

RISK ASSESSMENT FORM

Assessors name: Estates and SLT	Date of Assessment: May 2020	Activity/Task: Using School post COVID-19 pandemic lock-down
All staff distribution / awareness	Service: <i>Hacton Primary School</i> Group:	Headteacher: Mrs E Leslie

Hazards	Who may be harmed & How	Existing Controls	Risk Rating	Further Controls	Residual Risk	Actions by whom & when	Implemented Y/N
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 daily basis. https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings	3 X 4 = 12	Latest updates to be communicated with staff and parents where appropriate.	2 X 4 = 8	EL VH DM SW	
Shortage of staff	Students & Staff	Staff member from alternative 'team' to cover class where necessary. Staff to be able to park on site.	2 X 4 = 8	Teaching assistants to cover classes if necessary under the guidance of a teacher.	2 X 3 = 6	EL VH DM SW All staff if required.	
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. Clear guidance on when to self-isolate reported to parents and staff.	5 X 3 = 15	Once parents have dropped children at school, they will not be able to return to the building.	5 X 2 = 10	EL VH DM At beginning and end of bubble school days.	

		<p>In school register of self-isolation to ensure full period covered.</p> <p>Contractors asked health check questions on arrival.</p>					
Clothing	Staff, Students & Contractors and their families.	Uniform policy (staff and students) to be amended so that all clothing can be washed after each day (e.g. no blazers, ties etc.).	$3 \times 3 = 9$	<p>Children to wear their own clothes which can be changed independently if required.</p> <p>Initial communication with parents to include requirement for new clothes each day.</p>	$3 \times 2 = 6$	All staff Ongoing	
Arrival & Departure	Staff/Students/parents/carers	<p>Health check questions to be asked before child enters premises- good morning, do you have any symptoms we need to know about?</p> <p>Class Groups to arrive and depart at designated gates and doors at staggered set time.</p> <p>Pre marked floor markings indicate the route in and out of the premises (please see attached floor plan)</p> <p>2m social distancing to be advised to parents and enforced on pupils and staff. Markings on ground to show students where to stand and wait inside and outside the building.</p> <p>Signs clearly displayed around the school site for social distancing guidance.</p> <p>Students must be handed-over in an order which will allow social</p>	$3 \times 5 = 15$	<p>SLT to manage the handover of pupils. Gloves to be worn.</p> <p>No parents to enter the building.</p> <p>2m drop off point from entry door.</p>	$2 \times 4 = 8$	<p>EL VH DM SW</p> <p>At beginning and end of bubble school days.</p>	

		<p>distancing of leaving parents and children to be maintained.</p> <p>Staff to wear disposable gloves to open/close gate (if not automatic). Hands to be washed after glove disposal.</p> <p>Hand sanitiser to be used at entry and exit points.</p>					
Classroom (Yrs 3 upwards)	Staff/students	<p>Classes to be divided into groups and allocated set desks spaced out at 2m minimum (mark desks in use/not in use).</p> <p>1 teacher and one teaching assistant per group. Teaching assistant will act as midday assistant for minimum contact in bubble.</p> <p>Own equipment only. No reading books transferred between home and school.</p> <p>Windows to be opened to maximise ventilation.</p> <p>Books used by pupils must be placed in quarantine for 3 days before being returned for use by another pupil. (e.g. put books into a box and store securely for 3 days).</p>	4 X 3 = 12		4 X 2 = 8	<p>SC SLT</p> <p>All adults to monitor throughout their time in school.</p>	
Early Years (yrs 0-2)	Staff/students	<p>Classes to be divided into groups to attend on different days.</p> <p>Each group has 2 learning zones to allow for continuous cleaning and social distancing measures to be in place.</p>	4 X 3 = 12		4 X 2 = 8	<p>SC SLT</p> <p>All adults to monitor throughout</p>	

		<p>Maximum group size 10.</p> <p>Members of Groups should not transfer to another group.</p> <p>Equipment available must be capable of being quickly disinfected. Remove all fabrics etc. from area.</p> <p>Staff to change their clothing before leaving school. Clothes to be bagged for transport and washed at 40°C immediately once at home (can be washed with other clothes).</p> <p>Disinfection of all surfaces & equipment must be undertaken between sessions.</p> <p>Hands must be washed immediately after contact with a child. Apply moisturiser to hands.</p> <p>Outdoor play to be encouraged.</p> <p>Staff to carry disinfectant wipes to clean handles on discarded equipment (e.g. trikes etc.).</p> <p>Play equipment where hand contact is required and many students can use in turn (e.g. slides) should be removed.</p> <p>Water play equipment – chlorinated water to be used. Water to be discarded after each session.</p>		<p>All equipment to be used by an individual only. After each session all equipment (construction, small world, jigsaw) to be disinfected.</p> <p>Staff informed of need for additional clothing.</p> <p>Full time cleaning team on site throughout the day. Each floor will have a dedicated cleaner who will maintain cleanliness of toilets, corridors, door handles etc..</p> <p>Cleaning stations set up around school at areas of cleaning- bikes, photocopier, climbing frame.</p> <p>Individual water trays to be used in nursery.</p>		<p>their time in school.</p>	
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		<p>Sand play equipment – wipe plastic surfaces with detergent after each session</p> <p>Students to be encouraged to wash hands regularly and apply moisturiser (to be provided by parents for allergy reasons).</p>					
Transmission between groups	Everyone	Classes will remain in designated room at all times unless it is their allocated break-time or for toilet use. Supervisors will continue to supervise the same groups throughout the time covered by this assessment. Cover staff will maintain minimum of 2m social distancing.	$3 \times 5 = 15$	Each bubble will have an allocated toilet, playground zone and classroom area.	$3 \times 3 = 9$	All staff Ongoing	
Staff & Student Competence	Anyone in building	Staff to receive briefing and complete hand washing e-learning; Students to receive briefing and watch handwashing e-learning.	$4 \times 3 = 12$	Handwashing e learning carried out on day one in school. Handwashing guidance clearly displayed around school and within bubbles.	$4 \times 2 = 8$	EL to all staff by 1/6/20	
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 be competent in PPE use and disposal.	$4 \times 3 = 12$	Appropriate staff to complete PPE training programme.	$3 \times 3 = 9$	EL to all staff by 1/6/20	
Play/Sport/Exercise	Staff/Students	<p>Social distancing must be maintained during all play/sport/exercise sessions. Class Groups will be rostered so access to outside areas is restricted to one group at a time.</p> <p>Any equipment used must be capable of being easily sterilised</p>	$3 \times 3 = 9$		$3 \times 3 = 9$		

		<p>(e.g. plastic). Sterilisation must take place after each session.</p> <p>If balls are used they must only be kicked or used by one student and then sterilised.</p>					
Lunch	Staff/students/Catering staff	<p>Students to wash hands before eating.</p> <p>Where possible, students to have packed lunches. Students on free school meals to be provided with packed lunch.</p> <p>Lunch to be eaten outside if weather suitable- if not to be eaten in the classroom.</p>	$3 \times 4 = 12$	Lunches delivered to the classroom.	$3 \times 3 = 9$	Class teachers MDA Ongoing	
Emergency evacuation	Staff/students/contractors	<p>Where practicable maintain social distancing on evacuation routes. If impracticable priority is evacuation.</p> <p>PEEPS should be reviewed and amended accordingly.</p>	$3 \times 3 = 9$	On day one in school, classes shown how evacuation plan will work in new setting.	$3 \times 2 = 6$	SC SLT Class teachers Ongoing	
First Aid & administration of medicines	Staff/Students	<p>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 membrane transfer, and PPE transfer sections of r/a)</p> <p>Temperature checks with disposable forehead thermometers.</p>	$3 \times 3 = 9$		$3 \times 4 = 9$	First aiders	

Student Behaviour	Anyone in building	Review risk assessments relating to individual behaviour. Any students with known patterns of misbehaviour which involve not following instructions should not be admitted to school during this period of restriction due to risk of infection transfer.	$3 \times 3 = 9$	Discussions with pupils who could potentially find return to school difficult carried out by HT prior to reintegration.	$3 \times 2 = 6$	SLT 1/6/20	
Access/egress in building	Staff/Students/Contractors	<p>Access & Egress through common areas to be kept to minimum. External routes to be used whenever practicable. One way systems to be introduced where internal routes have to be used. In exceptional circumstances two-way systems may be in place with screens following risk assessment approved by H&S Team.</p> <p>Class Group members to walk at 2m distancing.</p> <p>Markings at 2m intervals in corridors & key areas (e.g. toilets, assembly points, stairwells, fire & meet & greet).</p>	$4 \times 3 = 12$	<p>Each year group will have a different floor, staircase and entry/exit point.</p> <p>2m markings on the floor indicate social distancing.</p>	$4 \times 2 = 8$	SC SLT Class teachers Ongoing	
Toilets	Staff/Students/Contractors	<p>Where practicable Student Groups to be allocated a set of toilets for their sole use.</p> <p>Liquid anti-bacterial soap and paper towels to be provided.</p> <p>Everyone to wash hands upon return to classroom.</p> <p>Where toilet facilities are used by more than 1 group, additional</p>	$2 \times 5 = 10$	<p>Each bubble to have an individual toilet (boy and girl).</p> <p>Cleaning team present throughout the day for ongoing cleaning of toilet facilities.</p>	$2 \times 3 = 6$	Cleaning team SLT	

		controls to be implemented to ensure social distancing (e.g. taking sinks/w/cs out of use, access control etc.)					
Students & Staff with Allergies which can cause coughing (e.g. Hayfever)	Anyone in building	Ensure Parents have completed allergy declaration form. Parents to follow guidance on pre-school checks Students/staff with coughs caused by allergens to cover mouth & nose with face covering. Information to parents to explain presence and purpose of any covering masks.	3 X 4 = 12		3 X 4 = 12	SW All staff where appropriate ongoing	
Hand to mucous membrane transfer (eyes, nose, mouth)	Staff, Students & Contractors	Regular hand washing - in particular: On arrival/before leaving; Before eating; Before donning PPE/after removing PPE; After using the toilets. Cold/warm running water available for hand washing, with liquid detergent and paper towels at easily accessed areas.	3 X 4 = 12	Additional hand wash purchased for each bubble and an increased hand washing regime will be implemented. Posters around bubble cover hand washing safety.	3 X 3 = 9	SC SLT Class teachers Cleaning team Ongoing	
Surface transfer	Staff, Students & Contractors	Regular cleaning schedule in place Hourly spot cleaning of highly used areas e.g. handles, hand rails, toilet areas. Use of disinfectants with ratio 1000 ppm available chlorine. Rotation of classrooms where space allows to allow time for any virus present on surfaces to die before re-use.	3 X 5 = 15	Full time cleaning team in place. There is no cross bubble classroom use. This included the resources within the bubble.	3 X 3 = 9	SC Ongoing	
Contractors working on site	Staff, Students & Contractors	Only essential maintenance work or essential repairs (e.g. school	3 X 4 = 12	Contractors to confirm Risk Assessments and	3 x 3 = 9	SC SW	

		<p>has no lighting), or work in segregated compounds to be undertaken.</p> <p>Contractors to work out of school hours where possible.</p> <p>Contractors not to work in classrooms when occupied by class group.</p> <p>Contractor's operatives to use social distancing or appropriate PPE if tasks being undertaken cannot be completed whilst maintaining social distancing.</p>		<p>Method Statements are updated in light of Covid-19. Site team to hold copy</p>		Ongoing	
Transfer of virus onto/off PPE	Staff and potential onwards transfer	<p>Wash hands before handling PPE.</p> <p>Don & remove PPE in specified order.</p> <p>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>	4 X 3 = 12	PPE stored centrally in medical room. Bin present for disposal.	4 X 2 = 8	All staff ongoing	
Suspected case of COVID-19 in School	School Staff/Teachers/ Parents/Visitors to School	<p>If someone starts to display symptoms of COVID-19 whilst onsite (continuous cough or temperature) then they should go home and follow the Government guidance on staying at home https://www.gov.uk/government/publications/covid-19-stay-at-home-</p>	3 X 5 = 15	Identify a room where the staff/pupil/visitor etc. can be isolated whilst waiting for collection. Ideally with a window that can be opened to provide ventilation- hygiene room in Reception corridor. Exit	2 X 5 = 10	All staff SLT to over see ongoing	

		<p>guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>Where a pupil becomes unwell and is waiting for collection they will be moved to a separate area identified for this use.</p> <p>If a confirmed case of COVID-19 is declared to the School then the School should seek further advice from Trust SLT and the Health & safety advisory service.</p>		<p>of school will be through the Year 6 entry door.</p> <p>If masks are available and 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.</p> <p>Isolation of the area where the person has been in contact and deep cleaning of the area (specialised).</p>			
Those with specified health conditions	Staff/pupils	<p>Those with specified medical conditions which make them more vulnerable to COVID-19 should follow latest government guidance.</p> <p>Children in this category should also not use the setting.</p>	3 X 5 = 15	<p>Vulnerable staff to have back to work conversation with HT before return.</p> <p>Discussion to include risk assessment, arrangements in place for safe return and alternative provisions to be arranged. Conversation confirmed via email.</p> <p>Any personal Risk Assessment to be reviewed by H&S Advisor prior to return.</p>	2 X 5 = 10	SLT ongoing	

Review date:
28/5/20

Date communicated to staff:

Is a safe system of work required **Yes / No**

A safe system of work is needed when hazards cannot be physically eliminated, as in the case of Covid-19 Virus. Specific changes to cleaning operations, changes to work layouts and work methods in addition to employees working away from school or alone have been implemented. The Risk Assessment acts as a safe system of work in this case. Task and Risk have been assessed, hazards identified, methods of mitigation discussed, implementation through clear accountabilities is in place and monitoring will be undertaken at least bi-weekly.

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.

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	
			LIKELIHOOD					