



PLAN B (AUTUMN TERM) - RISK ASSESSMENT

1. Assessment No:	StJCPS/COV19 - 5 (Issue 4.1 Omicron)		
2. Activity/Process:	MANAGEMENT		
Assessment Date:	Dec 2021 (amended)		
Assessor:	Brian Birkin-Hewitt (Tech IOSH) School H&SA		
Next Review Due:	As and when required by authority directive		
3. Number of Persons at Risk:		Employees	Others
	1	<input type="checkbox"/>	<input type="checkbox"/>
	2-5	<input type="checkbox"/>	<input type="checkbox"/>
	6-10	<input type="checkbox"/>	<input type="checkbox"/>
	10 Plus	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p>4. Event affecting Planned Procedures:</p> <ul style="list-style-type: none"> a) Too few teachers and other staff to keep the school open and operating safely at full capacity b) Lack of First Aid trained staff and/or the lack of Pediatric First Aid trained staff c) Supply lines collapse; food suppliers, sanitary equipment deliveries d) Teaching and Learning equipment and resources unavailable for long periods e) Leadership illness f) Reinstated Pandemic Control Measures 			
<p>5. Proposed Actions:</p> <ul style="list-style-type: none"> a) Headteacher to constantly assess all available staff members (full time teachers and TAs) to maintain an adequate coverage of class groups, SEND requirements, extra-curricular activities where relevant and obligatory control measures <p>Advise all staff to be prudent with arranging overseas holidays due to the potential of being late for the start of a Term due to the sudden activation of control measures and/or nationally driven quarantine requirements</p> <p>Encourage all staff (including volunteers) to facilitate their own safety and that of others by utilising the NHSTAT App, be diligent with their Lateral Flow Device (LFD) testing and recording and taking up the vaccination program</p>			

Endeavour to restrict visiting teachers (and TAs) to the same 'Bubbles'¹ or individual children; maintain a record of which children are attended by the visiting teacher

Headteacher to compile 'Personal Risk Assessments' where and if necessary, for 'high risk' staff and female staff who announce a pregnancy

Headteacher compile 'Staff Personal Risk Assessments' for vulnerable staff members iaw WCC (LA) guidance chart (attached below) and, with SEND Lead assistance, for pupils who are susceptible or have with behavioural difficulties

Maintain an awareness of Staff Wellbeing and Mental Health; encourage a collaborative monitoring of colleagues by all staff members [see General RA 38A and Procedure 24A]

In the event of too few available staff members to maintain the schools' daily business, the Chair of Governors and the LA is to be advised. DfE should also be apprised that the school will have to close until enough staff members are declared fit enough/able to return to work

CEV staff members may resume the work environment as normal but are to be advised to apply additional personal precautions whenever possible to do so.

When and if necessary, facilitate staff members to Work from Home including the use of IT media where possible

Maintain a Remote Education and Learning capability for those pupils who are directed to self-isolate

~~Headteacher to contact staff personnel who are identified as being in 'Close Contact' with a positive case and advise them to contact PHW asap for further instructions~~

- b) Consider the number of staff and children in the school, the likelihood of 'everyday' First Aid events, (including those that require a pediatric specialization), the capabilities of the current staff members on-site, and the availability of Ambulance/professional medical staff attendance
- c) Closely monitor all stocks of essential sanitary and hygiene supplies apply local purchase if necessary

Ensure that all classrooms and sanitization areas are provided with adequate stocks of all essential sanitary and hygiene supplies. If necessary, implement local purchase

Ensure that the Contracted Cleaning Agency applies:

- Daily, weekly, and other periodic cleaning schedules as/if requested
- Risk Assessments for its staff, their procedures and COSHH substances, and supplies the appropriate PPE iaw with the Agency's assessments
- A Cleaning Schedule which includes a checklist and details of the materials being used; (see the section 'CLEANING' in this document)
- Additional specialist cleaning protocols e.g. 'Deep Cleaning' as and when requested

Advise class teachers, that they (or the children) will only be expected to perform occasional 'husbandry' cleaning (e.g. post-lunch breaks)

The Catering Staff are to follow and apply all hygiene and infection prevention directives as applied to the teaching staff and iaw the HACCP

- d) Ensure that the school has adequate resources of learning equipment. Establish an alternative supplier urgently if this is likely to become a problem
- e) If the Headteacher is unavailable for a lengthy period, the Deputy Headteacher will adopt the role. The Chair of Governors is to be advised of the circumstances and if possible, the likely duration of the change of leadership

Financial management: If the School Business Manager is unable to perform key duties the Headteacher and/or the Chair of Governors is to be advised

- f) Strongly advise all staff to keep abreast of the in-force current restrictions in accordance with authority guidance and direct all staff to familiarise with the schools' Coronavirus Risk Assessments and applied procedures

In the event that a future Pandemic results in enforced Control Measures, the procedures as documented in the Business Continuity Plan, Appx 17 are to be applied and the Risk Assessments PAN-1 to PAN-5 are to be appropriately amended.

1. (wef 16 Aug 2021) The requirement of 'Bubbles' is no longer mandatory but for the purposes of these Risk Assessments, and for the management of the precautionary measures, the term is being used to identify constituted groups.

6. Residual Risk(s) Remaining:

(After Proposed Actions implementation)

Risk Rating:

Likelihood x Severity = Rating/Action

- | | | |
|---|-----------|-------------------|
| • Unable to operate the school due to unavailable staff | 1 x 2 = 2 | Review Procedures |
| • Sudden re-enforcement of reactive actions due to an 'Outbreak' ¹ | 2 x 2 = 4 | Alternative Plans |
| • Sudden closure due to a resurgence of the Virus ² | 3 x 2 = 6 | Alternative Plans |
| • Enforced closure by Authority Directive | 2 x 3 = 6 | Alternative Plans |

Notes:

1. See COV19-4 Containment for the definition of an 'Outbreak'
2. See COV19-4 Containment for PHE HPT actions

7. Additional procedures/controls suggested/required:

(Reduce Residual Risks if practicable to a Risk Rating of 4 or below)

- Refer to the most recent issue of DfE/PHE Guidance for the procedures to be applied following an individual contracting the virus, and/or other wider measures that affect the school or local community

8. Headteacher Approval:

Date Implemented: 13 Dec 2021

Procedures Effective: Yes/No

Comments:

Signed and Appointment:

(Headteacher St Joseph's Primary School)

Name: Mrs Susan Woods

Next Review Date: As determined by an Authority directive that requires changes to the implemented procedures

9. Chair of Governors Awareness:

Date: 13 Dec 2021

Procedures Effective: Yes/No

Comments:

Signed and Appointment:

(Chair of Governors St Joseph's Primary School)

Name: Mr Gregory Fauvarque

EFFECT RATING**RATING ACTION BANDS**

LIKELIHOOD	SEVERITY OF EVENT	EFFECT SCORE		ACTION REQUIRED
1. Most unlikely	1. Minimal Effect	1	Minimal	Maintain Procedures
2. Unlikely	2. Major	2 - 3	Concerning	Review Procedures
3. Likely	3. Significant	4 - 9	Damaging	Implement alternative plans
4. Most Likely	4. Dangerous	12 - 16	Critical	Unacceptable - Close the School

Effect Score = 'Likelihood' score x 'Severity' score

WCC (LA) School Staff (Covid19) Personal Risk Assessment Guidance

Issued March 2021

Employee Details

Name		Date	
Post(s)			

***** PLEASE READ PRIOR TO UNDERTAKING THE RISK ASSESSMENT *****

DEMOGRAPHIC RESPONSIVE RISK ASSESSMENT

With effect from July 2021, restrictions to attending work have been removed. This means that people will now be able to attend their normal workplace to undertake duties.

This document, and the risk assessment it concludes with, are indicative only and are based on the shielding categories in place up to 1st April 2021.

The risk assessment seeks to assess individual staff risk to ensure that we safeguard those at most risk of adverse or serious reactions to Covid-19, based on the data and evidence available.

It takes into consideration age, gender, and ethnicity risk factors – especially where there is a combination of factors. It also takes account of the specific health vulnerabilities set out in national guidance that are linked to a higher level of risk from Covid-19.

If, on completion of the risk assessment, a person is in Category B or C then a school manager and the individual should discuss any concerns where action has not yet been taken to properly mitigate risks.

The risk assessment discussion should be used to explore the risk factors which apply and any potential impact upon the individual. Where there is agreement that the risk factors can be mitigated to everyone's satisfaction, no change is needed. Where it is clear there are increased risks for a colleague the Headteacher (or nominated manager) must provide support and make necessary adjustments to mitigate those risks.

Wiltshire Council's Public Health team can provide advice and support if required.

THE DEMOGRAPHIC AND PHYSICAL HEALTH RISKS ASSOCIATED WITH COVID 19

1 - The “Extremely Vulnerable” group as notified by letter from NHS.

People falling into this group are:

- Solid organ transplant recipients.
- People with specific cancers:
 - People with cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer.
 - People with cancers of the blood or bone marrow such as leukemia, lymphoma or myeloma who are at any stage of treatment.
 - People having immunotherapy or other continuing antibody treatments for cancer.
 - People having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors.
 - People who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs.
- People with severe respiratory conditions including all cystic fibrosis, severe asthma* and severe COPD (chronic obstructive pulmonary disease).
- People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID (severe combined immunodeficiency), homozygous sickle cell).
- People on immunosuppression therapies sufficient to significantly increase risk of infection.
- Women who are pregnant with significant heart disease, congenital or acquired.
- Downs Syndrome
- Stage 5 chronic kidney disease.

For the purposes of the risk assessment, if the member of staff has been in receipt of an NHS shielding letter, they automatically score 4 in the final column of the risk assessment and should be assessed as being in the red outcome box “Category C”.

2 - Other health conditions associated with an elevated COVID-19 Risk.

The Government are advising those who are at increased risk of severe illness from coronavirus (COVID-19) to be particularly stringent in following social distancing measures.

This group includes those with an underlying health condition listed below (i.e. anyone instructed to get a flu jab as an adult each year on medical grounds):

- chronic (long-term) respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
- chronic heart disease, such as heart failure
- chronic kidney disease
- chronic liver disease, such as hepatitis
- chronic neurological conditions, such as Parkinson’s disease, motor neurone disease, multiple sclerosis (MS), a learning disability or cerebral palsy
- diabetes
- problems with your spleen – for example, sickle cell disease or if you have had your spleen removed

- a weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets or chemotherapy
- seriously overweight (a body mass index (BMI) of 40 or above)

These are the health conditions that you should assess within columns 2 and 3 of the risk assessment depending upon their severity and the opinion of the employee about how well the condition can be managed.

You can read more about up to date research into obesity and its effect on the severity of COVID 19 here: <https://www.obesity.org/covid-19-and-obesity/>

3 - Other factors for consideration

- age, gender and ethnicity all have impact. The risk assessment takes account of these weightings.
- current guidance does not afford any additional restrictions to those who have a clinically vulnerable person living in their household.
- all staff are encouraged to take the double covid vaccinations and any subsequent boosters in order to protect themselves and their work colleagues.

Risk Assessment - Scoring

You should complete the table below circling or highlighting the relevant score in each coloured row to identify a score for the employee in relation to (i) AGE, (ii) GENDER & ETHNICITY and (iii) HEALTH CONDITION. For example, if you were to tick the box next to the age range "60-69" your score for this row would be "3".

RISK		S C O R E	S C O R E	S C O R E	S C O R E			
AGE	Below the age of 49	1	50-59	2	60-69	3	70+	4
GENDER AND ETHNICITY	Female White	1	Female Asian	2	Male Asian	3	<i>N.B For other non-white ethnic groups besides Asian and Black please use "mixed or other ethnic background" for purposes of scoring</i>	
			Female Black Female mixed or other ethnic background	2	Male mixed or other ethnic background	3		
			Male White	2	Male Black	3		
HEALTH CONDITION	<i>No underlying health condition as described on previous pages</i>	1	<i>Evidence of underlying health condition associated with an elevated COVID-19 risk described on page 2 but the employee confirms that the condition is well managed. If unsure, or if there have multiple conditions then score 3 and seek advice from your Occupational Health provider</i>	2	<i>Evidence of underlying moderate or chronic health condition associated with an elevated COVID-19 risk described on page 2.</i>	3	<i>Individual was in clinically extremely vulnerable category. OR Individual is pregnant</i>	4

Total up the 3 scores and refer to the table below to provide information for the next steps.

Total Score 1-4	Total Score 5-8	Total Score 9+ OR any individual score of 4
Category A	Category B	Category C
<p>You should attend at your normal workplace(s).</p> <p>You should follow all national and school guidance about covid mitigation measures.</p> <p>No adjustments are required.</p> <p>If you have concerns you should raise these with your Headteacher.</p>	<p>You should attend at your normal workplace(s).</p> <p>Your headteacher (or nominated manager) must ensure all of your duties can be undertaken in line with national and school guidance regarding covid mitigation measures.</p> <p>If you have concerns you should raise these with your Headteacher.</p>	<p>You can attend at your normal workplace(s).</p> <p>Your headteacher (or nominated manager) can consider if working from home is a practical alternative. If it is not, you are able to attend your normal workplace(s) but your Headteacher must ensure all of your duties can be undertaken in line with national and school guidance regarding covid mitigation measures.</p> <p>This advice applies to all pregnant staff.</p> <p>For those who have previously been classed as 'clinically extremely vulnerable' or who are beyond 28 weeks pregnant, then particular diligence must be applied regarding covid mitigation measures and the school should consider reasonable adjustments to duties in order to achieve this.</p> <p>If there are continuing underlying health concerns about returning to the workplace, the Headteacher should seek advice from your Occupational Health provider.</p>

This form is a discussion document between a member of staff and their Headteacher.

The Head teacher may record notes on the form or on a separate document – referring to sections 1 - 5 of the form, the scoring matrix and the risk score and recommended actions table.

This form or document should be kept confidential between the employee and their Head teacher. It can be shared with your HR and Occupational Health provider if appropriate and with the employee's consent. No identifiable information must be released without the employee's consent.

The equality impact assessment for this risk assessment template can be found here:

<https://rightchoice.wiltshire.gov.uk/Page/19291>