



Activity/ Situation	COVID SECURE ARRANGEMENTS FROM 21 st FEBRUARY 2022			
Location	KING JAMES'S SCHOOL, KNARESBOROUGH			
Persons at Risk	Pupils ☒	Employees☒	Visitors ☒	Contractors ☒
HAZARD(S)	<p><i>Note: this list is not exhaustive and must be adapted for your own needs</i></p> <ul style="list-style-type: none"> ✗ Contact Between Individuals and Spread of Coronavirus ✗ Outbreak Management ✗ Inadequate Personal Protection & PPE ✗ Inadequate Hand Washing/Personal Hygiene ✗ Inadequate Cleaning/Sanitising ✗ Inadequate Ventilation 			
CONTROL MEASURES		ADDITIONAL INFORMATION		
<p><i>Note: you must amend and adapt this generic risk assessment to suit your own needs by selecting the controls from the examples provided (adding and amending others where necessary) and then evaluate the overall risk for the activity/situation.</i></p>				
<p>In considering all of the below risks and potential control measures, please be mindful of your duties under the Equality Act by ensuring that there is no adverse impact on any particular group of staff / pupils with protected characteristics</p>				
<p>Contact Between Individuals and Spread of Coronavirus</p>				
The school continues to reduce contact between individuals around school through maintaining a one-way system in corridors.				
Continuation of year group hubs (7&8, 9&10, 11, Sixth Form) at break and lunch also supports with limitation of contact.				
Contacts are no longer required to self-isolate or advised to take daily tests. Contact tracing has now ended.				
Staff and pupils will not be expected to continue taking part in regular asymptomatic testing and should follow asymptomatic testing advice for the general population.		Get tested for coronavirus (COVID-19) - NHS (www.nhs.uk).		
Staff and pupils in specialist settings such as Learning Support, the schools SEMH unit and Alternative (External) Provision are advised to continue regular twice weekly testing.		For further Information SEND and specialist settings: additional COVID-19 operational guidance (publishing.service.gov.uk).		
Pupils, staff and other adults should follow public guidance for people with COVID-19 and their contacts if they have COVID-19 symptoms.		COVID-19: people with COVID-19 and their contacts - GOV.UK (www.gov.uk).		
<p>In most cases, parents and carers will agree that a pupil with the key symptoms of COVID-19 should not attend school, given the potential risk to others.</p> <p>If a parent or carer insists on a pupil attending school where they have a confirmed or suspected case of COVID-19, the school can take the decision to refuse the pupil if, in the schools reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.</p>				

Pupils and staff should return to school as soon as they can, in line with guidance for people with COVID-19 and their contacts.	COVID-19: people with COVID-19 and their contacts - GOV.UK (www.gov.uk).
People previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are no-longer being advised to shield.	Staff, children and young people who were previously identified as being in one of these groups are advised to continue to follow Guidance for people previously considered clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk).
Staff, children and young people over the age of 12 with a weakened immune system should follow COVID-19: guidance for people whose immune system means they are at higher risk - GOV.UK (www.gov.uk)	
Staff, children and young people previously considered CEV should attend school and should follow the same Coronavirus (COVID-19): guidance and support - GOV.UK (www.gov.uk) guidance as the rest of the population.	In some circumstances, a member of staff, child or young person may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice.
Whilst individual risk assessments are no-longer required, the school will discuss any concerns that people previously considered CEV may have.	
Employers will need to follow this specific guidance Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)	
Outbreak Management	
The school will continue to have a role in working with the health protection team in the case of a local outbreak. If there is a substantial increase in the number of positive cases in school or if central government offers the area an enhanced response package, a director of public health might advise the school to temporarily reintroduce some control measures.	
In the event of an outbreak, the school may be advised by the local health team or director of public health to resume asymptomatic testing for staff and students for a period of time.	
Inadequate Personal Protection & PPE	
Face coverings are no longer advised for pupils, staff and visitors in classrooms or communal areas.	
Staff and pupils should follow wider advice on face coverings outside of school, including on transport to and from school.	
A director of public health might advise the school that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt).	This will form part of the schools contingency plan.

<p>Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles.</p>	
<p>Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission.</p>	<p>Visors may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission, and therefore in a school environment are unlikely to offer appropriate protection to the wearer. Visors should only be used by those exempt from wearing a face covering after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</p>
<p>Inadequate Hand Washing/Personal Hygiene</p>	
<p>Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including;</p> <ul style="list-style-type: none"> • when they arrive at the school • when they return from breaks • when they change rooms • before and after eating 	<p>Sanitiser stations are located at main entrances, key communal areas and in all classrooms. Several wash facilities are located around the school.</p>
<p>Pupils who struggle with 'catch it, bin it, kill it' may also need more opportunities to wash/sanitise their hands and this has been considered.</p>	
<p>Hands are advised to be washed with liquid soap & water for a minimum of 20 seconds. Posters have been displayed in washrooms.</p>	
<p>The 'catch it, bin it, kill it' approach is very important and is promoted around the school.</p>	 <p>CATCH IT Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.</p> <p>BIN IT Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.</p> <p>KILL IT Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</p> <p>NHS</p>
<p>Bins for tissues are available in each room.</p>	
<p>Inadequate Cleaning/Sanitising</p>	
<p>An enhanced cleaning schedule that includes regular cleaning of areas and equipment, with a particular focus on frequently touched surfaces, is in place.</p>	<p>COVID-19: cleaning in non-healthcare settings outside the home - GOV.UK (www.gov.uk)</p>
<p>Hand sanitiser is provided adjacent to electronic entry systems and keypads.</p>	
<p>Bins for tissues and other rubbish are emptied daily.</p>	
<p>Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary.</p>	

Inadequate Ventilation			
Co2 monitors used and monitored to detect areas of poor ventilation.			
Occupied spaces are kept well ventilated to ensure a comfortable teaching environment be maintained.	Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice .		
Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and assist with creating a throughput of air.	Fire doors shall not be propped open unless they have a self-closing hold open device fitted.		
In cold weather where the school heating system is activated, windows are open to provide trickle ventilation rather than being fully open.	Opening windows (in cooler weather windows will be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space).		
Consideration will be given to opening high level windows in preference to low level to reduce draughts, or, only opening every other window instead of all windows when the heating is activated.			
If school needs to use additional heaters they use electric fan heaters sparingly due to increased fire and electrical risk.			
Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
What is the level of risk for this activity/situation with existing control measures	High <input checked="" type="checkbox"/>	Med <input type="checkbox"/>	Low <input type="checkbox"/>
Is the risk adequately controlled with existing control measures	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Have you identified any further control measures needed to control the risk and recorded them in the action plan	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
ACTION PLAN (insert additional rows if required)	To be actioned by		
Further control measures to reduce risks <i>so far as is reasonably practicable</i>	Name	Date	
Optional reorientation of classroom to forward facing (by teacher request)	All teaching staff (supported by HR & Caretakers)	21/02/2022	
Optional wearing of face coverings in communal areas	All	21/02/2022	
State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment	High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>
Is such a risk level deemed to be as low as reasonably practical?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Is activity still acceptable with this level of risk?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
If no, has this been escalated to senior leadership team?	N/A	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Assessor(s):	Justin Waters	Signature(s):	
Position(s):	Director of Business Services		
Date:	21/02/2022	Review Date:	In line with guidance changes


Distribution:

<i>Risk rating</i>	<i>Action</i>
HIGH	Urgently review/add controls & monitor, notify H&S Team (if Likely or Highly Likely – stop work, seek competent advice)
MEDIUM	Review/add controls (as far as reasonably practicable) & monitor
LOW	Monitor control measures

POTENTIAL OUTCOME

Catastrophic	Fatal injury/permanent disability
Major	RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence
Moderate	RIDDOR reportable over 7 day injury
Minor	Minor injury (requiring first aid)
Insignificant	Minor injury

LIKELIHOOD

Highly likely	More likely to occur
Likely	
Possible	
Unlikely	
Remote	

POTENTIAL OUTCOME

Catastrophic					
Major					
Moderate					
Minor					
Insignificant					
	Remote	Unlikely	Possible	Likely	Highly Likely

LIKELIHOOD