



Notes added for Kirkbride Primary School

OVERVIEW

Model risk assessments (School Operations and School Premises) and supporting guidance on operating procedures has been developed for maintained schools and settings in consultation with our Trade Union colleagues and relevant service areas. Each maintained setting should undertake their own risk assessment following this format – Cumbria County Council, as the employer in the above settings will support and guide Governing Bodies and School Leaders to manage a planned and safe gradual return to school but recognise that local decisions to open or not **MUST** follow a risk based approach appropriate to the resources and capacity of each individual setting. Other types of schools are welcome to use these models to help their own planning and risk assessment approach but must ensure that they prioritise their own employer's health and safety management procedures.

This document is a template to be used to help Governing Bodies and Head teachers develop and tailor a site-specific risk assessment in relation to COVID-19. Below is a list of potential of hazards within our premises and the recommended control measures which apply to the majority of settings to aim to help you manage risks to the lowest possible level. Control shown follow current available guidance and best practice

Head teachers/ Governing Bodies are responsible for monitoring the advice and guidance available, ensuring Risk Assessments and Safe Working Practices are updated where applicable and cascaded through to employees. They must ensure that compliance is monitored and any emerging issues addressed appropriately.

You should refer to the CCC guidance provided to accompany this model as well as referenced national guidance – **PLEASE NOTE:** that your risk assessments should outline **YOUR** agreed control measures following your local planning processes – Any additional control measures you identify are required should be added to the additional controls column, along with who is responsible and a timescale.

All employees working within the premises should receive site specific information on the controls implemented within their workplaces.

Help and Support is available with the development of your risk assessment through The County Council's Corporate Health and Safety Team
healthandsafety@cumbria.gov.uk

Please note that the Local Authority liaising with contractors working on its behalf to ensure that they are undertaking effective liaison with occupiers **BEFORE** attending site – Contractors asked to provide key information in relation to how they are managing infection control.

This risk assessment refers to current national guidance and is listed at the end of this document and within accompanying guidance



RA Reference	<i>Risk Assessment September 2020</i>	Activity Description	COVID-19 - Infection Prevention and Control – SCHOOL OPERATIONS
Assessment Date	<i>25.8.20</i>	Assessor Name	<i>Mrs Dawn Maxwell</i>
Assessment Team Members	<i>Mrs Dawn Maxwell (Head Teacher) Governors Health and Safety Committee</i>	Planned Review Date	<i>Fortnightly – Head and Governors</i>
Location	<i>Kirkbride Primary School</i>	Number Of People Exposed	<i>18 adults 75 pupils</i>
Overall Residual Risk Level following implementation of effective control measures	<i>Enter Your Overall Residual Risk Rating e.g. 6 – Medium risk</i> Given the current Public Health information it remains likely that COVID-19 will continue to spread although for the majority of persons effects will be of minor severity	People Exposed	All Employees Pupils Visitors Contractors Members of the public Vulnerable Children/ Adults Persons with pre-existing medical conditions First Aiders New/ Expectant Mothers Sports Coaches
Assessment Last Updated	<i>6.6.20</i>	Is this an acceptable risk?	Yes/ No

Hazard Description and How are people at risk	Current Control Measures (Those that are in place)	Potential Risk	Additional Control Measures (To be identified and implemented)	Action Details by Whom By When	Residual Risk
Hazards in relation to staffing and daily operation Lack of supervision/ management of groups to comply with current guidance Unable to maintain staffing levels due to infection or isolation	<input type="checkbox"/> Staff report prior to coming into school if they are experiencing any of the following symptoms: A high temperature, a new continuous cough loss of taste or smell <input type="checkbox"/> Staffing plan in place to ensure safe staffing levels are achievable, agreed established and monitored appropriate to group sizes/ pupil needs and the activities required. – Ratios based on appropriate risk assessment. <input type="checkbox"/> Timings of arrivals, lessons and activities in place <input type="checkbox"/> All staff responsible for ensuring that they are fit and well to attend work.	10 Medium Risk	All staff to be advised that they must inform their manager if they or anyone in their household have been advised to self-isolate, before entering the workplace	Headteacher/ H&S Committee Teaching Assistants (and teachers) each day will ensure equipment is cleaned before/ after use.	8 - Medium Risk



<p>Child or young person requiring 121 support</p> <p>SEND/ Behaviour Management Issues</p> <p>To prevent ill health/ injury</p>	<ul style="list-style-type: none"> <input type="checkbox"/> All staff adhere to any instructions, advice, guidance and site rules provided to them. <input type="checkbox"/> <u>PHE COVID-19 Testing guidance communicated to staff</u> <input type="checkbox"/> Staff responsible for ensuring that they are up to date with their own routine immunisations <input type="checkbox"/> Referrals made to occupational health as appropriate <input type="checkbox"/> Employees advised of and offered vaccination cover (as this becomes available and appropriate) <input type="checkbox"/> Pupil/staff bubbles remain together at all times <input type="checkbox"/> Social distancing limits occupancy in offices and staff rooms <input type="checkbox"/> (Only admin staff in Office – 1 member of staff – only 1 member of staff in staff room at one time. Also use library facilities. Restricted access to Heads' Office, see planning sheet for use of areas.) <input type="checkbox"/> Outside spaces used for learning where possible <input type="checkbox"/> Outdoor equipment cleaned regularly, before and after use and between groups. Hand-washing before and after use <input type="checkbox"/> Local school specific risk assessments will identify additional control measures to be followed to prevent cross contamination and infection e.g. Cleaning/ Kitchen RAs <input type="checkbox"/> Absence/self-isolation cases due to COVID 19 (suspected or confirmed) must be reported via the normal reporting procedures <input type="checkbox"/> Normal absence and wellbeing reporting procedures followed <input type="checkbox"/> Normal pre-employment procedures followed. <input type="checkbox"/> Staff must work from home where they are able to. <input type="checkbox"/> Pupils and staff will be permitted to take home resources that are relevant to pupil education and development – rules around hand hygiene and cleaning of resources and rotation will apply. <input type="checkbox"/> Resources such as books and games will be shared within the bubble and will be cleaned regularly, between use and by different groups. <input type="checkbox"/> Resources such as sports, art and science equipment must be cleaned frequently between bubbles 	<p>An information poster highlighting the symptoms of COVID19 is placed throughout the premises.</p> <p>Ongoing communications (posters, emails, inductions, briefings) has been provided to all employees and/or regular visitors</p>	<p>Cleaning rota followed and recorded on 'cleaning sheet'</p> <p>Specific RA in place for one member of staff</p>
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	<ul style="list-style-type: none"> □ Parents/carers only allowed in the school at the discretion of the Head teacher and where possible outside of school hours □ The amount of equipment that pupils can bring into school will be limited to essential items such as lunch boxes, hats, coats and books, stationery frequently provided by school where permitted. School Bags are also allowed. See list on planning sheet □ Sharing individual / personal equipment will be discouraged. □ All pupils must have their own water bottles □ Water Machine for adult use only 				
Hazards in relation to lack of cleaning/ hygiene/ waste management Inadequate cleaning and hygiene processes	<ul style="list-style-type: none"> □ Staff and pupils instructed to wash their hands upon entry to buildings and frequently thereafter. □ Supplies of hand sanitiser available at entrance points and where there are no sinks. □ Hand hygiene procedures widely promoted and adhered to with provision/ promotion of the use of sanitising hand gel (60-70% alcohol) as required for those without easy access to suitable handwashing facilities. □ Sufficient handwashing facilities are available sinks, soap and towels □ Regular cleaning and disinfection of surface that are touched more frequently □ Suitable signage and visual instructions displayed as required □ Water Machine for adult use only □ When delivering personal/intimate care, staff will wear the normal PPE required as detailed in individual healthcare plan 	10 - Medium Risk	Ongoing and regular reminders - promotion of developing national guidance in relation to COVID-19	Headteacher/ H&S Committee	8 - Medium Risk
Hazards in relation to lack of social distancing minimising contact between groups	<ul style="list-style-type: none"> □ Younger children (Early Years) will be kept separate from other groups within the school but will not be expected to distance within their group. (Will be with Bubble 1) □ Children will be supported to maintain social distancing and encouraged not to touch staff where possible. 	10 - Medium Risk	Where possible staff should avoid/limit the use of public transport. If this is unavoidable Government guidance is that you need to use a face covering	All Staff aware of medical needs of individuals Headteacher/ H&S Committee	8 - Medium Risk



	<ul style="list-style-type: none"> <input type="checkbox"/> All staff with younger children and children with complex needs or who need close personal care will try to maintain their distance and minimise time spent within 1 metre of anyone. <input type="checkbox"/> School assemblies and collective worship with more than one group will not be held. <input type="checkbox"/> Movement around the school will be kept to a minimum and where possible break times and lunch times will be staggered to prevent busy corridors, entrances and exits. <input type="checkbox"/> Staff to keep to their own area as much as possible. <input type="checkbox"/> Special arrangements will be considered for staff who work across groups (bubbles) across the school e.g. cover supervisors and PPA staff. <input type="checkbox"/> Sports Coaches will use outdoors weather permitting following social distancing from children and adults. <input type="checkbox"/> If using hall 5 children maximum plus coach (this may be reviewed) <input type="checkbox"/> Cleaning of sports equipment 				
<p>Hazards in relation to pupil and staff wellbeing and mental health</p> <p>Preventing ill health due to anxiety and work related stress</p>	<ul style="list-style-type: none"> <input type="checkbox"/> School Stress Risk Assessment in place <input type="checkbox"/> Staff will be referred to occupational health as early as possible <input type="checkbox"/> Good communication measure in place and maintained with staff <input type="checkbox"/> All staff aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents or incidents in line with exiting school policy. <input type="checkbox"/> Staff will be asked to report any concerns in relation to health and wellbeing so that these can be discussed and support provided as relevant. The school will continue to follow its normal process in relation to managing work related stress and ill health procedures. <input type="checkbox"/> Staff well-being will be monitored – weekly / monthly survey. 	10 - Medium Risk	The Local Authority have produced the following guidance Coronavirus – getting back to school <u>Supporting emotional wellbeing and learning</u>	Headteacher/ H&S Committee	8 - Medium Risk
<p>Hazards in relation to staff deemed high risk due to underlying or pre-</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Those staff who are at a higher risk due to their underlying or pre-existing health conditions and have been prescribed medication, should where possible carry their prescribed medication with them at all times 	10 - Medium Risk	If the person cannot undertake their normal duties contact your HR	Specific RA in place for one member of staff.	8 - Medium Risk



<p>existing health conditions Pregnancy, Asthma etc.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Pregnant women will be advised to follow the guidance available for clinically vulnerable people <input type="checkbox"/> Staff who may have increased risk from CV-19 must raise their concerns with the Head teacher who will explain the measures the school is putting in place to reduce the risk e.g. Pregnancy, Asthma etc. 		<p>provider to discuss any reasonable adjustments</p>	<p>Headteacher/ H&S Committee</p>	
<p>Hazards in relation to managing incidents and emergencies</p> <p>First Aid/ Accidents/ Incidents/ Emergencies Staff or pupil becoming unwell with COVID-19 symptoms whilst on site</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Suitable follow-up procedures to be taken following potential infection exposure incidents. (in line with current Public Health England and updated HSE RIDDOR guidance circulated to Schools) <input type="checkbox"/> Where a child develops symptoms whilst at school, they will be moved to a room where they can be isolated from others until they can be collected. Adult supervision will be provided at all times by a trained member of staff <input type="checkbox"/> Where there is no room to isolate, the child must be moved to an area where they can maintain a 2M distance <input type="checkbox"/> Suitable first aid First aid kits in place – updated to include (where already not supplied) IIR surgical masks and rubber gloves, hand sanitisers for close contact first aid treatment <input type="checkbox"/> At least one person with a paediatric first aid certificate will be premises at all times when children are present <input type="checkbox"/> School Emergency Plan/ crisis management plans in place <input type="checkbox"/> All staff aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents or incidents in line with exiting school policy. 	<p>10 - Medium Risk</p>	<p>Any first aid certificate that expired on or after the 16th March and cannot access requalification training because of coronavirus may qualify for a 3 month extension up until the 16th June</p>	<p>Headteacher/ H&S Committee All stocks of PPE and cleaning equipment kept beside photocopier including face shields and thermometers. All First Aid Equipment kept in this area.</p> <p>Each classroom area will have own stock.</p>	<p>8 - Medium Risk</p>
<p>Reducing the risk of infection on dedicated school transport and public transport and during organised educational visits</p>	<p>Arrangements are underway around how dedicated school transport will operate safely.</p> <p>The updated government guidance outlines that social distancing measures WILL NOT apply on dedicated school transport</p> <ul style="list-style-type: none"> <input type="checkbox"/> Schools will need to record how each person, pupils and staff, travels to and from school (to support Track and Trace) <input type="checkbox"/> Pupils who have travelled to school on public transport, wearing face coverings, will be instructed not to touch their 	<p>10 - Medium Risk</p>		<p>Headteacher/ H&S Committee</p> <p>Local Authority Transport Update emailed to parents – August 2020.</p>	<p>8 - Medium Risk</p>



	<p>face covering during use or when removing them, they will be asked to wash their hands on arrival and dispose of any temporary face coverings into a lidded bin where available (or into a bag and transferred to the bin) or place reusable face coverings into a plastic bag to take home with them. They will then need to wash their hands again.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Where relevant transport for SEND pupils will be subject to individual risk assessment <input type="checkbox"/> Staff and pupils over the age of 11 will still be required to wear face coverings when using public transport – coronavirus-covid-19 safer travel guidance for passengers face-coverings <input type="checkbox"/> Remove control 'offsite activities have been suspended' <input type="checkbox"/> Domestic Overnight and overseas educational visits remain suspended <input type="checkbox"/> Non-overnight domestic educational visits will resume in the autumn term. Individual educational visit risk assessments will include any additional protective measures that may be required. <input type="checkbox"/> Local Authority schools must make use of the EVOLVE Notification and Approval System. They will be expected to follow the normal process of risk assessment and log all educational visits onto the EVOLVE database. 				
Hazards in relation to eating and safe welfare facilities	<ul style="list-style-type: none"> <input type="checkbox"/> Staff spaces will be carefully reviewed to support staff to maintain social distancing measures between each other and frequent cleaning completed. <input type="checkbox"/> Use of staff rooms will be minimised and social distancing measures implemented to limited staff use at any one time. <input type="checkbox"/> See Planning sheet for more information – Staff keep to own classroom base as much as possible 	10 - Medium Risk	Staff to be encouraged to remain on site during lunch breaks. Where this is not possible staff are reminded to maintain social distancing whilst off site	Headteacher/ H&S Committee	8 - Medium Risk
Hazards due to the lack of suitable PPE Where carrying out close personal care tasks and physical restraint and unable	<ul style="list-style-type: none"> <input type="checkbox"/> Staff and pupils to be fit/well to attend setting <input type="checkbox"/> Local risk assessments/ individual healthcare plans/ behaviour management plans reviewed and followed to identify PPE requirements in line with current guidance <input type="checkbox"/> PPE to be fit for purpose/ approved specification 	10 - Medium Risk	Telephone ordering process in place for weekly supplies of PPE 0800 783 1967	Headteacher/ H&S Committee <u>CD / LF</u> Determine what PPE will be required and in what	8 - Medium Risk



<p>to maintain 2m social distancing measures.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Where PPE/ RPE provided staff provided with training and instruction in its use. <input type="checkbox"/> Local compliance to be monitored by Head teachers as far as reasonably practicable <input type="checkbox"/> Guidance provided to staff in relation to the use and wearing of their own face coverings 			<p>quantities – ensure adequate PPE ordered as necessary in advance of setting re-opening and where necessary, supplies maintained.</p>	
<p>Hazards in relation to overuse of the hall and kitchen at lunchtimes and lack of hygiene/cleanliness</p> <p>Inadequate cleaning and hygiene processes</p> <p>Too many persons in hall.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Orian kitchen staff to wear full PPE – including Face Shield especially when serving food. <input type="checkbox"/> No staff members must enter the kitchen. <input type="checkbox"/> Deliveries can be brought into kitchen if required. <input type="checkbox"/> Staff and pupils wash hands before entering the hall (Acorn and Ash) <input type="checkbox"/> Two tables spaced out in hall for Acorn and Ash <input type="checkbox"/> Pupils in Elm and Oak wash hands before going out at 12.00 then use hand-sanitiser before collecting lunch in the hall. <input type="checkbox"/> Elm and oak use own cloakroom doors. <input type="checkbox"/> Any adults 'on duty' must wear gloves and a plastic apron. These will need to be binned after duty. Hair tied back. <input type="checkbox"/> Teacher on duty in hall – clean tables using antibacterial spray – tables and seats. Tables put away. Sweep up. Eat Lunch in hall. <input type="checkbox"/> 11.45 – Acorn Class in hall lunch followed by Ash Class. (HW / MW12.00-12.30 / KK 12.30 -1.00 – in hall then outside in EYFS play area.) <input type="checkbox"/> 12.00 – Elm and Oak on playground with two mid-day supervisors <input type="checkbox"/> Once all of Acorn and Ash have been served KS2 children escorted to classrooms by MDs then 4 children per class allowed into hall to collect lunch. (one MDS per class) <input type="checkbox"/> Elm and Oak will be provided with own drinks, buckets for food scraps and cutlery so children will not re-enter hall once they have their lunch. MDS or staff take plates to kitchen/hall. 	<p>10 - Medium Risk</p>		<p>Headteacher/ H&S Committee</p> <p>MN / BS</p> <p>Orian</p>	<p>8 - Medium Risk</p>



	<ul style="list-style-type: none"> <input type="checkbox"/> Teachers/Teaching Assistants (Oak and Elm) to be in classrooms whilst eating lunch to help supervise especially when children finish lunch to ensure children are not left unsupervised. <input type="checkbox"/> MDS to go onto playground once children are beginning to finish lunch there she will meet children from Elm and oak. MDS / or Staff clean Oak and Elm classrooms then go outside. <input type="checkbox"/> DM in hall/classrooms/ playground every day (if available) <input type="checkbox"/> Minimal staff in hall- staff eat lunches in classrooms where they can. Limited number of staff in library and staffroom. Staff should try at all times to stay to their areas of school. <input type="checkbox"/> <i>Ash and Acorn lunch time finishes at 12.45p.m. and Elm and Oak finish at 1.00p.m</i> MDS start at 11.30 to set up hall. <input type="checkbox"/> No salad bar, adult serving puddings <input type="checkbox"/> MN will print out tickets. <input type="checkbox"/> MN's computer in library 			
Monitoring	<ul style="list-style-type: none"> <input type="checkbox"/> Risk Assessment and its implementation will be monitored by the SLT on at least a weekly basis, and will take account of well-being survey information, weekly LA infection reports and any critical incident reviews. <input type="checkbox"/> Regular feedback will be provided to staff on the Risk Assessment reviews 			
Dissemination	<ul style="list-style-type: none"> <input type="checkbox"/> This document will be provided to all staff and available on request/website. 			
Assessment Conclusion	<p>Providing the stated control measures are implemented and adhered to the risk of contracting most viral infections can reduce to a manageable level in normal circumstances. Compliance with this risk assessment should be monitored and reviewed to ensure control measures remain effective.</p>			

Links to Guidance

Staff, Pupils and Others

Those who are clinically vulnerable, or are living with someone who is, should follow [protective measures guidance](#).

[Implementing protective measures in education and childcare settings](#)
[Conducting a SEND risk assessment during the Coronavirus outbreak](#)
[Guidance on hand cleaning](#)



[Kids life skills – self-care- going to the toilet](#)

[Education, health and care needs assessments and plans: guidance on temporary legislative changes relating to coronavirus \(COVID-19\)](#)

Personal Protective Equipment - PPE

[PHE guidance to putting on and removing \(Donning and Doffing\) PPE](#)

Travel

[Safer travel guidance for passengers](#)

	Severity/ Outcome					
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Most Severe
Likelihood	5 Very Likely	5 Low Risk	10 Medium Risk	15 High Risk	20 High Risk	25 High Risk
	4 Likely	4 Low Risk	8 Medium Risk	12 Medium Risk	16 High Risk	20 High Risk
	3 Possible	3 Low Risk	6 Medium Risk	9 Medium Risk	12 Medium Risk	15 High Risk
	2 Unlikely	2 Low Risk	4 Low Risk	6 Medium Risk	8 Medium Risk	10 Medium Risk
	1 Very Unlikely	1 Low Risk	2 Low Risk	3 Low Risk	4 Low Risk	5 Low Risk