.
- » Everyone must wash their hands thoroughly for 20 seconds with soap and running water after contact with someone who is unwell.
- » Doors to an isolation room to remain closed whilst the room is occupied.
- » Any person getting a positive result from the voluntary 'in school' asymptomatic testing will also be required to move to the isolation space until they are able to go home.

Final Risk Scoring (Likelihood x Severity = Risk)

L	S	R
2	5	10

Signature:



Risk Assessment



Title: Covid-19 Transmission by Proximity and Touch - General [MAR-21]

c/o UTC Plymouth Park Avenue
Devonport
Plymouth
PL1 4RL

Project: Covid-19 MAR 21

Internal Ref: 86

External Ref: Social Distancing and Hand Hygiene

ian.carnwell@reachsouth.org

General Information

Assessors Name: Gary Musson

Assessment Date: 01/03/2021

Next Review Date:

Affected Parties:

- » Visitors » Employees » Public
- » Contractors » Pupils

Risk Matrix

5. Extreme	5 (LOW)	10 (MED)	15 (MED)	20 (HIGH)	25 (HIGH)
4. Major	4 (LOW)	8 (MED)	12 (MED)	16 (MED)	20 (HIGH)
3. Minor	3 (LOW)	6 (MED)	9 (MED)	12 (MED)	15 (MED)
2. Limited	2 (LOW)	4 (LOW)	6 (MED)	8 (MED)	10 (MED)
1. Trivial	1 (LOW)	2 (LOW)	3 (LOW)	4 (LOW)	5 (LOW)
	1. Unlikely	2. Rarely	3. Occasional	4. Frequent	5. Inevitable

RATING

HIGH RISK	Intolerable - Do not start work
MED RISK	Tolerable - Reduce ALARP. Review annually/change.
LOW RISK	Tolerable - Monitor. Review annually/change.

Notes

Notes:

Signage to be used as appropriate in order to support Covid-19 and communicate safety requirements. Student teachers will be attending Reach South academies, and will generally following the same protocols as Trust employees. The only difference is that they must also confirm that they have been following social distancing guidelines in the previous 14 days.

Face coverings must be worn as indicated unless a person cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or a disability. They can also not be worn if you are to speak or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate. Face coverings may also not be worn during sports activities that involve physical exertion.

- #1. Transmission of Covid-19 virus from person to person by being in close proximity, or by hand to face contact after touching a contaminated surface.

Pre Control Scoring (Likeliness x Severity = Risk)

L	S	R
4	5	20

Consequence

Consequence may differ from person to person, severity ranging from being asymptomatic to death. Severity rating scored based on worst case outcome.

Control Measures

- » When using corridors, the wall must be on your left hand side, and only travel in single file. Try to create a distance between the person in front and behind.

- » Timetables to be adjusted to stagger entry and exit times for school users. Classroom changes also to be scheduled to limit movement through the school to a single bubble at any one time (note, bubbles will not be restricted to a single class).
- » Reception desks to be fitted with temporary protective screens, where not already in place.
- » Teaching groups (bubbles) to be organised in such a way as to prevent mixing of groups.
- » Clothes and bags to be stored in such a way as to not create trip hazards. Storage can be in classrooms or cloakroom areas, but use limited to members of a single bubble. Use of the areas to be controlled to prevent crowding.
- » During an emergency evacuation, social distancing measures may be ignored until persons arrive safely at the muster point. Once at the muster point, an effort must be made to separate bubbles.
- » Assemblies and other gatherings will be limited to a single bubble at a time. Note that thorough cleaning of spaces must happen between occupation by different bubbles.
- » Pupils to be seated facing the same direction wherever practicable. Where this is not possible due to the shape of tables, small portable screens may be used on tables to provide additional protection between pupils.
- » Teaching staff to maintain a 2 metre separation, at the front of the class, from pupils. Floor markings to be used to make this clear for pupils. Where it is necessary to breach the 2 metres for support of the pupil, minimise the length of time this is for and avoid face to face contact (facing each other in close proximity).
- » Essential visitors are required to maintain 2 metres social distancing. Depending upon the purpose of their visit, further risk assessment may be required.
- » A 2 metre x 2 metre box to be marked adjacent to the room door, to facilitate safe observation of teaching.
- » All persons to maintain high levels of hand hygiene. Regular and thorough hand cleaning to be carried out. As a minimum, hands should be washed or sanitised by all on arrival to school, on return from breaks, on a change of room and before and after eating.
- » Maintain good respiratory hygiene by promoting the 'catch it, bin, kill it' approach. School to provide tissues and bins to facilitate this.
- » Whilst the guidelines in a primary setting no longer require measures for social distancing between children, the children should still be encouraged to maintain a distance from each other wherever possible.
- » Schools to make arrangements to ensure that bubbles can remain separate when using the playground.
- » Non-essential visitors to school should be discouraged.
- » Where possible, windows to be opened to provide a supply of fresh air. During the winter months, it may not be possible to leave windows open during the day. If this is the case, every effort should be made to open windows during breaks when the classroom is not occupied by pupils (in order to facilitate air changes). Mechanical ventilation systems should be set to 'fresh air' rather than 'recirculate', and if necessary set to operate from 1 hour before the school becomes occupied..
- » Hand driers are not to be used.
- » The use of face visors or shields by members of staff is now at the discretion of the individual.
- » Where marking books or handling resources touched by a pupil, you must hand sanitize first, whilst handling the resource avoid touching your face, and hand sanitise again after returning the resource.
- » Equipment and resources (including those used in specialist settings such as design & technology and science) can be used and shared within a bubble. These should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between bubbles should always be cleaned between bubbles.
- » Face coverings (secondary only) to be worn by pupils and staff in indoor settings. Please refer to the notes above for details of exemptions.
- » Face coverings (primary only) to be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas).

L	S	R
2	5	10

Signature:

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke extending to the right.

Risk Assessment



Title: Covid-19 Lateral Flow Testing in a School Setting
[MAR-21]

Project: Covid-19 MAR 21
Internal Ref: 87
External Ref: Lateral Flow Testing

c/o UTC Plymouth Park
Avenue
Devonport
Plymouth
PL1 4RL
ian.carnwell@reachsouth.org

General Information

Assessors Name: Gary Musson
Assessment Date: 01/03/2021
Next Review Date:
Affected Parties:
» Employees » Pupils » Others

Risk Matrix

5. Extreme	5 (LOW)	10 (MED)	15 (MED)	20 (HIGH)	25 (HIGH)
4. Major	4 (LOW)	8 (MED)	12 (MED)	16 (MED)	20 (HIGH)
3. Minor	3 (LOW)	6 (MED)	9 (MED)	12 (MED)	15 (MED)
2. Limited	2 (LOW)	4 (LOW)	6 (MED)	8 (MED)	10 (MED)
1. Trivial	1 (LOW)	2 (LOW)	3 (LOW)	4 (LOW)	5 (LOW)
	1. Unlikely	2. Rarely	3. Occasional	4. Frequent	5. Inevitable

RATING

HIGH RISK	Intolerable - Do not start work
MED RISK	Tolerable - Reduce ALARP. Review annually/change.
LOW RISK	Tolerable - Monitor. Review annually/change.

Notes

Lateral flow testing in a school setting will be carried out in accordance with the Reach South guidance document '**Operational Management for Academies from 8th March 2021**'.

● #1. Incorrect set up and use of testing station.

Pre Control Scoring (Likelihood x Severity = Risk)

L	S	R
4	5	20

Consequence

Variance for approved testing protocol, lack of confidence in test results, increased potential for transmission of the virus.

Control Measures

- » Adequate space to be allocated for testing, and the area to be set up in accordance with Government and Reach South guidance.
- » Test site flooring must be non-porous and the test site cleanable with approved cleaning product.
- » Test site must be well lit and have good airflow with no recirculation of air.
- » The ambient temperature should be 15-30 deg C for lateral flow devices to operate (2-30 deg C for storing them).
- » One way direction of travel for persons being tested. Social distancing to be maintained.
- » Test subject chairs in the swabbing bay should be minimum of 2 metres apart.
- » Individuals being tested must not enter the processing area.
- » No personal items should be brought to the test site.
- » Waste to be disposed of in the correct manner - refer to RSAT guidance.
- » Prior to commencement, all persons undertaking formal roles in the testing process must receive full and proper training. People should understand their role and fulfil it in accordance with the guidance.
- » Correct PPE to be worn according to the role, in accordance with the RSAT guidance. Please note that only PPE supplied specifically for lateral testing should be used. This PPE should also not be used for anything other than lateral flow testing.
- » PPE should be replaced between test sessions e.g. at the end of the morning session before lunch, except for specific roles.
- » Those doing sample processing roles need to change gloves after each sample following the appropriate PPE guides.

Final Risk Scoring (Likelihood x Severity = Risk)

L	S	R
2	5	10

Signature:



Risk Assessment



Title: Covid-19 Phonics Screening [MAR-21]

Project: Covid-19 MAR 21
Internal Ref: 88
External Ref: Phonics Screening

c/o UTC Plymouth Park Avenue
Devonport
Plymouth
PL1 4RL
ian.carnwell@reachsouth.org |

General Information

Assessors Name: Gary Musson
Assessment Date: 01/03/2021
Next Review Date:
Affected Parties:
» Employees » Pupils

Risk Matrix

5. Extreme	5 (LOW)	10 (MED)	15 (MED)	20 (HIGH)	25 (HIGH)
4. Major	4 (LOW)	8 (MED)	12 (MED)	16 (MED)	20 (HIGH)
3. Minor	3 (LOW)	6 (MED)	9 (MED)	12 (MED)	15 (MED)
2. Limited	2 (LOW)	4 (LOW)	6 (MED)	8 (MED)	10 (MED)
1. Trivial	1 (LOW)	2 (LOW)	3 (LOW)	4 (LOW)	5 (LOW)

1. Unlikely 2. Rarely 3. Occasional 4. Frequent 5. Inevitable

RATING

HIGH RISK	Intolerable - Do not start work
MED RISK	Tolerable - Reduce ALARP. Review annually/change.
LOW RISK	Tolerable - Monitor. Review annually/change.

Notes

Phonics screening to be carried out by existing RSAT employees. Compliance must be maintained with the existing RSAT Covid-19 guidance (Operational Management for Academies) and risk assessments. This risk assessment is to cover enhanced measures specific to the activity being undertaken.

The screens mentioned within the risk assessment are to be similar to the ones illustrated below (preference to be the one with the lower cut out).



- #1. Transmission of Covid-19 virus from person to person by being in close proximity, or by hand to face contact after touching a contaminated surfaces or materials.

Pre Control Scoring (Likeliness x Severity = Risk)

L	S	R
4	5	20

Consequence

Consequence may differ from person to person, severity ranging from being asymptomatic to death. Severity rating scored based on worst case outcome.

Control Measures

- » Screening station to be set up so the employee can face the pupil's profile, and a distance of at least one metre can be maintained between the two. A perspex screen to be placed between them to act as a physical barrier to prevent direct transmission of the virus.
- » Station furniture and surfaces (including screen) to be disinfected (wiped with disinfectant wipes or cleaned with disinfectant spray) between pupils.
- » Ideally resources used to conduct the screening should be laminated to make it easier to clean them.
- » The employee conducting the screening to sanitise their hands before passing anything to the pupil. When handling anything passed to them by the pupil, they should not touch their face unless they have sanitised their hands first.

Final Risk Scoring (Likeliness x Severity = Risk)

L	S	R
2	5	10

Signature:



