

Activities Covered by this Assessment	Return Autumn 2021		
Site Address / Location	John Ferneley College	Department / Service / Team	CFS and Traded Services

Schools’ Operational guidance – updated 27th August 2021. Please refer to:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

This risk assessment is for guidance only and must be adapted to include any further hazards and subsequent control measures. It is intended for activities within and connected to the school premises. Once completed, please ensure initial risk ratings are added.

It is a legal requirement that schools review and update their risk assessment (building on the learning to date and the practices they have already developed), to consider the removal of restrictions and control measures in line with the roadmap out of the pandemic.

Settings should also review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19). Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level.

Schools may wish to retain previous versions of risk assessments as the DfE have indicated that schools may be asked to reinstate controls in the event of a local outbreak. These reinstatements are envisaged to be of short duration but may mean that there are frequent changes required. All reinstatements should be on the advice of public health (PH) and schools should tailor any risk assessment reviews to PH advice.

This risk assessment is designed to address the Covid-19 controls during the normal day to day operation of John Ferneley College.

From 16th August 2021:

- Close contacts of a confirmed case under 18 (18yrs + 6 months) will no longer be required to self-isolate. However, they will be required to engage with test and trace and take a PCR test.

Schools should continue to:

- Exercise good hand hygiene.
- Exercise good respiratory hygiene, catch it, bin it, kill it principles.
- Use 'enhanced cleaning' regimes, particularly on frequently touched surfaces (minimum twice a day is suggested).
- Maintain good ventilation in occupied parts of the school, balancing ventilation with thermal comfort.
- Use PPE where appropriate to their setting or activity ([link](#)).
- Have systems in place to encourage all who have symptoms of covid to self-isolate (including household siblings), engage with test and trace and follow PH advice.
- Engage with testing 3 days prior to the start of the autumn term. (to be reviewed Sept 2021)

Outbreak Management:

- Schools will be required to have an Outbreak Management Plan for Covid 19 – this is available to view on the school website.
- Schools will no longer have to perform their own track and trace. This will be carried out by NHS.

School Attendance

School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school. Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness). Further guidance about the use of codes is provided in the [school attendance guidance](#).

The usual rules on school attendance apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

Risk Rating Key

Potential Severity of Harm	High Death, paralysis, long term serious ill health.	Medium	High	High
	Medium An injury requiring further medical assistance or is a RIDDOR incident.	Low	Medium	High
	Low Minor injuries not resulting in any first aid or absence from work.	Low	Low	Medium
		Low The event is unlikely to happen.	Medium It is fairly likely to happen.	High It is likely to happen.
Likelihood of Harm Occurring				

Risk Rating Definitions	
Low	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.
Medium	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.
High	This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a High , then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious considerations should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur.

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By:	Done
Coming into contact with individuals who are unwell	Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> Staff, pupils, visitors and contractors do not come into the school if they have COVID19 symptoms or have tested positive in the last 10 days. Anyone developing COVID19 symptoms (students or staff) is sent home to take a PCR test. Persons who have symptoms will isolate for at least 10 days and will not be in school, following PHE advice on self-isolation. 				<ul style="list-style-type: none"> Reporting positive cases with the Local Authority daily – Senior Leaders to monitor trends and outbreaks with the Local Authority. 						
A pupil shows symptoms of COVID19 whilst in school	Staff, pupils, visitors and contractors. Reduced infection control which may	<ul style="list-style-type: none"> A pupil awaiting to be collected, is moved, if possible, to a room or location on site where they can be isolated from others, with appropriate adult supervision 				<ul style="list-style-type: none"> First Aid location or open space near Reception. 						

	<p>result in spread of COVID19</p>	<p>if required.</p> <ul style="list-style-type: none"> • The school site is kept well ventilated by the Estates team. • PPE is worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained. • The area around the pupil with symptoms is cleaned thoroughly after they have left by the schools Cleaning contractors, Solo. (See cleaning hazard) • The school continue to encourage increased hygiene levels with staff and students throughout the school day, i.e tutor reminders, additional signage. 										
<p>Use of public transport/school buses</p>	<p>Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19.</p>	<ul style="list-style-type: none"> • Pupils and staff are encouraged to cycle or walk to work. • Establish robust communication links with transport provider to ensure any updated covid operation measures are being adhered to by students. 				<ul style="list-style-type: none"> • Keep regular communication with local school transport providers. 						

<p>Face masks / coverings during the school day</p>		<ul style="list-style-type: none"> • Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas, however, the school do encourage use should specific individuals want to continue to wear them within the building. • Safe wearing of face coverings requires sanitising of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Students will be encouraged and reminded to ensure safe storage. • Students are reminded not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings safely. 	Red	Yellow	Red	<ul style="list-style-type: none"> • 	Red	Green	Yellow	Grey	Grey	Grey
<p>Visitors to site</p>	<p>Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of</p>	<ul style="list-style-type: none"> • Visitors to site are not restricted. This will be kept under review with the local authority, should the school be informed of any local outbreaks. • Visitors are made aware 	Red	Green	Yellow	<ul style="list-style-type: none"> • Visitors will complete track and trace form upon entry, as an added safety precaution for the school. 	Red	Green	Yellow	Grey	Grey	Grey

	COVID19	before they arrive on site, if they have any symptoms of COVID19 or have had contact with anyone who has symptoms of COVID19, to not enter the school site.				<ul style="list-style-type: none"> Visitors are encouraged to wear a face mask on site, but it is not compulsory. 				
Social distancing between staff, pupils and visitors	Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> Social distancing measures have now ended in the workplace, and it is no longer necessary for the government to instruct people to work from home or keep socially distanced from one another while on the school site. 				<ul style="list-style-type: none"> Visitors are encouraged to wear a face mask on site, but it is not compulsory. 				
Carrying out First Aid care on-site	First Aider Person being treated by the first aider. This activity requires the 2m social distancing rule to be broken. This could lead to either person involved in becoming infected	<ul style="list-style-type: none"> A first aider will not be treating a person who has the symptoms of COVID-19 as specified by the NHS and Government unless it is a life threatening condition. If a child presents symptoms of COVID-19 they will be isolated 2m away from people, and parents/guardians will be called to collect them and take them for a PCR test to confirm the outcome. Persons who have a positive 				<ul style="list-style-type: none"> Meeting Room 1 to be used to isolate students with COVID symptoms whilst they await collection from parents/guardians. Ensure an adequate supply for PPE is procured from supplier. 				

	<p>with COVID-19 through close contact with an asymptomatic carrier, transmitting the virus through bodily fluids or respiratory droplets entering the persons eyes, nose or mouth.</p> <p>The First aider may have an allergic reaction to latex gloves.</p>	<p>PCR test will isolate, following PHE guidance.</p> <ul style="list-style-type: none"> • The first aider will wash their hands for at least 20 seconds with soap and water before donning gloves. • Latex gloves will be avoided to remove the risk of allergic reaction. • The first aider will cover any cuts on their hands with water proof plasters. • The first aider will avoid putting their fingers in their mouth and touching their face. • The first aider will avoid touching any part of a dressing that will come in contact with a wound. • The first aider will wear goggles (if the person requiring first aid is showing signs of COVID19) conforming BSEN 166.1b.3 to prevent bodily fluids being splashed into the eyes. • A fluid-resistant surgical face mask will be worn by the first aider, if the person is presenting with COVID19 symptoms. The surgical masks used conform to BS EN 14683:2019 Type IIR. 										
--	---	--	--	--	--	--	--	--	--	--	--	--

		<ul style="list-style-type: none"> • After each first aid treatment is given all equipment and surfaces, including goggles and visor used will be cleaned down using a detergent solution. This is followed by disinfection using a solution that contains 1000 parts per million (1000 ppm av.cl.). The goggles and visor are rinsed with clean water after being disinfected to remove any chemical residue. • After using the face masks, aprons and gloves they will be correctly doffed and will be placed into the external waste skip/bin. • NHS hand washing posters have been installed across site to encourage students and staff on increased hygiene levels, and sanitising. • First aiders have been given information on how to correctly don and doff their PPE. • No food will be stored or eaten in the first aid room. • After first aid treatment is given and cleaning has been completed the first aider will 										
--	--	---	--	--	--	--	--	--	--	--	--	--

		<p>wash their hands with soap and water for at least 20 seconds before commencing any further work.</p> <ul style="list-style-type: none"> • There is a dedicated room for first aid that will be used solely for first aid treatment to help prevent bodily fluids contaminating other parts of the building • The room is ventilated at all times, with external doors open. 											
<p>Cleaning provision</p>	<p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> • A detailed daily cleaning checklist and enhanced cleaning schedule has been implemented and is managed by the schools cleaning contractors, Solo, ensuring that key contact points, e.g. worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly throughout the school day. • A record of each cleaning/disinfecting activity is recorded to include what has been cleaned, by who, when and how. Estates to oversee. • Hard surfaces are cleaned with soap and water/standard detergent prior to disinfecting. 				<ul style="list-style-type: none"> • Estates team to monitor weekly cleaning provision and performance across the site. 							

		<ul style="list-style-type: none"> • Hard surfaces to be cleaned with soap and water prior to disinfecting. • Hand towels and hand wash are to be checked and replaced as needed by the Estates team and cleaning staff. • Only cleaning products supplied by the school are to be used. Staff are told not to bring cleaning products from home. • Please refer to the school's COSHH risk assessments for further control measures in relation to cleaning chemicals used. • PPE required for cleaning staff will be monitored in line with the schools risk assessment, and any outbreak updates. • Bin liners are used in all bins and bins are emptied into the external waste bin/skip regularly. 										
Minibus Use	Staff, Pupils, using minibus	<ul style="list-style-type: none"> • All staff and pupils on the minibus are not required to wear a face mask, but are encouraged to sanitise their hands upon entry and exit. • Minibus to be cleaned by 				<ul style="list-style-type: none"> • Mini bus lead – Sean O'higgins to ensure stock of sanitising items is maintained in the buses. 						

John Ferneley College Covid-19 Risk Assessment
Autumn / Winter 2021

		driver with sanitised products between usage.									
Emergency procedures	Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> Changes to emergency evacuation procedures are communicated to all persons on site i.e. <i>changes of egress from building</i>. Emergency evacuations will take place as normal, with no requirement to keep socially distanced. 				<ul style="list-style-type: none"> Annual fire drill to take place – September 2021. 					

Appendix 1: Sources

- **Schools covid operational guidance – updated August 2021:** <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>
- **Cleaning in non-healthcare settings – updated July 2021:** <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- **Guidance on guidance on protecting people defined on medical grounds as extremely vulnerable – updated September 2021:** <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Risk Assessor (s) Name(s):	Christine Stansfield	Risk Assessor(s) Signature (S):		
	Paul Maddox			
	Jason McGeough			
Authorised By:		Authoriser Signature:		Initial
Date Conducted:	23 rd August 2021	Date of Next Review:		
		Date of Review:		
		Date of Review:		
		Date of Review:		
		Date of Review:		