



Risk Assessment – Covid-19 Management

Lessons

Rikkyo School in England

Guildford Rd
Rudgwick
Horsham
RH12 3BE

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PURPOSE AND SCOPE OF RISK ASSESSMENT

The planning and management of risk and the application of legal requirements and how the Rikkyo School complies with the requirements of HSWA must be documented as part of its health and safety policy and arrangements. This documented risk assessment fulfils the need to consider current risk to the Rikkyo School of Covid-19 based on conditions known or suspected at the end of July 2020 and considers its potential impact on all stakeholders.

Covid-19 is deadly and efficient in its function; at the current time there are rising numbers of infections in the UK and many other countries despite lockdown and significant increases in knowledge amongst all organisations. Scientific research from disease centres and scientific working groups was consulted during the creation of this risk assessment. Non-scientific guidance such as that released by political parties was also consulted where it constituted meaningful organisational employer or employee guidance. Whilst based on current knowledge and known current conditions and statistics, this risk assessment also considers that the measures and risks identified or suggested will be applicable for the full potential term of perhaps some years ahead and in particular may be referenced as a summary risk management document for use in updating safety and health procedures during serious and impactful national infection waves and localised infection spikes at the school in the future.

The measures deal with the potential for the disease to cause fatality and serious illness for the foreseeable future. For each measure related to each risk there will be scope during future changes to re-assess each aspect to increase or decrease the suggested control measures dependent on the risk at that time. For the purposes of this semi-quantitative risk assessment the disease is classed as a potential fatality severity because the spread of a contact or airborne infection from an infected person can create disease-related illness over a great distance. The likelihood of the disease-related illness and death is significant in the event that one person in the school becomes infected through failure of precautions in place to manage the situation. The risk assessment is intended to examine all possible hazard causation, and to put in place all reasonable protective measures against that causation. The scope of the potential activities and incidents from which an infection source may arise is significant and in this respect given that only two short visits and limited assessment documentation time have been available to SCL means that other incident potential will need to be gathered and amended to the risk register as they occur.

The risk assessment is based on the need to keep all people at the school from inadvertent contamination for at least the first two weeks (stage 1). If this successful, then it will be reasonable to assume a safe condition within the pupil bubbles. This can only be achieved by stringent measures being in place from the time at which they commence their journey planning to the school. This which may be uncomfortable for some in the first few weeks but there is no alternative that presents the assurance of protection to a reasonably practicable level. When stage 1 is established the situation will change in risk management emphasis to stage 2, which will ensure that no sources of infection can be brought to the school through the staff and visitors. When this is completed to a controlled level this will establish the safety of all staff and those established as safe in stage 1. Stage 3 of the process will be entered once all stakeholders have been proven by departmental monitoring processes to have worked to control requirements. This may be audited by SCL independently. At this initial assessment stage, it is not possible to provide further guidance.

Likelihood		Severity	
5	almost certain	5	death
4	very likely	4	major illness / injury
3	likely	3	Lost time / reportable injury
2	may happen	2	minor injury or illness
1	unlikely	1	insignificant injury

Risk matrix		Severity				
		5	4	3	2	1
Likelihood	5	25	20	15	10	5
	4	20	16	12	8	4
	3	15	12	9	6	3
	2	10	8	6	4	2
	1	5	4	3	2	1

The risk assessment will need to be reviewed in an initial meeting. The semi-quantitative risk is created from the award of a numerical rating for the potential severity of the outcome. In the case of Covid-19 this is illness symptoms and possible fatality in the case of the more vulnerable groups. Where age and physical condition are a factor, for example for teaching staff and other adults, a severity rating of 5 has been given.

For pupils and young persons who are acknowledged as largely avoiding serious symptom conditions and fatality, a lower maximum severity number of 4 is given.

Risk levels are calculated using severity multiplied by the likelihood of the hazard (Covid-19 virus) being local to the task being carried out.

In trying to control this hazard, the hierarchy of controls/principles of prevention required by legislation are applied. This strategy requires that the following stages are applied to a hazardous situation:

1. Eliminate or avoid the hazard altogether
2. Substitute the hazard for a less potent risk or product
3. Isolate the hazard
4. Isolate the people from the hazard
5. Reduce the number of people exposed to the hazard
6. Reduce the exposure time of people exposed to the hazard
7. Information, training, and supervision of hazard control procedures
8. Use PPE including RPE to prevent inadvertent exposure where none of the above can prevent exposure

it is assumed for the risk assessment that the inherent threat of the virus cannot be eliminated except by a process such as cleaning or prevented in any other way except for the use of a barrier such as clothing or a respirator or 'face covering'.

It is also assumed that the proven relationship between an infected less-vulnerable person and those in contact with that person will cause an efficient spread of the disease which will include more vulnerable groups and is likely to cause more serious illness symptoms and potential fatality. The risk assessment can highlight the potential for this but not determine the path of the virus to other indirect groups.

Individual teaching staff will need to apply the risk assessment and their observations to provide each department with a safe working procedure which includes a section on induction for staff and pupils.


The school must consider the relevant areas of the risk assessment and create: appropriate information and information requirements for students pre-return; induction processes to impart information; and school procedures, equipment, and so on on their return. The school must ensure that all stakeholders are fully aware and complicit in the knowledge and control of the Covid-19 management aspects. The school will need to provide a documented approach for all of the foregoing as required by UK legislation to provide an evidence trail of its intent and to effect monitoring and auditing processes.

Safety Concepts Ltd can provide support to achieve documented compliance and management systems.


SUMMARY SCHEDULE OF ASSESSMENT

This risk assessment initially considers hazards, risks and control measures for all lessons which are classroom-based and where the students remain at their desks with no practical activities. Where subject classes or activities vary from this, additional risk assessments have been carried out for those activities. Where activities are planned to change over the course of the term (for example the introduction of practical aspects into lessons), the risk assessment **MUST** be revised before the change occurs.


1. General classroom-based lessons
Lessons / activities with additional required measures
2. Sport
3. Music
4. Art
5. Science
6. Flower arranging

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Task:	Attendance at Rikkyo School		Location:	Rikkyo School		Date:	Ongoing					
	Process step	Hazard	People affected / method of infection	Existing risk S 1-5 L 1-5 R SxL			Controls required to reduce risk to as low as reasonably practicable			Residual risk S 1-5 L 1-5 R SxL		

1. GENERAL CLASSROOM-BASED LESSONS										
1.	Room preparation	Contact contamination	All people in room	4	3	12	Teaching staff to prepare room and activate all systems ie lighting etc. Sanitiser preparations include hand gel/detergent at door or corridor. Only limited equipment issued to students. Seating set out at greatest possible distances for class numbers.	4	2	8
2.	Accessing room	Contact with doors and during queuing/handling furniture	All room users	4	4	16	Sanitisation of hands etc before entry and as leaving – all people Dedicated available entrance Movement in class restricted to essential only. All pupil equipment will be wiped clean by students under supervision of the teaching staff All equipment used during lessons will be sanitised between classes including door furniture etc. Careful management at the end and beginnings of lessons to avoid the mixing of bubbles in communal areas.	4	2	8
3.	Using equipment	Contact contamination from shared equipment	All equipment users	4	3	12	Paper and other media materials to be handed out from safe resources using pre-washed gloves/hands by teaching staff preferably prior to students arriving.	4	1	4
4.	Using seats, desks, worktops.	contact infection	Contact and air hazards, all people	4	4	16	The pupils will remain in their designated seats for the day. Cleaning staff will clean down the rooms at night. Designated cleaner will clean the room and maintain ties with the bubble as much as possible/practicable.	4	2	8
5.	Lesson	Spread of virus from staff to pupil - air and contact infection <2m distance or from voices	Touching and breathing contact and air hazards – all people	4	4	16	The teaching staff will ensure that the desks are as far as possible from each other for the class size. All pupils will face away from the next pupil ie side by side and will maintain one desk for the day/week/term. Pupils must bring all necessary equipment to the class each day. PPE masks to be worn by all parties; teaching staff to use visor.	4	2	8


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6.	General communication	Airborne contamination	All in room	4	3	12	All people to wear mask and face shield Distancing >2m. Ventilation through windows should be provided when appropriate.	4	1	4
7.	Provision of documents such as paper, for tests, and other paper information or learning tools.	Contact infection	All persons involved in handling	4	4	16	Students will bring their own paper. Any handouts/texts will be shared via Chromebook. Homework will be issued via Google classroom and marked/returned online. No paper to be given out in class. All worksheets to be sent to students via their Chromebooks. All texts needed for the lesson to be made available via Chromebook.	4	0	0
8.	Pupils using hand-held writing utensils	Contact and air hazards	All users	4	4	16	Pupils may not borrow pens and equipment but must use their own. To borrow equipment, a teacher must clean/check first.	4	2	8
9.	Teacher using wipe off or other types of touch board or touch pens	Contact and air hazards	All users	4	4	16	Clean the pens and other equipment before and at the end of the lesson prior to departure.	4	2	8
10.	Opening windows cupboards	Contact & air hazards	All users	4	4	16	Outgoing teacher to wipe down areas touched during lessons	4	2	8
2. SPORT										
11.	Changing clothes	Contact infection Contact with clothing infected by others during sports.	All users	4	3	12	Change sportswear into and from: in the gymnasium? Or in Classrooms. Male and Female segregation to secured changing. Domestic team to schedule.	4	1	4
12.	Gym-based sports	Contact during activities with those infected	All people	5	4	20	Assess the need for contact sports in stage 1 and 2 Calm activities during stage 1 reduces heavy breath output and skin contact and sweat on surfaces of sports equipment and floor/walls etc	5	2	10

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13.		Infection to air or surfaces or people	Breath release with high aerosol content. All people	5	4	20	Pupils exposure to aerosol cloud inside gym. Use of open external doors to enhance lower exposure level by air circulation. Consideration will be made to the significant large proportions and air volume within the gym.	5	2	10
14.		Contact infection from sweat or saliva	All people	4	4	16	Footwear not socks must be worn such as gym/soft shoes that prevent contact contamination Cleaning of floor in the event of obvious sweat areas and cleaning carried out by domestic team between gym use.	4	2	8
15.	Accident to pupil and teacher physical involvement	Contact infection from air, sweat or saliva from pupil/teacher reverse	All relevant people	5	5	25	First aid and accident procedure required for giving medical support to be discussed by first aid team or students with surgery. Teacher to wear shield and mask, gloves. Pupil to be given mask immediately. Immediate area to be cleared of pupils.	5	1	5
16.	External sports	Non-contact activities in open air - Contact infection from sweat or saliva	All people	4	4	16	Currently no allowance to be made for external sports until revision at 2 weeks. Sporting exercises carried out in bubbles with distancing - distancing of players more available Face shield/ respirator may not be necessary or practicable so choice of sport is critical. A mask can be worn as personal choice even if distancing carried out provided it doesn't interfere with ability to breathe sufficiently or safely. Further assessment needed to play exertive sport in a respirator or face covering.	0	0	0
17.		Contact sport - Uncontrolled distancing of players	Contact breath, saliva, skin, sweat; to teacher, pupils, first aider, others	5	4	20	Contact with infected pupil or staff gives likelihood of infection. Immediate separation of those involved in accident and help from others. No contact sport intended at this time.	5	2	10
18.	Equipment	Contact with equipment	All users	4	4	16	Minimise handling of equipment such as balls. Provide individual issue of javelin or balls or bats.	4	2	8




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19.	Showering	Contact infection from players to surfaces to people on route to shower.	All users	5	4	20	Shortest route to dormitory accessed from exterior and involving minimum contact. Showering in dormitories controlled at shower and only carried out in households at distance. Clothing distributed in close proximity to others. Each person rinses down shower when finished. Cleaning routine needs a review.	5	2	10
3. MUSIC										
20.	Handling music and instruction documents	Use of documents ie music sheet/book	Contact contamination	4	3	12	Students not to handle any documents except their own. Students to use only their own document folder Music stands to be cleaned	4	3	8
21.	Using common articles and instruments	Use of drumsticks/	Contact infection hazard on contact	4	3	12	Currently no activities until 2 week review. Instruments, music stands, tables & chairs to be wiped/disinfected between lessons by the teacher. Light switches/door handles to be wiped too. Hand hygiene on finishing and when entering the room is essential.	0	0	0

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22.	Use of school supply instruments including drums	Contact infection touching the instrument	Contact infection hazard on contact	5	5	25	Students to be allocated a single-issue labelled term-time instrument by the teacher. Drumsticks are absorbent if wood and although can be wiped cannot be 100% cleaned by teaching staff. See info below on SARS-CoV. equipment to be wiped clean at beginning and end of session by teaching staff. Students and teaching staff to use sanitiser. Students and teaching staff to wear mask and visor. Reed instruments – these are using absorbent reeds and cannot be cleaned and must not be shared. Nb eg. SARS-CoV infectious on a wooden board for at least 96 hours Alternative cleansing methods are high-temperature soaking.	5	3	15
23.	Use of own string and percussion personal instruments	Contact infection touching the instrument	Contact infection hazard on contact	4	2	8	Students equipment to be wiped clean at beginning and end of session by teaching staff. Students and teaching staff to use sanitiser. Students and teaching staff to wear mask and visor.	4	1	4
24.	Student music practices with instruments	Contact infection	Contact infection to those next using the room	4	3	12	Students may not sing during practice sessions; only instrument sessions can take place. individual assessments are required for students to ensure they will observe mask and visor and cleaning routines arises must be supervised and carried out by the teacher. The room Instruments, music stands, tables & chairs to be wiped/ disinfected between practice sessions.	0	0	0

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			S	L	R				S	L	R	
			1-5	1-5	SxL				1-5	1-5	SxL	
25.	Operations involving woodwind, brass, bagpipes & Voice (singing)	Blown extra-air pressure airborne contamination	Airborne aerosol with higher longer exposure	5	5	25	<p>Wind and voice both produce significant aerosol droplets per cm. Aerosol droplets remain in air and will potentially contaminate all persons in immediate session or at a later session or during cleaning operations or maintenance by others.</p> <p>Reed instruments – these are using absorbent reeds and cannot be cleaned and must not be shared.</p> <p>Super-emitter activities cannot be reduced by Hepa filters but HF will not produce a safe environment</p> <p>Unknown whether singing or wind playing emits more</p> <p>Super transmitters people aspects unknown</p> <p>Potential (eg) Voice choir 17 p/cm³ & voice 800 p/cm³</p> <p>There is a background risk of spreading SARS-CoV2 in daily life, depending on one's activities. Wind playing and teaching likely carries additional risk, though this is not possible to quantify with current knowledge. Short of implementing complete isolation (i.e., playing and teaching from home), risk mitigation strategies are not likely to reduce this risk to 'essentially zero.'</p>			5	5	25
4. ART												
26.	Using equipment	Contact contamination from shared equipment	All equipment users	4	3	12	<p>Paper and other media materials to be handed out from safe resources ie student to bring with own set of pencils, and materials using pre-washed gloves/hands by teaching staff preferably prior to students arriving.</p> <p>Damp/wet materials and absorbent aprons to be removed.</p>			4	1	4



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5. SCIENCE										
27.	Pupils' general equipment	Contact contamination from shared equipment	All equipment users	4	3	12	All equipment to be handed out from safe resources using pre-washed gloves/hands by teaching staff preferably prior to students arriving. No equipment sharing	4	1	4
28.	Science equipment	Contact contamination from shared equipment	All equipment users	4	3	12	Each group has its own equipment set up. It is washed in the dishwasher directly after use. Individuals within the groups must take care to sanitise their hands after using the equipment.	4	2	8
29.	Pupils working together	Close proximity	All users	4	3	12	Practicals will be carried out individually or in pairs occasionally. Visors and masks to be worn where close contact is necessary. Laboratory white coats cannot be shared and must be kept in individual lockers.	4	2	8
30.	Use of lab coats & other protective equipment	Contact contamination	All users	4	3	12	All users have their own equipment which is safely stored after use. Lab coats must be subject to a laundry procedure	4	2	8
31.	Use of dishwasher	Contact contamination	All users	4	3	12	Designated users only to operate dishwasher. Buttons and controls sanitised after each use	4	1	4
6. FLOWER ARRANGING										
32.	Use of wet equipment / supplies	Contact contamination – the virus survives longer on wet surfaces	All users	4	3	12	Sharing of equipment not permitted. Teacher to distribute flowers and absorbent /wet items such as oasis.	4	1	8
33.	Pupils working together	Close proximity	All users	4	3	12	Practicals will be carried out individually or in pairs occasionally. Visors and masks to be worn where close contact is necessary	4	2	8
7. CHAPLAIN										
34.	As per teaching risk assessment and controls									
8. COUNSELING SERVICES (external provider)										

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	As per teaching risk assessment and controls	As per teaching risk assessment and controls	All who are involved in counselling sessions	4	4	16	Current arrangements do not include attendance at the school. Approved procedures set down by counsellor within professional accredited guidelines	4	0	0
9.										
10.										
11.										

