

Risk Assessment



A. Outline of activity or task to be assessed: Managers to use these generic controls to assist in documenting their local approach to the use of offices/buildings.

Form No.
May 2020

Group/Service Area: Brown Clee C.E. Primary School

Work Activity

Working in the Schools during Covid19 Pandemic

Workplace/Team

Date of Assessment: 04/01/21

Date for Re-assessment

Name of Assessors: Sue Relph

Signature: *S Relph*

Manager:

Signature:

Hazard is something with the **potential** to cause **harm**. **Risk** is the **likelihood** of someone being hurt multiplied by the **severity** of the occurrence.

Level of risk = likelihood x severity

B. Risk Matrix – This section is used for guidance to complete section C.

5 x 5 RISK ASSESSMENT MATRIX

Increasing consequence or severity ↑	5	5 low	10 med	15 med	20 high	25 high
	4	4 very low	8 low	12 med	16 med	20 high
	3	3 very low	6 low	9 low	12 med	15 med
	2	2 very low	4 very low	6 low	8 low	10 med
	1	1 very low	2 very low	3 very low	4 very low	5 low
		1	2	3	4	5

Increasing likelihood or probability →

PRIORITY OF ACTION

High 17 - 25 Unacceptable – Stop work or activity until immediate improvements can be made.

Medium 10 – 16 Tolerable but need to improve within a reasonable timescale, e.g., 1-3 months depending on the situation.

Low 5 - 9 Adequate but look to improve by next review.

Very Low 1 – 4 Residual risk acceptable and no further action will be required all the time the control measures are maintained.

What are the Hazards?		Who might be harmed and how the hazard could cause harm	What are you already doing? (Existing Controls)	Risk Level Low/Med/High	What further actions are necessary	Residual Risk Level Low/Med/High	Action		
							Who?	When?	Done
1	Catching or spreading Coronavirus – General considerations	Staff, pupils Parents, carers	<ul style="list-style-type: none"> Inform parents that children not to be sent to school if showing symptoms of coronavirus Children not to be sent to school if needing medication such as calpol. Children taught to inform adults if feeling hot or have a cough, loss of sense of taste or smell. Staff not to come into school, or to go home if showing signs of virus when in school. where practicable keeping a social distance of 2 metres clean hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered (See Hygiene procedures) ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach clean frequently touched surfaces often using standard products, such as detergents and bleach (See Cleaning procedures) Review fire safety arrangements including emergency evacuation routes to maintain social distancing where practicable. 	Low	<ul style="list-style-type: none"> At this point, no external visitors in school unless to carry out essential maintenance. If essential, then ideally at times when no children in school. No parent to access school other than by prior appointment, and then at safe distancing. 	Low	SR	31/08/20	√
									√
									√
									√

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2	Maintaining Social Distancing at School out of classrooms to maintain 'bubbles'	Staff including cleaning and catering staff, pupils, Visitors, contractors	<ul style="list-style-type: none"> • Mark out 2m in practical area and hall corridor for guidance. • In practical area, mark out the 2m spacings with arrows to indicate the one way system. • Mark out 2m spacings on infant playground and along pavement to mark out arrival and end of day procedures. • No sharing desk in office: Just administrator. • Curriculum: <ul style="list-style-type: none"> ○ All PE outdoors as hall in use by Child Care ○ All assemblies are class in bubbles. ○ Strong focus on teaching hygiene methods, social distancing. • Stagger break times: See Playtime Procedures. • Lunch in Classes, with outside playtimes staggered: See Lunchtime Procedures • Stagger Start and End of Day timings : See Start and End of Day Procedures. • Establish one way system for parents and children to access school, clearly marked with paint. • Encourage parent to walk or use car to arrive at school, with Year 6s leaving cars independently. 	Low		Low	SR	31/8/20	✓
							Tchrs SR		✓ ✓ ✓ ✓

			<ul style="list-style-type: none">• Read the Coronavirus (COVID-19): safer travel guidance for passengers• Supervise use of toilets so one in/one out (See Toilet Procedures)• Teacher/HLTA in class bubbles to minimise mixing with children – no more than 15 minutes direct contact.• Curriculum teaching of reasons for social distancing and of what 2m looks like.• Staffroom not to be used for lunch and breaks –refreshments in classes.• Class 1 to use portaloo in outdoor area.• Only one person in the photocopying room at a time.						Oct 2020 Jan 2021	
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3 Reduce mixing within education or childcare setting by:	Staff, pupils,	<ul style="list-style-type: none"> All children access school at start of day through designated doors, at staggered times and supervised. One way system marked out and monitored in practical area. Staggered breaks - see Playtime procedures. Staggered lunch breaks see Lunchtime Procedures. Toilets: one in/one out - See Toilet Procedures <p>Use outside space:</p> <ul style="list-style-type: none"> for exercise and breaks for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff Outdoor equipment not to be used, including playhouse. Read COVID-19: cleaning of non-healthcare settings <p>For shared rooms:</p> <ul style="list-style-type: none"> No shared space apart from toilets and transitions – monitored and supervised. Staffroom not used for breaks – facilities in each class. 	Low		Low	SR	31/08/20	√

- If staff need restrooms then they abide with 2m spacings, gel hands before entering and clean door panels after use.

Reduce the use of shared resources:

- No sharing of resources between children
- Children have own stationery and books in tray at desks.
- Staff may change pupils' reading books, but any returned are put into a box and quarantined for a week.
- Rec/Y1 have books changed weekly.
- Y6 pupils can change as required but follow same quarantine procedure.
- Pupils have own maths equipment in named tray.

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4	Managing Contractors and visitors	Staff including cleaning and catering staff, pupils, Visitors, contractors	<p>Contractors</p> <ul style="list-style-type: none"> • Visits via remote connection where possible. • If essential site visit is required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival. • Limit the number of visitors at any one time. • Limit visitor times to a specific time window and restrict access to required visitors only. • Where possible arrange visits for after 3:30pm • Maintain a record of all visitors. • Administrator to sign visitors in using ipad and asking for information. <p>Visitors-</p> <ul style="list-style-type: none"> • Yellow markings painted on pavement and up to school. • No visitors without prior appointment. • Reception slide window to stay closed unless visitor. • Slide left hand side of window hatch. • Visitors to be supervised and given instructions about movement around school • Reception doors to be cleaned regularly. 	Low		Low	SR	31/08/20	v

○ use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')

- Ensure that sufficient handwashing facilities are available.
- Each class has hand sanitiser to be used each time anyone enters.
- Toilet TA and Toilet Procedures to ensure regular cleaning and one in/one out and 2m spacing.
- Toilet gel station in infant cloakroom space.
- Class tables to be cleaned at break and lunchtimes.
- Each class has own disposable cloths and antibacterial spray.
- Each class has a hygiene bin for tissues. To be emptied regularly.
- Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities.
- follow the [COVID-19: cleaning of non-healthcare settings guidance](#)
- Clean surfaces that staff, children and young people are touching, such as toys, books, desks, chairs, doors, handles, sinks, toilets, light switches, bannisters, more regularly than normal
- Ensure that help is available for children and young people who have trouble cleaning their hands independently
- All classrooms to have a window open at all times.

			<ul style="list-style-type: none">• All doors to be propped open and curtains open.							
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6	Use of Personal protective equipment (PPE) in School settings against COVID -19	Staff including cleaning and catering staff, pupils, Visitors. contractors	<ul style="list-style-type: none"> Wearing a face covering or face mask in schools or other education settings is not recommended. Schools and other education or childcare settings should not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a 	Low		Low	SR	31/08/20	v

			<p>very small number of cases including:</p> <ul style="list-style-type: none">• children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way• if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn• Education, childcare and children's social care settings and providers should use their local supply chains to obtain PPE.						
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7	Catering facilities		<ul style="list-style-type: none"> • Consult with Chartwell's to plan for packed lunch in paper bags. • Survey parents and get to prebook in advance. • Ensure social distancing is achieved in the kitchen • Children eat in classroom or outside. • Waste disposed in paperbag in class bins. • Packed lunches from home: all waste to return home. • No use of water fountain. • All children to bring own water bottle – named. 	Low		Low	SR	31/08/20	✓

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8	First Aid	Child, Staff	<ul style="list-style-type: none"> • Louise (Administrator to be main first aider). • Appropriate PPE in place for first aid provision. • See First Aid Procedures. • First Aider given support and training in use of additional PPE if close contact with a patient is required. E.g. changes to EAV/CPR due to Covid 19. • Review PEEPS (Personal Emergency Evacuation Plan) if required. • Have a back up first aider. • Everyone to know where PPE is kept (Office) 	Low		Low	SR	31/08/20	✓

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9	Accidents\ incidents	Child, Staff	<ul style="list-style-type: none"> • Normal reporting to various parties e.g. Reporting to Governors / Trustees / Local Authority. • Reporting of COVID-19 cases to Health & Safety Team. (RIDDOR 2013 requirements for HSE reporting) • Teach calm/slow playtime games to reduce risk of tumbles. • Consider looking at high risk activities to minimise the potential for accidents and the need for staff to assist children\students 	Low		Low	SR	31/08/20	✓

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10	Emotional distress of the staff - including anxiety	Staff	<ul style="list-style-type: none"> • Open door policy with HT. • All staff informed of procedures, risk assessments and involved in creating them. • Staff briefing. • No use of staffroom for breaks. • Have details of counselling available • Pupils to be supported by staff • Teach non-contact means of providing comfort. • Review SEND support. 	Low		Low	SR	31/08/20	√
	Emotional distress of the pupils	Pupils							

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11	Transport arrangements	All	Staff, parents and children: <ul style="list-style-type: none"> Parents asked to walk or drive where possible. Inform parents of Coronavirus (COVID-19): safer travel guidance for passengers Inform Shropshire Transport if children using buses and of times. Communicate revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times) 	Low		Low	SR	31/08/20	√

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12	Use of Car park for cars, and other forms of transport	All	<ul style="list-style-type: none"> Staff to ensure 2m spacings when accessing cars. No use of bikes for pupils. 	Low		Low	SR	31/08/20	√

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13	With full school opening other areas will need consideration. e.g. building related hazards -e.g. fire safety management, building evacuation, equipment checks Legionella, etc.	All	<ul style="list-style-type: none"> Ensure all periodic safety checks have been carried out. Eg maintenance checks. Ensure Fire Risk Assessment is reviewed in light of the control measures implemented due to staff shortage, alterations of evacuation routes, different exits used to maintain social distancing. 	Low		Low	SR	31/08/20	✓