

RISK ASSESSMENT FORM

Assessors name: SLT / Estates / COO	Date of Assessment: August 2021	Activity/Task: School Operation During Pandemic – From September 2021
All staff distribution / awareness	Service: Schools and Central Services Group:	Headteacher: 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 regular basis. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak National vaccine programme being rolled out.	3 x 4 = 12	Latest updates to be communicated with staff and parents where appropriate. Hand washing and sanitization stations throughout site at entry/exit points. Ventilation protocols to remain in place. (see airborne transfer risk below) Teacher 2m pupil exclusion zoning to remain. Teachers encouraged to wear mask outside of zone. Break and lunch times staggered to ensure activity in the staff room is minimised. Encourage	2 x 4 = 8	SLT / All Staff	

				'Hands – Face – Space' approach for all.			
Virus entering premises	Staff, Students & Contractors and their families.	<p>Parents & Staff issued with guidance on daily checks to undertake before bringing their child to school.</p> <p>Contractors asked health check (including vaccination status) questions on arrival.</p> <p>National vaccine programme being rolled out.</p> <p>Voluntary twice weekly LFTs by staff</p>	3 x 4 = 12	<p>Strict adherence to entry / exit routes. Encourage staff to continue with LFT testing.</p> <p>Parents to be issued gov. guidance on travel to school-walk, cycle or drive before using public transport/use of mask whilst on public transport.</p>	3 x 3 = 9	SLT / All Staff	
Arrival & Departure	Staff/Students/parents/Carers	<p>Compliance with health check questions to be included in home to school agreement.</p> <p>Hands to be washed or hand sanitiser to be used on arrival at school.</p>	2 x 4 = 8	<p>Display signs in reception area reminding all of COVID-19 hygiene recommendations.</p> <p>Sanitiser stations to remain in place around school.</p> <p>Outdoor sinks to be used where appropriate before entering the building.</p>	2 x 4 = 8	SLT / All Staff	
Staff & Student Competence	Anyone in building	Staff to receive refresher briefing. 20 seconds washing. Students to receive briefing and watch handwashing e-learning.	3 x 4 = 12	<p>How to wash your hands - NHS (www.nhs.uk)</p> <p>Reinforce through termly reminders</p>	2x4 = 8	SLT / All Staff	
Competence of any staff wearing PPE	Staff using PPE & anyone exposed	In addition to general items listed in section above.	3 x 4 = 12	Guide to donning and doffing PPE: Droplet	2 x 4 = 8	SLT / All Staff	

	following onward transmission	Staff to view and remind themselves of correct donning / doffing sequence		Precautions (publishing.service.gov.uk) Posters to be placed in medical rooms / Covid rooms. Briefing reminder for all staff at beginning of term			
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 membrane transfer, and PPE transfer sections of r/a). Temperature checks with disposable forehead/infra-red thermometers.	3 x 4 = 12	Designated suspected Covid-19 isolation room- hygiene room. Follow guidance on deep clean and ventilation following suspected case use.	3 x 4 = 12	SLT / All Staff	
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 within the classroom and playground.	3 x 4 = 12	Information about the Coronavirus (COVID-19) (e-bug.eu) External hand washing facilities to be maintained in line with spec Increased volume and prominence of reminder notices / signage	3 x 3 = 9	SLT / All Staff	

		<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>					
Surface transfer	Staff, Students & Contractors	<p>Cleaning schedule in place which details all items/areas to be cleaned/sanitized/disinfected and the frequency.</p> <p>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.</p>		<p>Autumn term cleaning schedule to remain as Summer schedule. Review at October Half Term</p> <p>Continued use of disinfectants with ratio 1000 ppm available chlorine</p> <p>Allocation of work stations to specific staff where possible-supply to staff to have individual equipment packs.</p> <p>Designated cleaner for each floor to clean throughout the day including toilets, stairwells, staffroom and door handles.</p> <p>Antibacterial cleaning wipes available in all classrooms for shared facilities to be cleaned before and after use.</p> <p>Ipad and laptop trolley fully stocked with antibacterial</p>		SLT / All Staff	

				wipes for pupils to clean equipment before and after use.			
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.</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>	$3 \times 4 = 12$	<p>See section above on PPE.</p> <p>Single use gloves available and in place</p>	$2 \times 4 = 8$	SLT / All Staff	
Suspected case of COVID-19 in School	School Staff/Teachers/Parents/Visitors to School	<p>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.</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 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>	$3 \times 5 = 15$	<p>Designated suspected Covid-19 isolation room, separate from medical room- hygiene room.</p> <p>Make masks available and if the person is an adult a mask should be put on. 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. Immediately notify site team so deep cleaning of the area is undertaken. (specialised).</p>	$2 \times 5 = 10$	SLT / All Staff	

		<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>Outbreak management plan has been revised and has been communicated to staff.</p>			
<p>Communal Areas Eg. Halls, staff areas, reprographics areas</p>	<p>Staff/Students/Visitors</p>	<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 maximised</p> <p><i>See also airborne transfer section.</i></p>	<p>3 x 3 = 9</p>	<p>Display signs in reception area reminding all of COVID-19 hygiene recommendations.</p> <p>Staff should clean reprographics area with wipes before and after use. Gloves to be worn where appropriate.</p> <p>Staff room to have readily available supply of antibacterial cleaning wipes for all shared equipment. Cleaning team to clean staff room regularly including deep clean of shared equipment.</p> <p>Sanitiser used on entry to staff room.</p>	<p>3 x 3 = 9</p>	<p>SLT / All Staff</p>	
<p>Educational Visits</p>	<p>Staff/Students/Members of the Public</p>	<p>Schools must carry out a separate risk assessment - See standard procedures to cover educational visits.</p>	<p>3 x 4 = 12</p>	<p>Trust policy is to restrict educational visits in the Autumn term. Full risk assessment and management plan must be submitted to H/T prior to</p>	<p>2 x 4 = 8</p>	<p>SLT / All Staff</p>	

				organization or communication to pupils / parents.			
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 maybe acceptable for use with one person, but not 4 people). Schools should attach details of the areas addressed to this RA.</p> <p>Windows must be opened to ensure ventilation at all times. Where practical all windows should be opened to their maximum.</p> <p>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.</p>	3 x 3 = 9	<p>Promote use of face coverings in communal areas or areas of high traffic</p> <p>Where possible fully ventilate rooms before school/break time/lunch times and at the end of the day.</p> <p>Where possible, classroom windows to be left open throughout the day and classroom doors opened throughout.</p> <p>Where necessary in areas of potentially low ventilation consider staggering activities to keep numbers lower or shortening time spent in the room- toilets. Cleaning team to clean regularly throughout the day.</p> <p>Internal stairwell doors to be left open throughout the day. External stairwell doors to be closed throughout the day.</p>	3 x 3 = 9	SLT / All Staff	

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: 18/08/2021

Date communicated to staff: 19/8/2021

Is a safe system of work required **Yes**

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.

