

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Safeguarding & Child Protection Policy
- Outbreak Response Plan
- [DFE Guidance relating to COVID19](#)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 (to be reported via oneSource accident reporting procedures)
- [The Health Protection \(Notification\) Regulations 2010](#)
- [Public Health England \(PHE\) \(2017\) 'Health protection in schools and other childcare facilities'](#)

**Version  
1.0**

The following workplace controls remain unchanged: • adequate ventilation • sufficient cleaning • good hand hygiene

**RISK ASSESSMENT FORM**

<b>Assessors name:</b> Sarah McHugh	<b>Date of Assessment:</b> October 11 <sup>th</sup> 2021	<b>Activity/Task:</b> To plan for the return to education from September 2021 following the easing of restrictions at the end of July and changes to self-isolation regulations in August, and ensure the school continues to operate in a safe way.
<b>Directorate:</b> Education	<b>Service:</b> Schools <b>Group:</b>	<b>Headteacher:</b> Sarah McHugh

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. <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</a> National vaccine programme being rolled out. Staff to be vigilant for signs of COVID 19. Pupils to be sent for PCR tests if there are concerns.	Likelihood: 4 Consequence: 3 Risk Level:12			All staff	

Virus entering premises	Staff, Students & Contractors and their families.	<p>Parents &amp; Staff issued with guidance on daily checks to undertake before bringing their child to school and home to school agreement.</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. All staff encouraged to test.</p> <p>Children and staff to sanitise on entering the building.</p> <p>Staff encouraged to wear face coverings in the building.</p>	<p>Likelihood: 4</p> <p>Consequence: 3</p> <p>Risk Level: 12</p>			All staff and stakeholders	
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>	<p>Likelihood: 4</p> <p>Consequence: 3</p> <p>Risk Level: 12</p>	<p>Parents encouraged to socially distance.</p> <p>Additional gates opened to allow for more of a flow around site.</p> <p>2 meter markings at class doors and parents not to cross these.</p> <p>Only one parent/carer per family will be allowed on school site whilst dropping or collecting their child in Year 3 to Year 5,</p>	<p>Likelihood: 3</p> <p>Consequence: 3</p> <p>Risk Level: 9</p>	All staff and stakeholders	

				<p>KS1 and EYFS. Children in Year 6 will be expected to enter the school site without their parent/carer. The parent/carer <b>must</b> leave the site immediately following their child going into class.</p> <p>Staff to wear disposable gloves to open/close gate (if needed). Hands to be washed after glove disposal.</p> <p>Staff members on duty to encourage parents to socially distance. Staff members to wear face coverings if they wish. Those externally or on the door.</p> <p>Parents encouraged to complete regular LFT as they do enter the school site.</p> <p>Play equipment not to be used.</p>			
Staff & Student Competence	Anyone in building	Staff to receive refresher briefing and recomplete <b>oneSource</b> hand washing e-learning; Students to receive briefing and watch handwashing e-learning.	<p>Likelihood:3</p> <p>Consequence: 3</p> <p>Risk Level: 9</p>			All staff	
Competence	Staff using PPE	In addition to general items listed	Likelihood: 3	Copies of certificates	Likelihood: 3	All	

<p>of any staff wearing PPE for close contact work such as medical.</p>	<p>&amp; anyone exposed following onward transmission</p>	<p>in section above.  Relevant Staff to recomplete oneSource:</p> <ul style="list-style-type: none"> <li>• Infection Prevention &amp; Control e-learning;</li> <li>• Putting on and taking off PPE e-learning;</li> <li>• Competence Quiz.</li> </ul> <p>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.</p>	<p>Consequence: 9</p> <p>Risk Level: 12</p>	<p>to be added to individual staff folders and the school training matrix. Staff will include those working in the EYFS, having to administer first aid or are likely to assist a child in the allocated COVID room.</p> <p>List of all qualified first aid staff to be displayed around the school. All these people to have passed the quiz.</p>	<p>Consequence: 9</p> <p>Risk Level: 12</p>	<p>relevant staff – first aid trained and EYFS staff</p>	
<p>First Aid &amp; administration of medicines</p>	<p>Staff/Students</p>	<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/infra-red thermometers.</p> <p>List of all qualified first aid staff to be displayed around the school. All these people to have passed the quiz.</p>	<p>Likelihood: 4</p> <p>Consequence: 4</p> <p>Risk Level:16</p>	<p>Each year bubble has allocated first aider.</p>	<p>Likelihood: 3</p> <p>Consequence: 3</p> <p>Risk Level: 9</p>	<p>First aid trained staff</p>	

<p>Hand to mucous membrane transfer (eyes, nose, mouth)</p>	<p>Staff, Students &amp; 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>Children reminded not to touch their faces.</p> <p>Face coverings can be worn. They should not be touched.</p>	<p>Likelihood: 4</p> <p>Consequence: 4</p> <p>Risk Level: 16</p>	<p>Handsanitiser around the school. To be used when having to go through high touch areas.</p>	<p>Likelihood: 4</p> <p>Consequence: 4</p> <p>Risk Level: 16</p>	<p>All stakeholders</p>	
<p>Surface transfer</p>	<p>Staff, Students &amp; Contractors</p>	<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"> <li>• Product to be used;</li> <li>• Method of application; including dwell time;</li> <li>• Cleaning order;</li> <li>• Disposal of product;</li> <li>• PPE.</li> </ul>	<p>Likelihood: 3</p> <p>Consequence: 4</p> <p>Risk Level: 12</p>	<p>Identify a schedule of when the cleaning of individual spaces and items takes place in your school</p> <p>Ensure adequate cleaning supplies and facilities around the school are in place.</p> <p>Teachers/LSA's to wipe down tables</p>		<p>Site team and staff for their own classroom</p>	

		<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>Cleaner/janitor cleaning of all high use areas during the school day 10am to 3pm</p>		<p>before play and lunch.</p> <p>Additional cleaning of children's toilets by Site Manager.</p> <p>Staff to disinfect toilet handles, door handles and taps after use.</p> <p>Premises manager disinfects whole nursery including resources using sanitizing demister at end of morning and afternoon sessions to reduce chance of infection spread.</p>			
Transfer of virus onto/off PPE/face coverings	Staff and potential onwards transfer	<p>Wash hands before handling PPE. Don &amp; 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>Where schools use re-usable PPE (e.g. rubber gloves used for general disinfection tasks) these should be immersed in disinfectant, rinsed in clean running water and left to dry. Wash hands at end of processes.</p>	<p>Likelihood: 4</p> <p>Consequence: 4</p> <p>Risk Level: 12</p>			All stakeholders	
Suspected case of COVID-19 in School (Person showing	School Staff/Teachers/ Parents/Visitors to School	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. (Outside SLT's	<p>Likelihood: 4</p> <p>Consequence: 4</p> <p>Risk Level: 16</p>			All stakeholders	

symptoms)		<p>space)</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> <p>Trust Outbreak Management Plan has been created and has been communicated to staff. Follow the DfE Guidance (<a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</a>). Public Health to be contacted if an outbreak is suspected.</p>					
Communal Areas Eg. Halls, staff areas, reprographics areas	Staff/Students/Visitors	<p>Risk Assessment will be carried out for any of these areas, including Halls/communal areas, such as staffrooms, covering how the transmission risk will be managed and ventilation will be maximized. Include any area not previously used to full capacity. Halls only to be used for individual class PE, when the weather is wet.</p> <p><i>See also airborne transfer section.</i></p>	<p>Likelihood:4</p> <p>Consequence: 4</p> <p>Risk Level:16</p>	<p>Communal areas are not to be used.</p> <p>There will be three separate staffrooms with staff allocated to each. Social distancing will be in place. Mask wearing encouraged. Small hall, art room area demountable used for communal use at break and lunch with displayed protocols</p>		All staff, students and visitors	

				<p>for occupation. Staff should not be in the staff room more than 13 minutes at a time.</p> <p>Movement around the school should be minimal and only when necessary. Where possible movement should be external to the building. Staff members will be encouraged to wear face coverings and sanitize and given points.</p> <p>On arriving to school in the morning staff should go to their allocated area and remain within their phase area where possible until the end of the day.</p> <p>Office staff to clearly indicate to visitors what the protocols are. Visitors to school to wear face coverings.</p> <p>Visitors to complete LFT test and produce negative result.</p> <p>All meetings will be virtual.</p>			
Continuity of	Students/ staff	Staffing roles and responsibilities	Likelihood: 3			All staff	



educational provision		with regards to the contingency remote provision alongside in-school provision agreed and communicated.	Consequence: 3 Risk Level: 9				
Lettings	Hirers/ Staff/Students	Risk assessment for individual letting MUST be provided to the school prior to any letting taking place. Those hirers already in place will continue but MUST provide a new risk assessment to the school, this must include: ventilation, cleaning and hand hygiene. All lettings will fully open, if the local cases remain low, from 13 <sup>th</sup> September 2021.	Likelihood: 4 Consequence: 4 Risk Level:16				
Educational Visits	Staff/Students/Members of the Public	Schools must carry out a separate risk assessment - Check positive cases in the local area and proposed visit area to guide decision.	Likelihood: 3 Consequence: 4 Risk Level:12	During this Outbreak Management period there will be no trips.		SLT	
Mental Health and Wellbeing	Staff and students	Approach to support wellbeing, mental health and resilience is in place, including bereavement support, with access to ESP for all staff and embedded in curriculum MHWB SIG enables shared understanding of issues and brings about a solution based approach.	Likelihood: 3 Consequence: 4 Risk Level:12	LT Staff wellbeing/workload group to be created and implemented.		SLT	
Airborne Transfer Risk	Staff/Students/Visitors/Contractors	School to decide on level of adequate ventilation for their premises, a template will be sent out from oneSource to complete to rag rate the adequacy of ventilation	Likelihood: Consequence:	Site staff to open all windows at the start of the day. Staff to ensure they are kept open throughout the day and to close in		All staff	

		<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><b>Identify any areas with no/poor ventilation (for example, rooms with no windows, vents, mechanical extraction etc.) These rooms will only be used by one person at a time.</b></p> <p>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). <b><i>Schools should attach details of the areas addressed to this RA.</i></b></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> <p>Fire exit doors can only be left open where it does not excessively compromise security.</p> <p>High aerosol generating activities (including singing, dance and</p>	<p>Risk Level:</p>	<p>their own room when leaving.</p> <p>Seek advice from oneSource regarding any concerns on the number of staff in a room.</p>			
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		<p>sport) must be undertaken outside wherever practicable (e.g. adverse weather conditions forces the activity inside). If inside then the space MUST be well ventilated.</p>					
Confirmed cases of COVID -19	Pupils/Staff	<p>Where a case has been confirmed the given person will have to isolate as per Government guidance. The school community will be made aware of the case and encourage to test according to Government guidance.</p> <p>If there are two or more confirmed cases of COVID-19 within a year group (open plan)/class, the given group will be isolated within school. They will eat within class and have different playtimes etc. Staff will be encouraged to stay in their own area of work.</p>	<p>Likelihood:4</p> <p>Consequence: 3</p> <p>Risk Level:12</p>	<p>Trust and Public Health to be informed of any confirmed cases. Guidance from both undertaken.</p> <p>When the Outbreak Management Plan is implemented all children will eat in their class (apart from Reception) and each year group will have a separate playground.</p> <p>Staff encouraged to wear face coverings in class and around the school. Staff to socially distance.</p> <p>All meetings to be virtual.</p> <p>Limited time in staffrooms, no more than 13minutes.</p>	<p>Likelihood:3</p> <p>Consequence: 3</p> <p>Risk Level:9</p>	All staff	Y

Review date: November.

Date communicated to staff: October 11<sup>th</sup> 2021

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.

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