

Risk Assessment – Infectious Diseases including specific guidance relating to COVID-19

to be followed from 24th February 2022

This RA has been produced using the most up to date Government/DfE guidance and the UK Health Security Agency (UKHSA) (previously known as Public Health England (PHE))

[Health protection in schools and other childcare facilities - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/health-protection-in-schools-and-other-childcare-facilities)

[COVID-19 Response - Living with COVID-19.docx \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/92222/COVID-19_Response_-_Living_with_COVID-19.docx)

Quality Assurance Cycle

RA Review Cycle

Review date	Version No	Headteacher + Date	H&S Manager + Date
01/09/2021	1	Helen Rouse 29/08/21	Click or tap here to enter text.
01/10/2021	2	Helen Rouse 1/10/21	Click or tap here to enter text.
01/11/2021	3	Helen Rouse 1/11/21	Click or tap here to enter text.
01/12/2021	4	Helen Rouse 6/12/21	
14/01/2022	5	Rachel Rayner 14/1/22	
22/02/2022	6	Rachel Rayner 22/02/22	
31/03/2022	7	Rachel Rayner 31/03/22	

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.

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.


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- 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.

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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 significant 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 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.


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DEMAT Ref. No.	RA001	Date RA completed:	31/03/22			Most Recent Review Date:				
Manager Responsible:	Rachel Rayner (Headteacher)	Completed by:	Rachel Rayner (Headteacher)			Revision No:	007			
Description of Task covered by this Risk Assessment	Identified Infectious Diseases requiring the UK Health Security Agency (UKHSA) (previously known as Public Health England (PHE)) Guidance to be followed - April 2022					School Name:	St Botolph's CE Primary School, Peterborough			
Risk / Hazard Identified	Persons at Risk	Before Controls Risk Score			Control Measures Required	Residual Risk Score				
		L	S	Score		L	S	Score		
Infectious Disease Outbreak Health protection in schools and other childcare facilities - GOV.UK (www.gov.uk) COVID-19 Response - Living with COVID-19.docx (publishing.service.gov.uk)	All persons attending site and their close contacts	4	4	16	<ul style="list-style-type: none"> Head or designated person will call their local UK Health Security Agency (UKHSA) (previously known as Public Health England (PHE)) <ul style="list-style-type: none"> Advice given by UKHSA to be followed, Head / designated person to inform DEMAT H&S via healthandsafety@demat.org.uk Implementation of schools Outbreak Management Plan to be used alongside advice received 	4	2	8		
Spread of disease UKHSA will no longer ask fully vaccinated close contacts and those under the age of 18 to test daily for 7 days, they have also removed the legal requirement for close contacts who are not fully vaccinated too self-isolate.	All persons attending site and their close contacts	3	3	9	<ul style="list-style-type: none"> School to provide information to families and staff from UKHSA in relation to preventing the spread of the disease and actions families/staff need to take Anyone feeling unwell should stay at home and follow the school's attendance / absence policy If a pupil/employee present at school with symptoms of an infectious disease, guidance from UKHSA/DfE should be followed Although no longer a legal requirement to self-isolate following a positive COVID test, adults are still advised to stay at home and avoid contact with other people for 5 days and children for 3 days and they may choose to take a Lateral Flow Device (LFD) followed by another the next day - if both are negative, and they do not have a temperature, they can safely return to their normal routine. It is advised that anyone 	3	2	6		

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who tests positive should avoid contact with anyone in an at-risk group, including if they live in the same household, although no longer a legal requirement to do so.
[COVID-19 Response - Living with COVID-19.docx \(publishing.service.gov.uk\)](#)

Risk / Hazard Identified	Persons at Risk	Before Controls Risk Score			Control Measures Required	Residual Risk Score		
		L	S	Score		L	S	Score
					Tasks should only be undertaken after ALL required control measure are in place.			
Hygiene Standards <ul style="list-style-type: none"> Cleaning of hands Respiratory hygiene Cleaning of school premises 	All persons attending site and their close contacts	3	3	9	<ul style="list-style-type: none"> Everyone will be reminded of the following: <ul style="list-style-type: none"> Regular hand washing with either soap and water for 20 seconds or the use of hand sanitiser 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 e-Bug COVID-19 website) 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 cleaning of non-healthcare settings. Posters will be placed in prominent positions 	2	3	6
Lack of Ventilation	All persons attending site and their close contacts	3	3	9	<ul style="list-style-type: none"> Occupied rooms will have all windows opened to allow air circulation, but, during adverse weather, windows and doors must be opened before/after school and during breaks and lunchtimes 	2	3	6

(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)

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Additional Comments (if required)

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 (Local Authority), UKHSA, National Government that more control measures are required

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