

Summer Fields Health & Safety Manual

Summer Fields – Respiratory Infections

Risk Assessment

Assessed by: James Kirk	Date of assessment: 19.04.2022	I certify that the assessment for this activity covers all the significant hazards applicable	Signature:
Position: Bursar	Review date: 01.04.2023		

Please list any reference documents and / or any associations whose advice has been used in carrying out this risk assessment:

- UK Health Security Agency Guidance - Reducing the spread of respiratory infections, including COVID-19, in the workplace. Public health principles for reducing the spread of respiratory infections, including COVID-19, in the workplace. 14 April 2022 <https://www.gov.uk/guidance/reducing-the-spread-of-respiratory-infections-including-covid-19-in-the-workplace>
- UK Health Security Agency Guidance COVID-19: guidance for people whose immune system means they are at higher risk Updated 4 April 2022 <https://www.gov.uk/government/publications/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk>
- HSE - Coronavirus (COVID-19) – Advice for workplaces <https://www.hse.gov.uk/coronavirus/index.htm#legal>
- HSE - Guidance on how to assess and improve ventilation in line with health and safety requirements under Workplace (Health, Safety and Welfare) Regulations 1992. Detailed COVID-19 specific guidance for workplace <https://www.hse.gov.uk/ventilation/>

This Risk Assessment covers principles for workplace management to reduce the spread of respiratory infections. It replaces the Summer Fields COVID-19 RA.

As we learn to live safely with coronavirus (COVID-19), there are actions we can all take to help reduce the risk of catching COVID-19 and passing it on to others. These actions will also help to reduce the spread of other respiratory infection, such as flu, which can spread easily and may cause serious illness in some people.

This information will help you to understand how to reduce the spread of respiratory infections such as COVID-19 and flu in the workplace. This is especially important if there are people in the workplace whose immune system means they are at higher risk of serious illness from COVID-19.

While there is no longer a requirement for all employers to explicitly consider COVID-19 in their statutory health and safety risk assessments, it is important that Summer Fields continue to comply with our legal obligations relating to health and safety, employment and equality duties.

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Part B Identified Hazards		Who may be harmed?					Risk Assessment		Risk Rating – see matrix below	Required controls	Are Controls implemented ?		
Description	Pupils	SF Staff	Authorised visitors	Contractors	School Reputation	Probability	Severity			Yes	No		
1.	<p>Respiratory Infections – General</p> <p>Respiratory infections can spread easily between people. It is important for Staff, Pupils, Visitors and contractors to be aware of symptoms so they can take actions to reduce the risk of spreading the infection to other people.</p>	✓	✓	✓	✓	✓	2	5	10- Medium	<p>The symptoms of COVID-19 and other respiratory infections are very similar so it is not possible to tell if you have COVID-19, flu or another infection based on symptoms alone. Most people with COVID-19 will have a relatively mild illness, especially if they have been vaccinated.</p> <p>Symptoms of COVID-19, flu and common respiratory infections include:</p> <ul style="list-style-type: none"> • continuous cough • high temperature, fever or chills • loss of, or change in, your normal sense of taste or smell • shortness of breath • unexplained tiredness, lack of energy • muscle aches or pains that are not due to exercise • not wanting to eat or not feeling hungry • headache that is unusual or longer lasting than usual • sore throat, stuffy or runny nose • diarrhoea, feeling sick or being sick <p>Some people may continue to have a cough or feel tired after other symptoms have improved, but this does not mean that they are still infectious. You can find information about these symptoms on the NHS website.</p>	✓	✓	✓

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2.	<p>What to do if you have symptoms of a respiratory infection, including COVID-19</p> <p>If a member of staff of a pupil is unwell with symptoms of a respiratory infection, such as COVID-19, they should follow the guidance for people with symptoms of a respiratory infection such as COVID-19.</p>	✓	✓	✓	✓	✓	2	5	10-Medium	<p>STAFF</p> <p>What to do if you have symptoms of a respiratory infection, including COVID-19, and have not taken a COVID-19 test</p> <p>If you have symptoms of a respiratory infection, such as COVID-19, and you have a high temperature or do not feel well enough to go to work or carry out normal activities, try to stay at home and avoid contact with other people, until you no longer have a high temperature (if you had one) or until you no longer feel unwell.</p> <p>It is particularly important to avoid close contact with anyone who you know is at higher risk of becoming seriously unwell if they are infected with COVID-19 and other respiratory infections, especially those whose immune system means that they are at higher risk of serious illness, despite vaccination.</p> <p>Try to work from home if you can. If you are unable to work from home, talk to HR about options available to you.</p> <p>What to do if you have a positive COVID-19 test result</p> <p>If you have a positive COVID-19 test result, it is very likely that you have COVID-19 even if you do not have any symptoms. You can pass on the infection to others, even if you have no symptoms. Many people with COVID-19 will no longer be infectious to others after 5 days.</p> <p>If you have a positive COVID-19 test result, try to stay at home and avoid contact with other people for 5 days after the day you took your test.</p> <p>There is different advice for children and young people aged 18 and under.</p> <p>Although many people will no longer be infectious to others after 5 days, some people may be infectious to</p>	✓	✓	✓	✓
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										<p>Children and young people aged 18 years and under who have a positive test result</p> <p>It is not recommended that children and young people are tested for COVID-19 unless directed to by a health professional.</p> <p>If a pupil has a positive COVID-19 test result they should try to stay at home and avoid contact with other people for 3 days after the day they took the test, if they can.</p> <p>After 3 days, if they feel well and do not have a high temperature, the risk of passing the infection on to others is much lower. This is because children and young people tend to be infectious to other people for less time than adults.</p> <p>Children and young people who usually go to school, college or childcare and who live with someone who has a positive COVID-19 test result should continue to attend as normal.</p> <p>Where a pupil is not attending because they have symptoms of COVID-19 or have a positive test, Summer Fields will record this using Code I (illness).</p> <p>Remote learning will only be made available to pupils who have undertaken a test for COVID-19 under the direction of a medical professional; have returned a positive result; and are asymptomatic and consequently well enough to undertake school work. The process by which remote learning can be accessed is initiated by the school's medical team (Hobson's) receiving official confirmation of a pupil's positive test result. The school reserves the right to withhold access to remote learning on the advice of Hobson's.</p>	✓	
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3.	Actions to reduce the spread of respiratory infections, including COVID-19	✓	✓	✓	✓	✓	2	5	10-Medium	<p>Encourage and enable vaccination</p> <p>Vaccinations are very effective at preventing serious illness from COVID-19, flu and other diseases. Summer Fields, in accordance with their existing legal obligations, will consider how best to support and enable staff and pupils who wish to be vaccinated to get their vaccines when offered them.</p> <p>Let fresh air in</p> <p>Bringing in fresh air to occupied spaces can help to reduce the concentration of respiratory particles, lowering the risk of airborne transmission of respiratory viruses.</p> <p>The risk of catching or passing on COVID-19 and other respiratory infections can be higher in certain places and when doing certain activities. When someone with an infection breathes, speaks, coughs or sneezes, they release respiratory particles which can contain the virus. These particles can come into contact with the eyes, nose or mouth or can be breathed in by another person. These virus-containing particles can also land on surfaces and the virus can be passed from person to person via touch. In general, the risk of catching or passing on a respiratory infection is highest when in close contact with someone who is infected.</p> <p>It is also possible to pass on a respiratory infection between people who do not have close contact, especially if they are in a crowded and/or poorly ventilated space where smaller virus particles can stay suspended in the air for some time and where there are more people who might be infectious.</p> <p>The risk of airborne transmission is increased when occupants in a space are participating in energetic activity, such as exercising, shouting, singing or talking loudly.</p> <p>Maintain a clean workplace</p>	✓	✓	✓	✓
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										<p>Keeping workplaces clean reduces the risk of infection and can reduce sickness in a workforce.</p> <p>Summer Fields will maintain a clean working environment through housekeeping duties, access to soap and hot water, and/or sanitiser.</p> <p>Outbreaks in the workplace</p> <p>There is no requirement to report workplace outbreaks of respiratory infections to the local public health team. However, if Summer Fields experiences high levels of our community with respiratory symptoms the actions above will be promoted and applied more rigorously.</p>	✓		
4.	<p>Management of members of staff who are at risk of serious illness from COVID-19</p> <p>Some workers are at a greater risk of serious illness from COVID-19, for example people who have a weakened immune system.</p> <p>There is specific guidance for people whose immune system means that they are at higher risk, because they have a reduced ability to fight infections, such as COVID-19.</p>	✓	✓	✓	✓	✓	2	5	10-Medium	<p>The success of the coronavirus (COVID-19) vaccination programme has meant that the requirement for shielding and identifying people as clinically extremely vulnerable (CEV) is no longer necessary. However, there remains a smaller number of people whose immune system means they are at higher risk of serious illness from COVID-19, despite vaccination.</p> <p>Summer Fields will consider the needs of staff and pupils at greater risk from COVID-19, including those whose immune system means they are at higher risk of serious illness from COVID-19.</p>	✓	✓	
5.	<p>Expectant women at work and pregnancy</p> <p>According to the Royal College of Obstetricians and Gynaecologists, pregnant women do not appear to be more severely unwell if they develop COVID-19 than the general population.</p>		✓	✓	✓	✓	2	5	10-Medium	<p>Some useful FAQ's are available from this link: Pregnancy during Coronavirus</p> <p>If you are breastfeeding, a risk assessment can be conducted with your line manager /HR where you can discuss any concerns.</p> <p>For further advice: Information for expectant women</p>	✓	✓	✓

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6.	Mental Health If you are struggling with mental health or have other concerns		✓			✓	1	5	5-Low	The Mental Health Foundation provide some useful information https://www.mentalhealth.org.uk/publications/looking-after-your-mentalhealth-during-coronavirusoutbreak The employee assistance programme can provide help and guidance on a whole range of topics. It is a service that Summer Fields provides, free of charge, to all employees. It is completely confidential and is always available (0800 107 6147). You may also contact the HR Manager hrmanager@summerfields.com	✓		✓		✓
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Risk Assessment

Summary of risk – please review the risk measured, and the controls and then select and tick the appropriate risk summary statement

- A The assessment reveals that the potential risk to health from the activity is not currently significant
- B The assessment reveals that the potential risk to health from the activity is significant, however controls are in place which reduce the risk to acceptable levels
- C The assessment reveals that the potential risk to health from the activity is significant, despite the current controls which are in place. Further assessment and control measures must be considered to remove or reduce the risk to acceptable level

Hazard Identification and Control Measures

Have any further significant hazards been identified? No

Further significant hazards	Who might be harmed?	Type of harm	Existing controls (Actions already taken to control the risk)	Further action / controls required (transfer to action plan at Part C below:
1.				
2.				
3.				
4.				

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Part C: Action Plan:						
No.	Action required	Person(s) to undertake action?	Priority	Projected time scale	Notes / comments	Date completed
1.						
2.						
3.						
4.						
5.						
Part D: Review						
<p>Is any equipment used for this activity, subject to safety inspections? If YES, please list equipment to be checked and by whom:</p>						
Equipment				Date of the Last Inspection:	Next inspection due:	Inspection carried out by:
<p>Have there been any incidents of persons being injured, since this risk assessment was last reviewed? If YES, how many?</p>						
Date:	Accident					

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What, if any, additional safety measures need to be put in place?

1.

2.

3.

Part E - Authorisation

Summary of risk – The person authorising the activity is to assess the management of the risks and confirm that any residual risk is acceptable.

- A The assessment suggests that the potential risk to health from the activity is not currently significant
- B The assessment suggests that the potential risk to health from the activity is significant, however controls are in place which reduce the risk to acceptable levels
- C The assessment suggests that the potential risk to health from the activity is significant, despite the current controls which are in place. Further assessment and control measures must be considered to remove or reduce the risk to acceptable levels

✓

Authorised by Headmaster Signature: David Faber: Date: 19 April 2022	Authorised by Bursar Signature: James Kirk Date: 19 April 2022
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Residual Risk-Level Calculator

Probability or Likelihood Rating/Criteria

- | | | |
|---|-----------------|--|
| 1 | Highly unlikely | → No known history. Has potential to occur, but probably never will. |
| 2 | Unlikely | → Could eventually happen. |
| 3 | Possible | → Would be unusual but could happen occasionally. |
| 4 | Likely | → Probably will occur in time. |
| 5 | Very likely | → Probably certain to occur, if not immediately, then within a short period of time. |

Severity or Outcome Rating/Criteria

- | | | |
|---|--------------------|--|
| 1 | Negligible injury | → No medical treatment or damage. |
| 2 | First Aid | → First aid level treatment, noticeable, minor cuts, bruises, bumps or damage to property. |
| 3 | Casualty treatment | → Minor (usually reversible) injury or illness resulting in days off work or minor damage to property. |
| 4 | Serious injury | → Severe injury of illness resulting in days off work, or major damage to property. |
| 5 | Fatality | → Death or loss of property/facility. |

Control Hierarchy

The controls below, should be followed, in the order given, to reduce and/or remove any identified risks:

- | | | |
|---|-------------------------------------|--|
| A | Elimination | Is the activity or task really necessary? |
| B | Substitution | Is there less hazardous alternatives which could be successfully used? |
| C | Isolation | E.g. restrict access to the activity/task/area? |
| D | Engineering | E.g. trolleys to move loads, or guards on machinery |
| E | Administration | E.g. Training, signage, safe work procedures |
| F | PPE – Personal Protective Equipment | E.g. gloves, safety glasses, masks |

