

## Risk Assessment - COVID 19 and other identified infectious diseases requiring Government/PHE guidance to be followed September 2021

*This RA has been produced using the most up to date Government/DfE guidance in relation to COVID-19  
and will be updated as new guidance is released*

*Where a different Infectious Disease is reported, PHE will be consulted and guidance sought on actions to take, the below will also be used if deemed acceptable.*

### Quality Assurance Cycle

#### RA Review Cycle

Review date	Version No	Headteacher + Date	H&S Manager + Date
01/09/2021	1	Mrs Anna Fisher	Click or tap here to enter text.
Click or tap to enter a date.	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap to enter a date.	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.

All RAs should be reviewed at least annually as best practice, if any changes are made affecting the RA before the annual review or following an accident/incident the RA should be revisited at that time and updated and where required re-issued to relevant parties

**Note – ALL Risk Assessments to be amended using tracked changes, so that there is a documented history of all changes made.**

Love  
Community  
Respect  
Trust  
Ambition

## Guidance Notes

The purpose of a Risk Assessment is to identify potential injury or damage that could occur during the undertaking of any activity. Control measures are then to be implemented to eliminate or reduce the severity and/or likelihood of such events taking place.

A risk assessment should be completed prior to any new task being carried out and anyone asked to perform the task should be made aware of the risk assessment relating to it.

The following steps should be taken when completing a health & safety risk assessment.

- Identify who could be affected
- Classify the worker type that this assessment applies to. This may be “Staff/Visitor/Contractor/All”
- Evaluate the task by assigning a Risk Evaluation score (Likelihood X Severity) to the column “before controls “for each of the listed action or hazards that are present when undertaking this task. These scores should reflect the risk present in the absence of any form of control, training or protective equipment. If the task involves an action or hazard that is not listed, add it in.
- Any Risk Evaluation score above 6 is **not** acceptable and must be identified.
- For each score over 6, control measures **must** be put in place to eliminate or reduce the severity and/or the likelihood of it happening.
- List all existing control measures for each action or hazard with a score of 4 or more.
- List any additional control measures that are required for each action or hazard with a score of 4 or more.
- A Risk Evaluation score after controls must then be added. Any score of over 12 after controls should **not** be undertaken unless a separate Risk Assessment for that task is written.
- Any Risk evaluation score of over 12 should not be undertaken until a full investigation is carried out to understand if the task needs to be carried out and if it can be carried out in a safer way.
- The original risk assessment should be kept by the line manager and made available to anyone who will be carrying out this task.
- A copy of the risk assessment must be made available to all staff who may be affected by the tasks/controls mentioned. A copy should also be uploaded to central server
- All risk assessments are to be reviewed on an annual basis / when the function supported by the risk assessment changes or when the control measures require a change.

Love  
Community  
Respect  
Trust  
Ambition

01353 656760  
[www.demat.org.uk](http://www.demat.org.uk)

### DEMAT Office Address:

Grace Building, 8 High Street, Ely, Cambridgeshire, CB7 4JU

The Diocese of Ely Multi-Academy Trust (DEMAT)  
Company limited by guarantee Number 08464996. Registered in England & Wales.  
Registered Office: Diocesan Office, Bishop Woodford House, Barton Road, Ely CB7 4DX

## Likelihood

Likelihood	Description	Score
Very Unlikely	Unforeseeable that an incident or injury could occur	1
Unlikely	An incident or injury may happen, but very unlikely	2
Fairly Likely	An incident or injury may happen	3
Likely	An incident or injury occurring is foreseeable	4
Very Likely	An incident or injury is a definite possibility	5

## Severity / Consequence

Severity / Consequence	Description	Score
Insignificant	No Injury or Damage	1
Minor	Injuries only requiring possible on site first aid / Minor damage to site or equipment	2
Moderate	Injuries that may require off site assistance or absence from school / closure of areas or equipment	3
Major	Potential serious injury such as broken limbs or prolonged absence from school / Significant disruption to education	4
Catastrophic	Risk of Fatality / School closure	5

## Risk Rating and Actions

	Very Unlikely	Unlikely	Fairly Likely	Likely	Very Likely
Catastrophic	5	10	15	20	25
Major	4	8	12	16	20
Moderate	3	6	9	12	15
Minor	2	4	6	8	10
Insignificant	1	2	3	4	5

Risk Rating	Score	Actions
1-2	No Action	Safe to continue task but control measures must be maintained
3-6	Monitor	Monitor task for improved controls measures in the future or significant change in task
8-12	Action	Existing controls need to be checked and look at possible improvements for carrying out task. Can the task be achieved in another way?
15-16	Urgent action	Advice should be sought from H&S Team on how task is completed and additional controls that may be necessary Can the task be achieved in another way?
20-25	STOP	Task should not be carried out.


01353 656760  
www.demat.org.uk

### DEMAT Office Address:

Grace Building, 8 High Street, Ely, Cambridgeshire, CB7 4JU

The Diocese of Ely Multi-Academy Trust (DEMAT)  
Company limited by guarantee Number 08464996. Registered in England & Wales.  
Registered Office: Diocesan Office, Bishop Woodford House, Barton Road, Ely CB7 4DX

Love  
unity  
respect  
trust  
action

<b>DEMAT Ref. No.</b>	Choose an item.	<b>Date RA completed:</b>	31/08/2021			<b>Most Recent Review Date:</b>	Click or tap to enter a date.			
<b>Manager Responsible:</b>	Mrs Anna Fisher	<b>Completed by:</b>	Mrs Anna Fisher			<b>Revision No:</b>	001			
<b>Description of Task covered by this Risk Assessment</b>	COVID 19 and other identified Infectious Diseases requiring PHE/Government Guidance to be followed - September 2021					<b>School Name:</b>	Norman CE primary School			
Risk / Hazard Identified	Persons at Risk	Before Controls Risk Score			Control Measures Required	Residual Risk Score				
		L	S	Score		L	S	Score		
<b>Infectious Disease Outbreak</b>	All persons attending site and their close contacts	2	3	5	<ul style="list-style-type: none"> <li>Head or designated person will call DfE on 0800 046 8687, option 1 for advice on action to take in response to a confirmed case notification               <ul style="list-style-type: none"> <li>Advice from PHE/DfE/LA/DEMAT to be followed</li> <li>Implementation of schools Outbreak Management Plan to be used alongside advice received</li> </ul> </li> <li>Staggered break and lunch times will remain in place to minimise prolonged contact between classes</li> <li>'Soft start' to the school day with children coming straight into classes once the gates are open to reduce the amount of families mixing and crowding on playground.</li> </ul>	2	2	4		
<b>Individual Positive Case</b>	All persons attending site	4	2	6	<ul style="list-style-type: none"> <li>NHS track and trace will contact anyone who tests positive for COVID-19 for details enabling NHS track and trace to contact persons that they need to isolate or get tested</li> <li>If school are contacted by NHS track and trace they will work with them and provide information requested.</li> <li>Children are not to attend school if they have symptoms of Covid.</li> <li>If children develop symptoms in school they are to be isolated and to be collected.</li> <li>Safeguarding - DSL will remain in close contact with family of any vulnerable pupils who are absent from school due to covid symptoms.</li> </ul>	3	2	5		

01353 656760  
www.demat.org.uk

**DEMAT Office Address:**  
Grace Building, 8 High Street, Ely, Cambridgeshire, CB7 4JU

The Diocese of Ely Multi-Academy Trust (DEMAT)  
Company limited by guarantee Number 08464996. Registered in England & Wales.  
Registered Office: Diocesan Office, Bishop Woodford House, Barton Road, Ely CB7 4DX

Love  
Community  
respect  
Trust  
Ambition

Displaying symptoms at school	All persons attending site	3	3	6	<ul style="list-style-type: none"> <li>Head or designated person will refuse access to any person/pupil if they are showing symptoms of Coronavirus</li> <li>Person/pupil will be isolated in a well-ventilated room where possible until collected, persons supporting will wear appropriate PPE if close contact is necessary <a href="#">use of PPE in education, childcare and children's social care settings</a> provides relevant guidance. Any rooms they use will be cleaned after they have left. <ul style="list-style-type: none"> <li>NHS have produced a list for schools/parents to check against: <a href="#">COVID-19 symptoms</a></li> <li>Where PPE has been used it will be disposed of appropriately and safely</li> </ul> </li> </ul>	2	2	Choose an item.
-------------------------------	----------------------------	---	---	---	---	---	---	-----------------

Risk / Hazard Identified	Persons at Risk	Before Controls Risk Score			Control Measures Required	Residual Risk Score		
		L	S	Score		L	S	Score
Testing, Self-Isolation, Managing confirmed cases, Remote Learning	All persons	3	2	5	<p>Tasks should only be undertaken after <b>ALL</b> required control measure are in place.</p> <ul style="list-style-type: none"> <li>Persons will be reminded to follow the PHE guidance: <a href="#">when to self-isolate and what to do</a>. They will be reminded not to come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</li> <li>Testing will continue with staff taking tests twice a week and recording results, this will be reviewed ongoing as per government guidance. A positive LFD test will require a PCR test, self-isolation will be required until results of PCR test. If negative, will return to school, if positive must follow the latest guidance <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a> <a href="#">PCR test kits for schools and further education providers</a></li> <li>Year 6 pupils and below will not be required to take LFD tests.</li> <li>Remote learning will be provided to pupils if NHS track and trace confirm they must isolate and the pupil is well enough to work.</li> <li>Staff to continue Lateral Flows tests twice weekly on return and will test before the start of term in Autumn.</li> </ul>	2	2	Choose an item.

Love  
Community  
respect  
Trust  
Ambition

01353 656760  
www.demat.org.uk

DEMAT Office Address:  
Grace Building, 8 High Street, Ely, Cambridgeshire, CB7 4JU

The Diocese of Ely Multi-Academy Trust (DEMAT)  
Company limited by guarantee Number 08464996. Registered in England & Wales.  
Registered Office: Diocesan Office, Bishop Woodford House, Barton Road, Ely CB7 4DX

<p><b>Hygiene Standards</b></p> <ul style="list-style-type: none"> <li>• Cleaning of hands</li> <li>• Respiratory hygiene</li> <li>• Cleaning of school premises</li> </ul>	<p>All persons on site</p>	<p>3</p>	<p>2</p>	<p>Choose an item.</p>	<ul style="list-style-type: none"> <li>• Everyone will be reminded of the following: <ul style="list-style-type: none"> <li>○ Regular hand washing with either soap and water for 20 seconds or the use of hand sanitiser</li> <li>○ Children will be asked to wash hands or use sanitiser at start of morning, after break and after lunch.</li> <li>○ Toilets will revert back to Girls and Boys rather than year groups, Maximum amount of children permitted in toilet will be reflective of amount of cubicles.</li> <li>○ The “catch it, bin it, kill it” approach should be followed with regards to respiratory hygiene (free resources, including materials to encourage good hand and respiratory hygiene can be found on the <a href="#">e-Bug COVID-19 website</a>)</li> <li>○ Appropriate cleaning schedules will be in place, including regular cleaning of areas and equipment twice per day, focussing on frequently touched surfaces using guidance published by PHE <a href="#">cleaning of non-healthcare settings</a>.</li> <li>○ One clean to take place at Lunchtime of frequently touched surfaces and full clean at the end of the day.</li> <li>○ Posters will be placed in prominent positions</li> </ul> </li> </ul>	<p>2</p>	<p>2</p>	<p>Choose an item.</p>
---	----------------------------	----------	----------	------------------------	---	----------	----------	------------------------

Love  
Community  
Respect  
Trust  
Ambition

01353 656760  
[www.demat.org.uk](http://www.demat.org.uk)

**DEMAT Office Address:**  
Grace Building, 8 High Street, Ely, Cambridgeshire, CB7 4JU

The Diocese of Ely Multi-Academy Trust (DEMAT)  
Company limited by guarantee Number 08464996. Registered in England & Wales.  
Registered Office: Diocesan Office, Bishop Woodford House, Barton Road, Ely CB7 4DX

Risk / Hazard Identified	Persons at Risk	Before Controls			Control Measures Required	Residual Risk Score		
		L	S	Score		L	S	Score
Lack of Ventilation	All persons	3	3	6	<ul style="list-style-type: none"> <li>School will ensure that windows and doors are open throughout the day in all occupied rooms where possible. The amount of open time will be dependent on the weather and activity taking place. Where windows / doors are not kept open throughout the day, rooms will be purged when empty as follows: <ul style="list-style-type: none"> <li>before school</li> <li>breaktime/lunchtime</li> <li>after school</li> </ul> </li> <li>More information relating to air conditioning/ventilation can be found: <a href="#">Health and Safety Executive guidance on air conditioning and ventilation during the COVID-19 pandemic</a> and <a href="#">CIBSE COVID-19 advice</a></li> </ul>	2	2	4
Wellbeing and Support	All persons	4	3	Choose an item 7	<ul style="list-style-type: none"> <li>School will ensure that support is available for pupils experiencing a variety of emotions in response to the pandemic, such as anxiety, stress or low mood, <b>through our Thrive Programme</b>. Government guidance can be found here: <a href="#">promoting and supporting mental health and wellbeing in schools</a></li> <li>Staff will be reminded about accessing the EAP (employee assistance programme), posters with the contact information will be displayed in the staff room and toilets.</li> <li>School will maintain contact with staff/pupils whilst they are absent through COVID-19 illness or required isolation as per NHS track and trace.</li> </ul>	3	2	5

Love  
Community  
Respect  
Trust  
Ambition

(Please note when completing the RA if more rows are required, please copy whole rows and paste, any problems please contact [healthandsafety@demat.org.uk](mailto:healthandsafety@demat.org.uk))

01353 656760  
[www.demat.org.uk](http://www.demat.org.uk)

DEMAT Office Address:  
Grace Building, 8 High Street, Ely, Cambridgeshire, CB7 4JU

The Diocese of Ely Multi-Academy Trust (DEMAT)  
Company limited by guarantee Number 08464996. Registered in England & Wales.  
Registered Office: Diocesan Office, Bishop Woodford House, Barton Road, Ely CB7 4DX



Additional Comments (if required)

*As COVID-19 becomes a virus that we learn to live with, we are required to reduce the disruption to children and young people’s education - particularly given that the direct clinical risks to children are extremely low, every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September. Our priority is to deliver face-to-face, high-quality education to all pupils, therefore many of the restrictions / control measures that were in place prior to September 2021 are no longer required and therefore are no longer listed. We will of course ensure that should this change; we will update the RA and inform all interested parties.*

Date Created:	31 <sup>st</sup> August 2021	Mrs Anna Fisher
---------------	------------------------------	-----------------

Please see Outbreak Management Plan to manage an outbreak of an infectious disease, raised infection rates locally or a variant of concern when it is recommended by relevant authorities including LA, PHE, National Government that more control measures are required

Love  
Community  
Respect  
Trust  
Ambition

01353 656760  
[www.demat.org.uk](http://www.demat.org.uk)

**DEMAT Office Address:**  
Grace Building, 8 High Street, Ely, Cambridgeshire, CB7 4JU

The Diocese of Ely Multi-Academy Trust (DEMAT)  
Company limited by guarantee Number 08464996. Registered in England & Wales.  
Registered Office: Diocesan Office, Bishop Woodford House, Barton Road, Ely CB7 4DX

