



# WOODSIDE HIGH SCHOOL

## COVID-19 RISK ASSESSMENT

<p><b>SERVICE:</b> WOODSIDE HIGH SCHOOL SECONDARY SCHOOL (11-16)</p>	<p><b>LOCATION:</b> WHITE HART LANE, N22 5QJ</p>	<p><b>ASSESSMENT COMPLETED BY:</b> CANDY (BUSINESS MANAGER) ANGELA WALLACE ( HEADTEACHER)</p>
<p><b>DESCRIPTION OF ACTIVITY/TASK ASSESSED:</b> SECONDARY SCHOOL EDUCATIONAL PROVISION (COVID-19 ASSESSMENT)</p>	<p><b>DATE OF ASSESSMENT:</b> 28.11.2021 (VERSION: 3.5)</p>	<p><b>REVIEW DATE:</b> WEEKLY</p>

	HAZARD	POTENTIAL INJURY/DAMAGE	PEOPLE AT RISK	CURRENT PREVENTATIVE AND PROTECTIVE MEASURES	RISK LEVEL	FURTHER ACTION REQUIRED	RESIDUAL RISK LEVEL
1.	Contact with someone suffering from coronavirus	Infection and transmission of the Covid-19 Virus	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p><b>When an individual has had close contact with someone with coronavirus (COVID-19) symptoms</b></p> <p>Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all</p>	Medium	Weekly review	

			<p>other members of staff or pupils who have been in close contact with that person, do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> <li>• they develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test)</li> <li>• they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated)</li> <li>• they have tested positive from an LFD test as part of a community or worker programme</li> </ul> <ul style="list-style-type: none"> <li>• Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</li> <li>• The area around the person with symptoms must be cleaned after they have left, to reduce the risk of passing the infection on to other people. See the guidance on the <a href="#">cleaning of non-healthcare settings</a>.</li> </ul> <p>All identified close contacts are now required to take a PCR test and inform the setting of the result.</p> <p>Any suspected or confirmed close contacts of the Omicron variant will be asked to isolate for 10 days regardless of vaccination status or age. You will be contacted directly either by NHS Test and Trace or by the school and told to isolate.</p> <p>Close contacts are defined as</p> <p><b>Direct contact:</b></p> <ul style="list-style-type: none"> <li>• Anyone who lives in the same household as a case</li> <li>• Anyone who has had face to face contact with a case, for any length of time, including being coughed on or talked to</li> <li>• Anyone who has been within 1 metre of a case for one minute or longer</li> </ul>			
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				<p><b>Proximity contact:</b></p> <ul style="list-style-type: none"> <li>• Anyone who has been within two meters of a case for more than 15 minutes</li> <li>• Anyone who has travelled in a small vehicle with a case</li> </ul> <p>Contacts of contacts do not need to self-isolate. This means that household members of students or staff that are self-isolating because they are contacts of a case do not need to self-isolate themselves.</p>			
2.	Infection of Covid-19 Virus	As above	As above	<p><b>If a pupil displays coronavirus (COVID-19) symptoms, or has a positive test, while at their school</b></p> <p>They should avoid using public transport and wherever possible, be collected by a member of their family or household.</p> <p>If a pupil is awaiting collection:</p> <ul style="list-style-type: none"> <li>• they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision if required</li> <li>• a window should be opened for fresh air ventilation if it is safe to do so</li> <li>• if it is not possible to isolate them, move them to an area which is at least 2 metres away from other people</li> <li>• if they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible - the bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else</li> <li>• personal protective equipment (PPE) must be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very the young child or a child with complex needs) – more information on PPE use can be found in the <a href="#">safe working in education, childcare and children’s social care settings guidance</a>.</li> </ul> <p>In an emergency, call 999 if someone is seriously ill or injured or their life is at risk.</p>			

				<p>Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital, unless advised to.</p> <p>The individual should not use public transport if they are symptomatic. If arranging their return to their family home to isolate, schools should follow advice on transport arrangements in the <a href="#">safe working in education, childcare and children’s social care settings guidance</a>.</p> <ul style="list-style-type: none"> <li>• Following a positive case school will contact Public Health England (PHE) and delivered by the NHS Business Services Authority and or Haringey Public Health <a href="mailto:publichealth@haringey.gov.uk">publichealth@haringey.gov.uk</a></li> <li>• The school will then contact direct contacts and tell them to isolate or take a test in line with PHE advise</li> <li>• The school will keep a record of pupils and staff in each group, and any close contact that takes places between pupils and staff in different groups.</li> <li>• Where vulnerable students are isolating students will be contacted regularly and engage with all appropriate agency.</li> </ul>			
2.	Contact with coronavirus when getting to and from school	As above	As above	<p>Everyone will be resuming previous ways to come to school but are encouraged to walk or cycle into school or to take safety measures such as wearing masks and given space where possible on public transport</p> <p>Pupils or students (in year 7 or above) should continue to wear face coverings on public and dedicated school transport, unless they are exempt.</p> <p>Staff have been invited to partake in the Cycle to Work scheme (<a href="http://www.cyclescheme.co.uk/bfd175">http://www.cyclescheme.co.uk/bfd175</a>). Cycle parking facilities are available on site.</p> <p>Anyone who needs to take public transport will be referred to <a href="#">government guidance</a>.</p> <p>Where the school minibus is used staff should ensure all passengers:</p> <ul style="list-style-type: none"> <li>• Follow hygiene rules</li> </ul> <p>In addition, the school will ensure, wherever possible:</p>	Medium	Weekly review	

				<ul style="list-style-type: none"> <li>● students are grouped together on transport to reflect the groups that are adopted within school</li> <li>● Hand sanitiser is available before boarding and/or disembarking</li> <li>● There is additional cleaning of vehicles</li> <li>● Queuing and boarding is well organised</li> <li>● students practise distancing within vehicles</li> <li>● Ventilation of fresh air (from outside the vehicle) is maximised, particularly through opening windows and ceiling vents</li> </ul> <p>Parents/carers who need to drop off and pick up students will be told through messages and signage:</p> <ul style="list-style-type: none"> <li>● That only one parent/carer should attend</li> <li>● Not to gather at entrance gates or doors</li> </ul>			
3.	Spreading infection due to touch, sneezes and coughs	As above	As above	<p><b>Face Coverings are now</b> should be worn in communal areas in all settings by staff, visitors and pupils or students in year 7 and above, unless they are exempt</p> <p>If there is an outbreak in school rules on face masks may vary (please see contingency plan)</p> <p>Handwashing facilities will be provided. Anti-bacterial gel / handwashing stations will be present around the school and students will be encouraged to:</p> <ul style="list-style-type: none"> <li>● Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using <a href="#">NHS guidelines</a>, or use alcohol-based hand sanitiser to cover all parts of their hands</li> <li>● Clean their hands on arrival, after breaks, before and after eating, after sneezing or coughing, before and after using face masks and PPE and if they have come into contact with someone showing symptoms</li> <li>● Be encouraged not to touch their mouth, eyes and nose</li> <li>● Use a tissue or elbow to cough or sneeze, and use bins for tissue waste</li> <li>● Follow the school 'hands off policy'</li> </ul>	Medium	Weekly review	

				<ul style="list-style-type: none"> <li>• Ventilation with windows left open and in-between lessons where possible</li> </ul> <p>Students will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Hand washing will continued to be encouraged for all staff and students and the use of anti-bacterial gel as an alternative where handwashing is not possible or available.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Bins for tissues will be emptied daily. Inside classrooms, bins will be foot-operated pedal bins.</p>			
				<p>The school must take swift action when the school becomes aware that someone who has attended has tested positive for coronavirus (COVID-19) having developed symptoms and taken a PCR test outside of school.</p> <p>From 16 August, you will not be required to self-isolate if you are a close contact of someone with COVID-19 and any of the following apply:</p> <ul style="list-style-type: none"> <li>• you are fully vaccinated</li> <li>• you are below the age of 18 years 6 months</li> <li>• you have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>• you are not able to get vaccinated for medical reasons</li> </ul>			
4.	Spreading infection through contact with coronavirus on surfaces	As above	As above	<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> <li>• Banisters</li> <li>• Classroom desks and tables</li> <li>• Bathroom facilities (including taps and flush buttons)</li> <li>• Door and window handles</li> <li>• Furniture</li> <li>• Light switches</li> </ul>	Medium	Weekly review	

			<ul style="list-style-type: none"> <li>● Reception desks</li> <li>● Computer equipment (including keyboards and mouse)</li> <li>● Telephones</li> <li>● Fingerprint scanners [cleaned by canteen staff]</li> </ul> <p>Items that need laundering (e.g. towels) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <p>Areas of the school that are used by students will be cleaned thoroughly at the end of the day.</p> <p>Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> <li>● Cleaned frequently and meticulously, and always between groups using them; or</li> <li>● Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups; or</li> <li>● Kept to usage of a specific year group (e.g. text books for a year group). If there are not sufficient text books for a year group, teachers should use the visualiser to share relevant passages with the class.</li> </ul> <p>Teachers will keep a seating plan for all classes.</p> <p>Teachers will be encouraged to sanitize computer equipment (including keyboard, mouse) before use. Anti-bacterial wipes will be issued to all staff.</p> <p>Teachers will remove any clutter and difficult-to-clean items from around workstations on leaving a classroom.</p> <p>Teachers will wash their hands and surfaces before and after handling students' books or other work.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p>			
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5.	Spreading infection due to excessive contact and mixing between students and staff in lessons	As above	As above	<p>Students for the most part will be in lessons just with their year groups. Where possible there will be staggering leaving of lessons and going down to social times.</p> <p>Students will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Students will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>Should there be any student with complex needs or who needs close contact care they will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Support staff for students with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p> <p>Face coverings will be encouraged to be worn by adults and students when moving around the premises, in and outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained</p>	Medium	Weekly review	
6.	Spreading infection due to the school environment	As above	As above	<ul style="list-style-type: none"> <li>• natural ventilation will be encouraged by opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation)</li> <li>• Opening internal doors</li> <li>• can also assist with creating a throughput of air</li> <li>• natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</li> <li>• opening high level windows in colder weather</li> <li>• increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused)</li> <li>•</li> </ul> <p><a href="#">Checks to the premises</a> will be done to make sure the school is up to health and safety standards before opening in September.</p>	Low	Weekly review	



			<p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with changes to how the school space is being used.</p> <p>Fire muster points are on the astroturf area with distancing between different year group bubbles.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>The use of lifts will be avoided unless essential.</p> <p>Foot pedal operated lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>			
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7.	Managing outbreaks	As above	As above	<p>Changes to risk management will be triggered</p> <ul style="list-style-type: none"> <li>• 5 cases or 10% (whichever is reached first) test-confirmed cases of COVID19 (either PCR testing or LFD Ag testing with follow-up PCR) within 10 days, among students or staff clustered in a <b>consistent group or cohort</b>. Dates should be calculated based on illness onset, or test date if asymptomatic</li> <li>• Evidence of severe of illness e.g. students or staff members admitted to hospital or a death as a result of a COVID-19 infection (PCR or LFD Ag with follow up PCR) as the setting may require advice on risk assessment and communication.</li> <li>• If risk assessment by a public health professional indicates transmission is occurring in the setting further control measures may be advised, including the following:</li> </ul> <p>Leading to</p> <ul style="list-style-type: none"> <li>• Reintroduction of face coverings.</li> <li>• Additional asymptomatic LFD testing, including reinstating onsite testing.</li> <li>• Advice to anyone (staff or pupil) who is known be at increased risk of severe infection.</li> <li>• Other proportionate measures as necessary, seeking to maintain face to face education if is safe to do so. For example, reducing crowding through temporarily suspending assemblies or other events that bring larger groups together.</li> </ul>	Medium	Daily	
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## APPENDIX A: RISK ASSESSMENT METHOD

In order to assess a risk associated to a hazard, two factors need to be considered:-

- i - the possible severity of the outcome

Realistically, what is the worst likely outcome? This method defines four categories of severity:-

Fatality or permanent disability
Major injury or long-term absence
3-day injury or temporary disability
Minor injury

- ii - the likelihood of the outcome to occur

How likely is it that the severe outcome will occur? Five categories are defined:-

<b>Likely</b>	A repetitive occurrence should be expected
<b>Probable</b>	Foreseeable
<b>Possible</b>	Could occur sometime
<b>Remote</b>	Unlikely, though conceivable
<b>Improbable</b>	Almost negligible

Once those two factors are assessed, the matrix on the next page can be used to determine the level of risk. This information was then used to prioritise any control measures necessary to eliminate or reduce the risk to an acceptable level.

## RISK ASSESSMENT METHOD

### **Matrix**

	Likely	Probable	Possible	Remote	Improbable
Fatality or permanent disability	<b>VERY HIGH</b>	<b>VERY HIGH</b>	<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>
Major injury or long term absence	<b>VERY HIGH</b>	<b>VERY HIGH</b>	<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>
3-day injury or temporary disability	<b>HIGH</b>	<b>HIGH</b>	<b>MEDIUM</b>	<b>MEDIUM</b>	<b>LOW</b>
Minor injury	<b>MEDIUM</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>LOW</b>	<b>VERY LOW</b>

### **Action Level**

<b>VERY HIGH</b>	<b>Unacceptable risk - immediate action required</b>
<b>HIGH</b>	<b>Risk reduction required - high priority</b>
<b>MEDIUM</b>	<u>Medium risk - action required so far as is reasonably practicable</u>
<b>LOW</b>	Low priority - further risk reduction may not be feasible or cost effective
<b>VERY LOW</b>	Low risk - no further action required

