

## COVID-19 Lockdown 3 Risk Assessment - January 2021 v1

<b>School Name</b> <b>Yarm Primary School</b>		<b>Decide who may be harmed (insert ✓):</b>					
		<b>Student</b>	✓	<b>Contractors</b>	✓	<b>Visitors</b>	✓
<b>Whole School – unless stated otherwise</b>		<b>Staff</b>	✓	<b>Vulnerable People</b>	✓	<b>Volunteers</b>	✓
Identified Hazards	Initial Risk Rating	Existing Control Measures (select all that are in place)	✓	Actions / Comments	Residual Risk Rating H/M/L		
1. Coming into contact with contaminated surfaces	H	Handwashing regimes established by academies for staff and children to follow during the day. Staff and children wash hands upon exiting classroom, and entry into building(s) or when returning from outside activities.	✓	<i>Review supplies weekly – BG to hold central store and review during cleaning daily.</i>	M		
	M	Robust cleaning of surfaces within buildings during and at the end of the day, guidance issued to individual academies for recommended cleaning schedule. Procedure in place to clean external equipment and resources before breaktimes. Cleaning routines will be maintained indefinitely.	✓	<i>Cleaning routines will be maintained for the duration of the pandemic. Staff responsibilities made explicit to staff during transition meeting in July, in staff handbook in September and reiterated through weekly briefings and staff meetings.</i>	M		
	M	Hygiene practices and procedure established for essential contractors and visitors who will be in school building(s). Hand washing stations are available in the main entrance prior to entering other areas of the building.	✓	<i>Designated toilet facilities for visitors. Hand washing near main entrance – office staff to oversee. PPE will be worn by essential visitors</i>	M		
	M	Additional handwashing stations and substances have been provided in various areas around school building(s). Each classroom has own handwashing provision.	✓	<i>Additional handwashing stations will continue to be promoted for the duration of the pandemic. Classrooms with no water access to have solely designated facilities. These year group provisions will be used throughout the school day only by the designated cohort. Designate toilet blocks. Continue to divide EY bathroom for specific phase use. Make KS1 bathrooms co-ed and suspend use of urinal to ensure Y3 have access to specific toilet facilities.</i>	M		
	H	All non-essential visits to school are not permitted, alternative communications established and are prioritised, such as video, email etc.	✓	<i>Essential visits which are only absolutely necessary for the operation and safety of school are permitted. These visits will be individually assessed and those visiting will provide their own risk assessment</i>	M		

	M	Staff aware of identifying symptoms and action to take if there is a suspected case within school.	✓		M
	M	Posters, and information displayed and made available around building/s regarding Covid-19.	✓	<i>Posters and signage are updated in line with current guidance</i>	L
	M	Provision of signage and information to prevent the unauthorised use of rooms or areas. Areas, rooms or buildings with no unauthorised access will be clearly labelled.	✓		L
	M	Personal Protective Equipment (PPE) is provided by academy for use when using cleaning substances.	✓		L
	M	Substances for cleaning have been risk assessed and communicated to those who use the substances.	✓	<i>Check COSHH risk assessments</i>	L
	M	Checks carried out by line managers to ensure that COVID-19 procedures and measures are and remain suitable and sufficient.	✓	<i>Monitored daily</i>	M
	M	Restricted movement throughout school. Groups will keep to certain areas building(s) during the day.	✓	<i>Specific procedures in place for essential visitors</i>	L
	M	Procedures in place for deliveries and collections. Safe areas made available for deliveries.	✓	<i>Measures in place for the duration of the pandemic.</i>	M
	M	Staff encourage to wash hands when marking of books or when touching children's items/resources.	✓		M
	H	Soft furnishing, toys and resources are removed from rooms. Larger items such as sofas and chairs are covered and away from activities.		<i>Curtains, carpets and blinds are not removed</i>	M
2. Employees or pupils transmitting virus to others	H	Good respiratory hygiene adopted by promoting the 'catch it, bin it, kill it' approach within school. Additional waste bins provided and waste bins in each classroom.	✓	<i>New swing top bins purchased – regularly emptied &amp; lids cleaned. On advice of NHS subsidiary visit – swing lids removed.</i>	M
	H	Practicable procedures in place to minimise contact between individuals and maintain social distancing. Signage, markings and one-way systems introduced in and around school.	✓	<i>Groups moving in unison and adhering to timetables around playtimes etc.</i>	M
	H	Educational and care support are provided as normal for pupils who have complex needs or who need close contact care.	✓	<i>Review on an individual case by case basis – most complex cases having team meetings/regular phone contact with parents and staff around plans and protocols.</i>	M
	H	Staff made aware of isolation procedure for those who develop symptoms whilst at work.	✓	<i>WCs and isolation rooms are identified and communicated to all staff See appendix Reviewed in line with updated guidance.</i>	M
	H	Reduced non-essential business-related travel. Use of public transport is not recommended.	✓	<i>Continue use of remote meetings Cancel all planned trips – work within the adapted curriculum to use other means to enrich...trip to local sites within walking distance to be integrated into curriculum offer.</i>	M

H	Toilets are cleaned regularly, handwashing regimes are in place, allowing different groups to share toilet blocks.	✓	<i>The groups are limited to year groups or in the case of KS1 the key stage.</i>	M
L	Clinically Extremely Vulnerable people are away from school where a medical practitioner advises.	✓	<i>Medically vulnerable will have specific risk assessment Meetings have been held and outcomes reviewed regularly.</i>	M
H	Academy maintains distinct groups that do not mix. Groups are easily identifiable in case anyone may need to self-isolate.	✓	<i>Reviewed frequently Records of contacts maintained in main office.</i>	M
H	Smaller groups smaller than the size of a full class will be considered and implemented to allow further social distancing.	✓		M
H	Large gatherings such as assemblies, school concerts or performances are not permitted. Virtual assemblies etc are implemented.		<i>Staff are clear about the changes needed to be made to the timetable/curriculum to facilitate this – alternatives are in place if appropriate.</i>	L
H	Implementation of year group sized 'groups. Year groups will be kept apart from other groups. Academy's will take steps to limit interaction, such as sharing of rooms and social spaces between groups.	✓	<i>Timetables, use of hall and outside spaces established to support this – contingency plans in place for wet weather.</i>	M
H	When a child is awaiting collection, they are taken to an isolation room where they can be isolated behind a closed door. Close to an external entrance/exit. Supervision is provided for the children whilst awaiting pick up.	✓		M
H	Younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.	✓	<i>Children &amp; activities will be monitored throughout the day</i>	M
H	Admin staff to ensure glass security screens are closed when talking to visitors or others in academy main entrance. Open plan offices have screens installed.	✓	<i>Measures in place for the duration of the pandemic. Perspex screen in place between facing work stations. Reduced footfall in main office.</i>	M
H	External curriculum activities such as swimming, providers or building owners will provide a risk assessment which will be ratified by academy to ensure measures are agreed and then published on Evolve	✓	<i>Reviewed frequently</i>	M
H	Children are in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care.	✓	<i>Monitoring and supervision of mixed groups to reinforce social distancing – with no mixed groups operating during critical worker teaching in school. Breakfast and after school clubs are suspended.</i>	M
H	Academy will make adaptations to the classroom to support distancing. Consideration to seating pupils' side by side and facing forwards, rather than face to face or side on.	✓	NFA	L
H	Established plans on how shared staff spaces are set up and used to help staff to distance from each other.	✓	<i>Staff meetings held in largest classroom space. Whole staff in main hall. Staff training in main</i>	L

				<p>staffroom with furniture reconfigured.</p> <p>TA training as a preference to be held remotely off site.</p> <p>PPA taken in staffroom. Meeting room phone used as preference. No staff fridge reinstated.</p> <p>Staff access to PPE at these times if requested.</p>	
H	When timetabling, groups are kept apart and movement around the school site kept to a minimum.	✓	NFA	L	
H	Strict protocols for drop off and pick up outlined to parents verbally and in writing - letters and on display around building exterior.	✓	<p>Measures in place for the duration of the pandemic.</p> <p>Some adaptations being reviewed during term two.</p> <p>Promoted and reinforced regularly in parent communications.</p> <p>Staff monitor (high profile) and support.</p>	L	
H	Moving of unnecessary furniture out of classrooms to make more space will be implemented.	✓	<p>Completed in July 20. Unnecessary items disposed of. Others stored.</p> <p>Reviewed Octo ½ term and again Jan 21.</p>	L	
H	Staff will constantly reinforce social distancing and ensure that children and parents are made aware.	✓	<p>This will remain as high profile in all shared areas with further reduction of opportunities for bubbles to cross. Reviewed protocols around entry into and exit from school reduces bubble mingling.</p>	L	
H	Teachers will remain with one group but can still work across groups if that is needed to enable a full educational offer.	✓	<p>Detailed records of staff who work across groups are retain for T&amp;T. This has been reduced with no staff (beyond external specialists) moving between more than 2 bubbles and this practice is now rare.</p> <p>The staff concerned have had meetings around the management of this.</p>	M	
H	Practicable measures and plans are in place to avoid creating busy corridors, entrances and exits.	✓	NFA	L	
H	Staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups) are in place.	✓	<p>Additional screening off in main hall at meal times to accommodate 2 smaller groups.</p>	M	
H	Arrangements for pick up/drop, queuing and one-way systems in place.	✓	<p>Measures in place for the duration of the pandemic. Changes made to previous lockdown protocols to ensure reduced chances of bubble mixing.</p>	L	

	H	Where employees or children mix with different groups, records available to ensure those who mix within groups are traceable.	✓	<i>This is captured within timetabling and will be recorded on a daily basis if there are any changes to this.</i>	M
	M	Older year groups encourage to walk or cycle home to prevent congestion around school gates and minimise gatherings at home time.	✓	<i>Senior staff and site supervisor to continue to support quick dispersal of adults near entrances am &amp; pm. Use of alternative transport means promoted regularly – particularly in light of complaints from neighbours around level of parking around the site... (which we felt was mitigated by staggered open/close). As times are now around universal start/finish this should mitigate some aspects. The weather has however increased the use of vehicles...</i>	M
	H	Pupils who are extremely clinically vulnerable are supported in school by a risk assessment that is understood and carries the support of parents.	✓	<i>As developed through Summer 20 and updated (with reference to consultant advice if necessary).</i>	M
	H	Parents are asked to disclose any Test and Trace results immediately to the school	✓	<i>This is a frequently reinforced message.</i>	M
	H	Partial closure contingency plans in place if staffing levels fall below a critical level.	✓	<i>Senior team have considered what critical levels would look like...</i>	M
	H	Contact sports are avoided, and alternative sports or PE lessons are planned.	✓	<i>Equipment is cleaned before each session and stored away from use afterwards</i>	M
	H	Practicable arrangements in place for mealtimes – hot and cold lunches, inc zoned halls, outdoors and classroom use.	✓	<i>Timetable in place – reviewed regularly and specifically in light of number of meals required. Additional capacity created by changes to staff deployment. Senior leader meeting with LSA's &amp; kitchen staff regularly.</i>	M
	H	Booking visits with an overnight stay is cancelled until further notice	✓	<i>Review in line with HMG guidance</i>	L
	H	Limited meetings, visits and unnecessary contact on Trust premises	✓	NFA	M
	H	New and expectant mothers will have a specific individual risk assessment	✓	<i>Have put in place where necessary.</i>	L
3. External contractors/providers transmitting virus to employees or students on site	M	Minor project works carried by contractors will be, weekend work and termly holidays only.	✓	NFA	L
	M	Holidays periods, when staffing is low, and no children are on site are prioritised for planned preventative maintenance.	✓	NFA	L
	M	Statutory Inspections are carried out under controlled conditions when contractors need to be on site whilst building is occupied/operating as normal.	✓	NFA	M
	M	PPE is worn by contractor or employee when it's identified on any other risk assessment.	✓	NFA	M

	M	Procedures are in place to limit or restrict access to parts of buildings i.e. installation of signage and barrier.	✓	NFA	M
	M	Contractors to be issued or show RAMS to ensure infection prevention is acknowledge and understood.	✓	NFA	M
	H	External providers coming into school to support will provided a risk assessment which is ratified by academy to ensure adequate control measures are agreed.	✓	<i>Reviewed frequently Proforma provided via email prior to first visit when possible.</i>	M
4. Coming into contact with persons who have possible symptoms	H	Alternative rooms are provided, where at least 2 metres away from other people is achievable. Consideration to sit outdoors is given - if weather permits.	✓	NFA	M
	H	If a child needs to go to the bathroom while waiting to be collected, they use a separate bathroom if possible. The bathroom is cleaned and disinfected before being used by anyone else.	✓	<i>Adult bathroom near isolation room (star room) has been allocated.</i>	M
	H	Procedure in place and is communicated with all employees within school.	✓	<i>Specific protocols outlined in staff handbook. The designated isolation room (Star Room) to continue to be maintained for this purpose.</i>	M
	M	Provision of suitable PPE for employees. PPE includes face shields, disposable gloves, aprons and masks.	✓	NFA	M
	M	Communications procedures and arrangements with NHS, local authorities, local health advisors established.	✓	NFA	L
		M	PPE provided: latex free gloves are used where possible if handling or touching is required. Additional PPE (aprons, masks, visors) available on request.	✓	<i>See first aid risk assessment</i>
5. Close contact with persons: handling, assisting or training requirements (team teach, first aid etc.)	M	Employees are aware of identifying symptoms and procedure if they believe they may have been in contact with someone with symptoms	✓	NFA	L
	M	NHS/ELT test and trace flow chart in circulation, employees will inform school if contacted by NHS test and trace.	✓	<i>As stated in staff handbook.</i>	L
	M	Deferral of close contact training will be rescheduled to a later date. Statutory or mandatory training will via e-learning or similar.	✓	NFA	L
	M	Training providers will issue their own risk assessment and safe system of work prior to any external training.	✓	NFA	M
	M	First aid procedures and risk assessment in place and followed by first aiders.	✓	<i>See care plans, risk assessments and medical procedures</i>	M
	M	Training providers will share their own risk assessment and safe system of work prior to training. If provider employs less than 5 people, school will make clear expectations, procedures and controls measures prior to session.	✓	NFA	M
	M	Prior to any external training or where close or physical contact is required, employees will follow the training providers risk assessment and procedure.	✓	NFA	M
		M	Provider or user of school facilities will inform school before use, that person(s) haven't been contacted by NHS test and trace or show symptoms.	✓	<i>Lettings have been suspended since March 2020</i>
6. Lettings or use of school facilities during pandemic	M	Area or room(s) will be thoroughly cleaned during and after use by the user. All touch points will be wiped upon exit of area or room.	✓	NFA	M

	H	Lettings will cease until the government guidance/tier system indicates it's safe to resume	✓	<i>Lettings have been suspended since March 2020</i>	L
7. Travelling to or for work in motor vehicles or using public transport	H	Journeys which are shared, employees are encouraged to share with the same individuals and with the minimum number of people at any one time	✓	NFA	M
	H	If car sharing, employees are advised to ensure good ventilation (i.e. keeping the windows open) and face away from each other	✓	NFA	M
	H	Staff encourage to avoid using public transport during peak times (05:45 - 7:30 and 16:00 - 17:30)	✓	NFA	M
	L	Employees vehicles should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces	✓	NFA	L
	L	Regular meetings or calls with employees/children working from home, isolating or shielding	✓	NFA	M
8. Mental health or wellbeing effected through isolation or anxiety about coronavirus	M	Discussions with individuals about the possibility that they may be affected, employees encourage to raise concerns	✓	NFA	L
	L	Employee involvement with completion of risk assessments so individuals can identify problems and solutions	✓	NFA	L
	L	Regular updates and guidance provided to all members of staff via academy or Trust	✓	NFA	L
	L	Training available for mental health available via Flick e-learning	✓	NFA <i>Update on trauma and the brain for teachers January 21</i>	L
	L	Employees have access to occupational health advise and counselling	✓	NFA	L
	L	Regular meetings or calls with employees/children working from home, isolating or shielding	✓	NFA	M
9. Local infection rate is >50/100,00 – visits to school, trips	H	Visits to school restricted or reduced and only permitted where it's deemed to be absolutely necessary or essential for the school to operate. Exceptions for government agency visits (including HSE & Fire Authorities) and emergencies are permitted	✓	<i>Principal to assess, prioritise and authorise the need for any visit.</i>	M
	H	Coordination of visits with others so there's no more than one person (where absolutely necessary and essential for the school to operate) in a school on any one day	✓	NFA	M
	H	Academy to record which rooms/classes/contacts have been visited	✓	NFA	M
	H	Restricted access for visitors	✓	NFA	M
	H	The use of Microsoft Teams meetings (or similar) is prioritised over face-to-face meetings.	✓	NFA	M
	H	If a confirmed case is associated with any school - visitors (including essential) not permitted to visit school for 10 days. A central register will be maintained by academy	✓	NFA	L
	H	Routine and non-essential visits will be rescheduled until the regional daily case rate is below 50.	✓	<i>Principal to assess, prioritise and authorise the need for any visit</i>	L
	H	In-house projects and non-emergency maintenance deferred until termly holidays. Exceptions for Trust capital related projects.	✓	NFA	M
	H	Off-site visits/trips to be deferred.	✓	NFA	L

<b>Other Hazards Identified</b>	<b>Additional Control Measures to be Put in Place</b>				
Any other foreseeable hazards that are associated with the activities being carried out to be listed here.	<i>In depth COVID-19 guidance issued by Government and updated frequently, this is monitored and distributed by Trust and individual academy.</i>				
<b>Date of Assessment:</b>	08/01/2021	<b>Carried out by:</b>	Jill Wood	<b>Date Review Completed:</b>	08.01.2021
<b>Date of next review:</b>					
<b>Other documents for reference</b>	<p>All HMG and ELT Covid-19 Guidance and information  All academy risk assessments inc. COSHH, Fire, Premises - General, Activities, Medically / vulnerable person  Guidance: Full reopening of schools  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p>Guidance: Stay at home guidance  <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <p>NHS test and trace  <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a></p> <p>Guidance: Shielding and protecting extremely vulnerable persons  <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p>Face coverings in education  <a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</a></p> <p>Guidance: Cleaning in non-healthcare settings  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Guidance: Safe working in education including use of PPE</p>				



<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

**Guidance: Test kits for school providers**

<https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers>

**Guidance: Local restriction tiers**

<https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know>

**Guidance: Contacts of people with confirmed coronavirus infection**

<https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>

**The official UK government website for data and insights on Coronavirus (COVID-19)**

<https://coronavirus.data.gov.uk>

Use this to identify risk before and after controls

Very Unlikely  
Unlikely  
Possible  
Likely  
Very Likely

V V V V V

X [L] Likelihood of Harm

Nil / Negligible (Scratch, Bruise) >  
Minor (First Aid) >  
Moderate (Lost Time, Medical Treatment) >  
Major (Broken Bone, Serious Injury, Disease) >  
Extreme (Fatality, Permanent Incapacity) >

[S] Severity of Harm	1	2	3	4	5
	2	4	6	8	10
	3	6	9	12	15
	4	8	12	16	20
	5	10	15	20	25

[L] : Likelihood [S] : Severity [R] : Risk Rating