

Assessor's Name	Steve Green	Assessment Date	3 Jan 23	Escalate to LCA Risk Register	N
Background					
Describe the current circumstances	<p>Pathogens are harmful organisms such as viruses, bacteria, fungi or parasites</p> <p>Pathogens are the most common cause of transmissible infections, including respiratory, digestive and skin-related</p> <p>COVID-19 and its variants remain in circulation in the UK along with influenza</p> <p>Many of the risks of transmission via pathogens will be mitigated by the control measures developed to combat COVID-19</p> <p>The autumn term is likely to provide challenges associated with operating the Academy under the Government's <a href="#">'Living with COVID-19'</a> strategy, which includes the UK Health Security Agency's guidance for <a href="#">living safely with respiratory infections</a></p> <p>The Academy may choose to apply more stringent control measures after assessing the local situation, though will always be mindful of their potential impact on the students' educational experience and/or mental health and wider wellbeing</p> <p>Key mitigations are in <b>bold red</b> type</p>				
Description of process, activity or task to be risk assessed					
Describe the location where the activities are taking place	<p>Looe Community Academy is a secondary school for students of mixed ability, with 500 students aged 11-16, with up to 80 staff and contractors, plus visitors that come and go throughout the school day. The site comprises an original and extended main building with single, 2 and 3 storey sections and multiple newer outbuildings of single storey construction. There are extensive playing fields and green space.</p>				
Describe the activities being performed	<ul style="list-style-type: none"> <li>• place of work</li> <li>• education and learning</li> <li>• dining</li> <li>• emergency response</li> <li>• safeguarding of vulnerable groups</li> <li>• travel to and from school</li> </ul>				
Describe the equipment and/or substances being used	<p>Equipment: PPE, face coverings (<a href="#">see separate risk assessment</a>), educational resources, IT and comms, machinery, kitchen appliances, hand tools, water fountains, vehicles, cutlery and utensils</p> <p>Substances: Pathogens that cause transmissible illness, including:</p> <ul style="list-style-type: none"> <li>• viruses - can cause respiratory, skin, gastrointestinal and other infections and include coronaviruses, influenza, herpes (cold sores), shingles, measles, norovirus, rotavirus, adenovirus, meningitis and hepatitis;</li> <li>• bacteria - can cause gastrointestinal, skin, throat, respiratory and other infections and include campylobacter, salmonella, E. coli, <b>scarlet fever</b>, impetigo, cellulitis, erysipelas, strep throat, meningitis, UTIs and pneumonia;</li> <li>• fungi - can cause mouth, throat, skin or other infections and include ringworm, athlete's foot, thrush, meningitis;</li> <li>• parasites - can cause gastrointestinal or skin infections and include roundworm, hookworm, tapeworm and giardiasis.</li> </ul>				
Describe the people involved in these activities (and others who might be affected)	<p>Adults (<b>A</b>), including: directly employed staff; contracted staff; volunteers; visiting adults; adults at <a href="#">higher risk from coronavirus</a></p> <p>Young people and children (<b>YPC</b>), including: Academy students (aged 11-16); visiting students (aged 5-18); visiting children and young people (aged 0-18); unborn child; YPC at <a href="#">higher risk from coronavirus</a></p> <p><a href="#">Pregnant woman (PW)</a> - pregnant A or YPC</p>				

Description of hazard and hazardous event		Who might be harmed?	What risk controls are currently in place?	Current risk rating*			Are further controls needed?	Date to be completed by	Residual risk rating*		
				L	C	R			L	C	R
Location	Contraction of transmissible infection-transmission of pathogen through contact with surfaces (indirect transmission)	PW	<b>Vaccination</b> , including boosters	1	5	5			1	5	5
			Undertake <b>personalised risk assessment</b> with line manager, following <a href="#">guidance by Royal College of Obstetrics and Gynaecology</a>	1	5	5	PW and line manager to read the <a href="#">guidance by Royal College of Obstetrics and Gynaecology</a> , noting that vulnerability increases from 28 weeks' gestation		1	5	5
		A YPC PW	<b>Vaccination</b> , including boosters	1	5	5	Consider possibility of working from home, subject to SLT approval  Implement any changes in advice from DfE, UKHSA, NHS, or other authoritative source		1	5	5
			Enforcement of <b>strict cleaning protocols</b> , with a particular focus on communal touch-points and communal areas	1	5	5		1	5	5	
			Use <b>electrostatic deep cleaning</b> process to safely disinfect whole rooms/spaces	1	5	5		1	5	5	
			Periodic (termly) <b>deep cleaning</b> of surfaces that are outside of the daily cleaning regime	1	5	5		1	5	5	
			<b>Cleaning wipes</b> available to students/staff, to clean their own desk/equipment before use	1	5	5		1	5	5	
<b>Clean</b> up faeces, urine, vomit and other spillages of bodily fluids using appropriate equipment, methodology and PPE Disinfect affected area and dispose of waste safely	1	5	5			1	5	5			
Activities	Contraction of transmissible infection-transmission of pathogen through contact with people (direct transmission)	PW	<b>Vaccination</b> , including boosters	1	5	5			1	5	5
			Undertake <b>personalised risk assessment</b> with line manager, following <a href="#">guidance by Royal College of Obstetrics and Gynaecology</a>	1	5	5	PW and line manager to read the <a href="#">guidance by Royal College of Obstetrics and Gynaecology</a> , noting that vulnerability increases from 28 weeks' gestation		1	5	5
		A	<b>Vaccination</b> , including boosters	1	5	5			1	5	5

		YPC PW	Maintain a <b>culture of alertness</b> and a mindset through our safeguarding mantra of “ <b>it could happen here</b> ”	1	5	5			1	5	5
			<p><b>Maintain <u>good hygiene</u></b></p> <ul style="list-style-type: none"> <li>- <b>wash or sanitise hands regularly throughout the day</b> especially after coughing or sneezing, after using the toilet and before/after eating</li> <li>- <b>avoid touching your mouth, eyes and nose</b> as these are the main points of entry for most pathogens</li> <li>- <b>cover your mouth and nose</b> when you feel the need to cough or sneeze, preferably using a tissue, but in an emergency use the bend of your elbow or cover with clothing</li> </ul>	2	5	10	Monitor <b>hand sanitiser</b> and <b>soap</b> dispensers to ensure they are filled and functioning		2	5	10
			If <b>you have symptoms</b> of a respiratory infection, such as flu or COVID-19, <b>and</b> you have a high temperature or you do not feel well enough to attend the Academy, you are advised to try to <b>stay at home</b> and avoid contact with other people, in line with <a href="#">government guidance</a>	2	5	10			2	5	10
			If <b>anyone in your household</b> is presenting with any symptoms of COVID-19 or has tested positive via a home test, then follow the prevailing published <a href="#">guidance</a>	1	5	5			1	5	5

		Anyone with <b>any sign of a new, undiagnosed illness</b> should: - <b>stay away</b> if too unwell for school/work - <b>stay away</b> if symptoms indicate an <b>infectious illness</b> and seek advice from NHS 111 or follow <a href="#">NHS online guidance</a>	1	5	5			1	5	5
		Staff arranging visits to the Academy are to request, in advance, that <b>visitors read our risk assessment</b>	1	5	5			1	5	5
		<b>Segregate</b> anyone that develops symptoms of a transmissible infection during the school day or otherwise feels unwell, until such time that they can be collected Unwell person to be offered a face mask to reduce the risk of transmission to others	2	5	10	Staff to remain 2 metres away Where not achievable, use appropriate PPE Follow <a href="#">UKHSA guidance on safe use of PPE</a> to reduce self-contamination - undertake sanitation measures on completion		1	5	5
		In an <b>emergency situation</b> , such as first aid or intervention to prevent self-harm or harm to others, staff may need to interact in extremely close proximity	1	5	5	Try to <b>maintain your distance</b> by using verbal commands Where not achievable and the person is not presenting with any symptoms, proceed with treatment without PPE - undertake sanitation measures on completion If the person is presenting with symptoms of a transmissible infection, and where the situation allows, <b>use appropriate PPE</b> - undertake sanitation measures on completion		1	5	5

			When using <b>school and public transport</b> , follow the <a href="#">government guidance</a> to protect vulnerable people – student passengers are not expected to wear face coverings	2	5	10			2	5	10
			Maintain whole-school precautionary measures: <ul style="list-style-type: none"> <li>• <b>maintain your personal space</b> wherever possible</li> <li>• <b>avoid close face to face contact</b> and minimise any time spent in close proximity to others</li> <li>• <b>socially distanced meetings</b></li> <li>• <b>use phone or Teams wherever possible</b>, in lieu of in-person meetings</li> <li>• <b>induct</b> temporary staff/ external visitors/ contractors in our procedures - send all information in advance</li> </ul>	2	5	10	Provide induction as staff and students join the Academy	Ongoing	2	5	10
			Utilise clear acrylic/glass <b>screens</b> to separate staff from students while teaching and to segregate office spaces	1	5	5			1	5	5

		<p>Classrooms, corridors and other spaces to be <b>well ventilated</b> at all times of occupation</p> <p>Balanced against the operating temperature within that space - during the school day, shared spaces must have <b>at least one window or external door open</b> at all times</p> <p>When a room is vacated (e.g. at student changeover, break, lunch and end of Period 5), open as many windows as practical to ensure the room is fully <b>ventilated</b> in preparation for the next use</p> <p>Windows and doors will be closed by the site team at the end of the school day for fire and security purposes</p> <p><b>Windows and doors must be closed during a fire evacuation, so long as it is safe to do so.</b></p> <p>Students must not be asked to stand on desks, chairs or windowsills to open or close windows</p>	1	5	5	<p><b>Ventilation</b> is a key measure and can affect room temperatures - dress accordingly to maintain thermal comfort</p> <p>Inform SLT if any room is poorly ventilated or persistently below 13°C - <b>air filtration</b> and/or additional heating will be considered</p> <p>Further windows or doors should be opened if it can be done without reducing the temperature of the room to below 16°C (13°C if pupils are engaged in physical activity)</p> <p>CO<sub>2</sub> are monitors deployed in each classroom to indicate when to increase ventilation (at 800 ppm or higher)</p>		1	5	5
		<p>Configure all <b>air conditioning</b> in shared spaces so that recirculation is turned off and fresh air supply is turned on</p>	1	5	5			1	5	5

		YPC	Implement <b>student-specific</b> prevention measures: <ul style="list-style-type: none"> <li>• use <b>consistent seating plans</b></li> <li>• encourage <b>outdoor activity</b> at lunch and break times</li> <li>• lay out classrooms/learning spaces with <b>desks facing forward</b> where possible</li> <li>• <b>no whole school assemblies</b></li> </ul>	2	5	10			2	5	10
Equipment and substances	Contraction of transmissible infection-transmission of pathogen through contact with shared equipment	A	<b>Clean equipment regularly</b> and provide self-clean facility for all users of shared equipment	2	5	10	Frequent electrostatic cleaning will disinfect whole rooms/spaces, including any equipment		1	5	5
		YPC	<b>Clean communal water dispensers</b> frequently	2	5	10	If unable to access (forgotten own drinking vessel) provide paper cups		1	5	5
		PW	Do not use shared absorbent resources, such as soft toys	1	5	5			1	5	5

\*Likelihood x Consequence = Risk (see Annex A)

**Risk Rating Calculator**

Likelihood that hazardous event will occur	
1	very unlikely
2	unlikely
3	fairly likely
4	likely
5	very likely

Consequence of hazardous event	
1	insignificant – no injury
2	minor – minor injuries needing first aid
3	moderate – up to seven days’ absence
4	major – more than seven days’ absence
5	catastrophic – death

**Action Level Table**

Risk rating	Action
20–25	Stop – stop activity and take immediate action
15–16	Urgent action – take immediate action and stop activity if necessary, maintain existing controls rigorously
8–12	Action – improve within specified timescale
3–6	Monitor – look to improve at next review or if there is a significant change
1–2	No action – no further action but ensure controls are maintained and reviewed

**Risk Scoring Grid**

Likelihood	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		Consequence				

**Hazards in the workplace**

Aggression and violence	Drugs and alcohol	Lighting	Stress
Asbestos	Electricity	Manual handling	Temperature
Bullying	Fire	Noise	Vehicles/transport
Chemicals and harmful substances	Getting in and out	Plant and machinery	Vibration
Computer workstations	Heights	Radiation	Viruses, bacteria, diseases, infections
Confined spaces	Housekeeping	Slips and trips	Moulds and fungi

**Hazard categories:** Mechanical; Physical; Chemical; Biological; Environmental; Organisational

Machinery or process

<sup>2</sup> Substances or conditions, including slips, trips and falls

<sup>3</sup> Harm to humans, property or environment

<sup>4</sup> Organic substances

<sup>5</sup> Temperature, dust

<sup>6</sup> Behaviour, workload, time constraints, deadlines