

*This risk assessment identifies minimum controls measures.
Please complete the blank areas, add any additional control measures for your setting and risk rate this to make specific.*

RISK ASSESSMENT FORM

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| Assessors name: Mr K Ashburn | Date of Assessment: September 2021 | Activity/Task: School Operation During Pandemic – From September 2021 |
| Directorate: Education | Service: Schools Group: | Headteacher: Mr K Ashburn |

| Hazards | Who may be harmed & How | Existing Controls | Risk Rating | Further Controls | Residual Risk | Actions by whom & when | Implemented Y/N |
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| Exposure to COVID-19 | Anyone exposed to the virus or an infected person. May contract Covid-19 – with associated range of health outcomes. | SLT to check latest Government guidance on a regular basis. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak National vaccine programme being rolled out. | Likelihood: 4 Consequence: 5 Risk Level: 20 | Staff who are clinically vulnerable have where possible returned to work. There are currently no expectations of additional controls specifically for CV or CEV groups. However, we will make sure existing controls identified by our risk assessment, for example adequate ventilation, good hygiene and cleaning, are applied strictly . We will support these members of staff by <ul style="list-style-type: none"> • emphasising the importance of individual and wider workforce engagement, buy-in and cooperation to ensure controls are applied stringently • Conducting individual risk assessments. These members of staff will have individual discussions with leadership around their particular concerns • Leadership will discuss & explain the risk management measures they have put in place to minimise transmission to | Likelihood: 3 Consequence: 4 Risk Level: 12 | All staff visitors | |

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| | | | | keep them, and others, safe Staff to continue to be especially careful and diligent about social distancing, respiratory and hand hygiene. PPE used if in close contact, first aid, with pupils. | | | |
| Virus entering premises | Staff, Students & Contractors and their families. | Parents & Staff issued with guidance on daily checks to undertake before bringing their child to school and home to school agreement. Contractors asked health check (including vaccination status) questions on arrival. National vaccine programme being rolled out. Voluntary twice weekly LFTs by staff. | Likelihood:4 Consequence:5 Risk Level: 20 | Regular and clear communication with parents and separate guidance given directly to families. Home School Agreement will be sent to all families, detailing expectations. Contractors on school site during school day will not be in contact with the rest of the school community and will remain in their own designated areas. Temperature checks taken if any concerns and strict hygiene guidance followed to minimize transmission risk if virus enters premises. First letter to all parents to encourage twice weekly LFTs by pupils. Link will be provided to parents so they can order tests. Staff encouraged to wear masks in enclosed and crowded spaces where they may come into contact with people they do not normally meet i.e. public transport. | Likelihood: 3 Consequence:4 Risk Level: 12 | All staff Visitors | |
| Arrival & Departure | Staff/Students/parents/Carers | Compliance with health check questions to be included in Home School Agreement. Hands to be washed or hand sanitiser to be used on arrival at school. | Likelihood:4 Consequence:5 Risk Level: 20 | All parents will have the health check questions to ask children. Only 1 parent at a time in the office reception area. Children will enter school between 8:45-9:00am and will enter their classrooms directly from | Likelihood: 3 Consequence:4 Risk | Whole school community & Visitors | |

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| | | | <p>outside, wherever possible.</p> <p>Children all follow strict handwashing schedule on entry and exit.</p> <p>As children are collected teacher should stand back from their class. Parents instructed to limit approaching staff and use email and phone communication. Where a parent requires a very briefly talk to a staff member this must be outside.</p> <p>KS2 pupils to use KS2 gates. KS1 & EYFS to use KS1 & EYFS gate only.</p> <p>Administrative staff to support all visitors in using sign-in Inventory and direct visitors to read the Health and Safety and Safeguarding information.</p> <p>Disposable sticker taken to show they have been signed in and are a visitor in school.</p> <p>Children late to school must wait with parent – questions as to why they are late must be asked and particularly the health check questions.</p> <p>At the end of the day – late collected children wait in their classroom to be collected. Child will be released to parent by member of staff.</p> <p>Each classroom will have a hand sanitizer, sink with hot water and soap. A clear timetable of handwashing will be in place and followed by each year group.</p> | Level: 12 | | |
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| | | | | Hand sanitiser is located in areas where people are unable to wash their hands. Hand sanitiser is located in reception areas for people handling deliveries, if they are unable to wash their hands. | | | |
| Staff & Student Competence | Anyone in building | Staff to receive refresher briefing and recomplete hand washing e-learning; Students to receive briefing and watch handwashing e-learning. | Likelihood:2 Consequence:5 Risk Level:10 | Posters will be in all toilets with age-appropriate instructions for handwashing and adult toilets also. Children and staff go through rules and schedules on a daily basis. Handwashing schedule posters in classrooms and around the whole school. | Likelihood:2 Consequence:4 Risk Level:8 | All staff | |
| Competence of any staff wearing PPE | Staff using PPE & anyone exposed following onward transmission | In addition to general items listed in section above. Staff to recomplete: <ul style="list-style-type: none"> • Infection Prevention & Control e-learning; • Putting on and taking off PPE e-learning; • Competence Quiz. Staff to achieve 80% pass rate in the quiz to undertake work using PPE. 1 resit is allowed before all the training must be repeated. | Likelihood:2 Consequence:4 Risk Level:8 | Reminders for PPE – wash hands before putting on /removing PPE and wash hands straight after PPE bagged and binned. Posters for donning and removing PPE to be placed in classrooms and around school area. PPE checks conducted weekly to ensure stock does not run out. | Likelihood:2 Consequence:4 Risk Level:8 | All staff | |
| First Aid & administration of medicines | Staff/Students | Students to be directed to undertake own first aid where applicable (e.g. washing grazes, application of self-adhesive dressings). If first aider needs to get closer to injured party/suspected infection with Corona virus to assess or treat they are to wear disposable aprons, gloves, face shield and RPE (FFP2). (see also PPE competence, hand to mucous | Likelihood:3 Consequence:5 Risk Level:15 | All classes have PPE packs containing gloves, masks, aprons, visor, bags and sanitizer along with basic First Aid kit. School has increased remote forehead thermometers which children, where possible, should self-administer. Every member of staff is First Aid trained. | Likelihood:3 Consequence:4 Risk Level:12 | All staff | |

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| | | <p>membrane transfer, and PPE transfer sections of r/a).</p> <p>Temperature checks with disposable forehead/infra-red thermometers.</p> | | | | | |
| <p>Hand to mucous membrane transfer (eyes, nose, mouth)</p> | <p>Staff, Students & Contractors</p> | <p>Regular hand washing - in particular: On arrival/before leaving; Before eating; Before donning PPE/after removing PPE; After using the toilets.</p> <p>Cold/warm running water available for hand washing, with liquid detergent and paper towels at easily accessed areas.</p> <p>Appropriate number of covered bins have been provided to dispose of used tissues and reiterate <i>catch it, bin it, kill it</i> message to staff and pupils.</p> <p>Use the e-Bug COVID-19 website for resources.</p> | <p>Likelihood:3 Consequence:5 Risk Level:15</p> | <p>Posters around school with cleaning instructions.</p> <p>Hand cleaning schedule in place and this also includes before and after outside activities.</p> <p>Younger children to be supported in washing hands to ensure thorough clean.</p> <p>Covered bins emptied daily by cleaners. Lids are attached via hinges to ensure they are covered at all times.</p> <p>Daily soap and santiser checks by site team to ensure dispenser are filled.</p> | <p>Likelihood:3 Consequence:4 Risk Level:12</p> | <p>All staff</p> | |

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| Surface transfer | Staff, Students & Contractors | <p>Cleaning schedule in place which details all items/areas to be cleaned/sanitized/disinfected and the frequency. Method statements to be used for each item of equipment. This includes</p> <ul style="list-style-type: none"> • Product to be used; • Method of application; including dwell time; • Cleaning order; • Disposal of product; • PPE. <p>Regular cleaning of high traffic areas e.g. handles, hand rails, toilet areas (Cleaning regime to be detailed in further controls by each school).</p> | <p>Likelihood:3 Consequence:5 Risk Level:15</p> | <p>Cleaner coming onto site during the school day to clean communal toilets, door handles [doors all to be kept open where possible to avoid touching of handles].</p> <p>Minimal use of corridors as pupils will use classroom fire doors leading to outside.</p> <p>Classrooms and corridors have been de-cluttered and to make cleaning easier.</p> <p>Staff encouraged to remain in own designated school building to minimize staff using same areas.</p> <p>Regular cleaning schedule to continue.</p> <p>Seating plans in place to ensure children remain on the same table throughout the day.</p> | <p>Likelihood:3 Consequence:4 Risk Level:12</p> | All staff | |
| Transfer of virus onto/off PPE/face coverings | Staff and potential onwards transfer | <p>Wash hands before handling PPE. Don & remove PPE in specified order. After use double bag disposable PPE, storing securely (dry) for 72 hours and then add to normal rubbish arrangements.</p> <p>Re-usable PPE (e.g. rubber gloves used for general disinfection tasks) should be immersed in disinfectant, rinsed in clean running water and left to dry.</p> <p>Wash hands at end of processes.</p> | <p>Likelihood:3 Consequence:5 Risk Level:15</p> | <p>Only disposable PPE to be used.</p> <p>Posters for donning and removing PPE to be placed in classrooms and around school area.</p> | <p>Likelihood:3 Consequence:4 Risk Level:12</p> | All staff | |

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| Suspected case of COVID-19 in School | School Staff/Teachers /Parents/Visitors to School | <p>Medical rooms will be used as rooms where the staff/pupil/visitor etc. can be isolated whilst waiting for collection.</p> <p>Masks are available and if the person is an adult a mask should be put on the person who is suspected of Covid-19. If it's a pupil/child, the mask should be worn by the supervising adult in the isolated area. 2m distancing should be in place if masks are not available.</p> <p>Isolation of the area where the person has been in contact and deep cleaning of the area (specialised).</p> <p>Outbreak management plan has been revised and has been communicated to staff. Follow the DfE Guidance (https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak). Public Health to be contacted if an outbreak is suspected.</p> | <p>Likelihood: 4</p> <p>Consequence:5</p> <p>Risk Level:20</p> | <p>Communication to all members of school community must inform them of all guidance we must follow and clearly stipulate that parents/carers and staff must let us know if a close contact has had a confirmed case.</p> <p>Community will be regularly reminded of the guidance and of the possibility of isolation.</p> <p>The school has created an Outbreak Management Plan. This is viewable on the school website and will be used if either of the following thresholds are met:</p> <ul style="list-style-type: none"> • 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or • 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period | <p>Likelihood: 4</p> <p>Consequence:5</p> <p>Risk Level:20</p> | All staff Visitors | |
| Communal Areas Eg. Halls, staff areas, reprographic areas | Staff/Students/Visitors | <p>Risk Assessment to be carried out for any of these areas, including Halls/communal areas, covering how the transmission risk will be managed and ventilation will be maximized.</p> <p><i>See also airborne transfer section.</i></p> | <p>Likelihood: 4</p> <p>Consequence:5</p> <p>Risk Level:20</p> | <p>Cleaning schedule in place for communal areas.</p> <p>Ventilation risk assessment completed for communal areas – control measures identified through these assessments.</p> <p>Where possible, staff will continue to limit movement around school. Doors and windows to be opened for good</p> | <p>Likelihood: 3</p> <p>Consequence:5</p> <p>Risk Level:15</p> | All staff Visitors | |

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| | | | | <p>ventilation.</p> <p>Toilets are well ventilated, through the opening of windows and vents. A cleaning schedule is in place for cleaning toilets and handwashing facilities. Site team will replenish soap, paper towels and hand sanitizer.</p> | | | |
| Educational Visits | Staff/Students/Members of the Public | Schools will carry out a separate risk assessment for educational visits – H&S standard procedures to cover educational visits. | <p>Likelihood: 4</p> <p>Consequence:5</p> <p>Risk Level:20</p> | <p>Education visit risk assessments to be signed off by EVC, ensuring all guidance is being followed.</p> <p>EVC to always request Covid-19 risk assessments from visit providers.</p> | <p>Likelihood: 4</p> <p>Consequence:5</p> <p>Risk Level:20</p> | All staff | |
| Airborne Transfer Risk | Staff/Students/Visitors/Contractors | <p>School to decide on level of adequate ventilation for their premises following further assessment in Autumn/Spring/Summer.</p> <p>Individual ventilation risk assessments to be completed for each workspace.</p> <p>Before assessments are undertaken the following controls will be maintained:</p> <p>Identify any areas with no/poor ventilation (for example, rooms with no windows, vents, mechanical extraction etc.) Decide if occupancy levels allow for good ventilation (for example, an office with no window may be acceptable for use with one person, but not 4 people).</p> | <p>Likelihood: 4</p> <p>Consequence:5</p> <p>Risk Level:20</p> | <p>The school will carry out a full ventilation risk assessment based on the results where simple solutions cannot be applied.</p> <p>Expert advice will be sought on the measures that may need to be put in place including, where deemed necessary, the use of CO2 monitors. Solutions such as forced ventilation, air purifiers etc. will be considered.</p> <p>Mechanical ventilation systems in school will be maintained in accordance with the manufacturers' recommendations.</p> | <p>Likelihood: 3</p> <p>Consequence:4</p> <p>Risk Level:12</p> | All staff Visitors | |

Windows will be opened to ensure ventilation at all times. Where practical all windows will be opened to their maximum.

Fire doors will only be held open by automatic release devices. Ceiling fans will not be used. Air conditioning systems set to fresh air input not recirculating.

Fire exit doors can only be left open where it does not excessively compromise security.

High aerosol generating activities (including singing, dance and sport) must be undertaken outside wherever practicable (e.g. adverse weather conditions forces the activity inside).

*Also see Communal Areas
Eg. Halls, staff areas,
reprographics areas.*

Review date: 8.9.21

Date communicated to staff: 8.9.21

Is a safe system of work required Yes / No

If a new activity/equipment/any changes have been identified then Risk Assessment must be reviewed otherwise it should be reviewed annually.

Risk Matrix

The matrix below is designed to help you in identifying a risk level for a given task or activity. Using your experience, the available evidence and existing precautions/ control measures in place you will have already determined the consequence of harm, and the likelihood of the harm being realised. The level of risk for the respective task or activity can now be determined using the following matrix.

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|-------------|---------------|---------------|----------|---------------|--------|-------------|----|---|
| CONSEQUENCE | Catastrophic | 5 | 5 | 10 | 15 | 20 | 25 | 17-25 Unacceptable Stop activity and make immediate improvements |
| | Major | 4 | 4 | 8 | 12 | 16 | 20 | 10-16 Tolerable Look to improve within specified timescale |
| | Moderate | 3 | 3 | 6 | 9 | 12 | 15 | 5-9 Adequate Look to improve at next review |
| | Minor | 2 | 2 | 4 | 6 | 8 | 10 | 1-4 Acceptable No further action, but ensure controls are maintained |
| | Insignificant | 1 | 1 | 2 | 3 | 4 | 5 | |
| | | 1 | 2 | 3 | 4 | 5 | | |
| | | Very unlikely | Unlikely | Fairly likely | Likely | Very likely | | |
| | | LIKELIHOOD | | | | | | |