

A. Outline of activity or task to be assessed: approach to the use of offices/buildings.
Managers to use these generic controls to assist in documenting their local

 Form No.
May 2020

Group/Service Area: L&S

Work Activity

Workplace/Team: Church Preen Primary School

Date of Assessment: 1/9/20

Date for Re-assessment

Name of Assessors: D Tinker

Signature:

Manager: D Tinker

Signature:

Hazard is something with the **potential** to cause **harm**. **Risk** is the **likelihood** of someone being hurt multiplied by the **severity** of the occurrence.

PRIORITY OF ACTION

Level of risk = likelihood x severity

B. Risk Matrix – This section is used for guidance to complete section C.
5 x 5 RISK ASSESSMENT MATRIX

Increasing consequence or severity →	5	5 low	10 med	15 med	20 high	25 high
	4	4 very low	8 low	12 med	16 med	20 high
	3	3 very low	6 low	9 low	12 med	15 med
	2	2 very low	4 very low	6 low	8 low	10 med
	1	1 very low	2 very low	3 very low	4 very low	5 low
		1	2	3	4	5

Increasing likelihood or probability →

High 17 - 25 Unacceptable – Stop work or activity until immediate improvements can be made.

Medium 10 – 16 Tolerable but need to improve within a reasonable timescale, e.g., 1-3 months depending on the situation.

Low 5 - 9 Adequate but look to improve by next review.

Very Low 1 – 4 Residual risk acceptable and no further action will be required all the time the control measures are maintained.

Score	Likelihood / Probability	Description
5	Very likely / Almost certain	Event is expected to occur in most circumstances
4	Likely	Event will probably occur in most circumstances
3	Fairly likely / Possible	Event could occur at some time
2	Unlikely	Event is not likely to occur in normal circumstances
1	Very unlikely	Event may occur only in exceptional circumstances

Score	Consequence/Severity	Description
5	Catastrophic / Severe / Fatality	Death or permanent disability to one or more persons
4	Major injury / ill health	Hospital admission required, eg, broken arm or leg
3	Moderate (over 7-day injury)	Medical treatment required, over 7-day injury
2	Minor injury / ill health	First aid is required
1	Insignificant / no injury	Injuries not requiring first aid treatment

What are the Hazards?		Who might be harmed and how the hazard could cause harm	What are you already doing? (Existing Controls)	Risk Level Low/Med/ High	What further actions are necessary	Residual Risk Level Low/Med/ High	Action	
							Who	When
1	Catching or spreading Coronavirus – General considerations	Staff, children, Parents, visitors	<ul style="list-style-type: none"> • Ensure suitable levels of staff are maintained • Each class to form a 'bubble' • Controlled access to staff/pupils – ie no meetings with parents (email/telecon only) • Cleaning materials (soap/hand gel etc) available to ensure increased frequency of hand washing/sanitising. • Promotion of the 'catch it, bin it, kill it' approach – lidded bins and double bagging and prominent signage and reminders to pupils by staff. • Cleaning stations set up in each classroom and key points in the school to ensure materials freely available and it takes a prominence in class and enables the cleaning/sanitising of frequently touched surfaces. • COSHH assessments carried out with contractor and hazard data sheets also available. • No gathering greater than a single class group - no assemblies • Staggered start/end of day • Staggered breaks and lunch • Outdoor equipment cleaned between class/bubble use • Enhanced daily clean • Deeper clean carried out weekly • Staff, pupils and parents briefed on measures implemented • Windows and doors open to create a well ventilated environment • Every opportunity to learn outside to be taken 	Low – to be reviewed by schools in light of local control measures	Monitor and review	Low		

3	Reduce mixing within education or childcare setting by:	Staff, children, Parents, visitors	<ul style="list-style-type: none"> • Staff, pupils and parents briefed on measures implemented • No assemblies • One way system – where possible • Toilets to accessed one at a time • Pupils equipped for ‘self sufficiency’ in class • Lessons planned to avoid activities that requiring mixing/ working in proximity with others • Frequent verbal reminders to maintain social distancing • Visual reminders to maintain social distancing (signage) • Staggered breaks for staff ensure adequate space in staffroom at key times • Only 1 person in foyer area at any onetime – others to queue outside – socially distant • Restricted parental access to the school site and communication with school by telecon/email only. • Parents requested to congregate at the school gates in and around drop off and collection times. • Visitors and contractors to school will be restricted to essential/emergency work only. • School meals to be taken at desks to avoid using communal space 	Low - to be reviewed by schools in light of local control measures	Monitor and review	Low		
4	Managing Customers, Contractors and visitors	Staff, children, Parents, visitors	<p>Contractors</p> <ul style="list-style-type: none"> • Only necessary visits to assist the running of the school during the virus and lock down should be allowed in school • No visitors or contractors during drop off and pick up times • Only essential/emergency work to be carried out during school day 	Low - to be reviewed by schools in light of local control measures	Monitor and review	Low		

5	Workplace and furniture contamination	Staff, children, Parents, visitors	<p>Hygiene: hand washing, sanitation facilities and toilets</p> <ul style="list-style-type: none"> • Cleaning station set up in each classroom containing cleaning/sanitising fluid, cloths, tissues and hand gel • Separate lidded bins provided for each classroom to dispose of used tissues (emptied daily) • Pupils and staff to use sanitising solution to clean desk space at appropriate times during the school day. • Personal equipment to support learning provided and allocated solely to the individual • Where equipment is shared (some IT) this is sanitised between uses) 	Low - to be reviewed by schools in light of local control measures	Monitor and review	Low		
6	Use of Personal protective equipment (PPE) in School settings against COVID -19	Staff, children, visitors	<p>When delivering First Aid or intimate care the following equipment is to be used:</p> <ul style="list-style-type: none"> • Face mask (surgical type) • Face visor • Gloves • Apron • Training delivered to ensure appropriate use and effective donning/doffing procedures 	Low - to be reviewed by schools in light of local control measures	Monitor and review	Low		

8	First Aid	Staff, children, visitors	<p>In emergencies social distancing will be observed if when reasonably practicable.</p> <ul style="list-style-type: none"> • Staff deployed to ensure adequate numbers of first aid trained staff on duty • First Aiders briefed of the new protocols with regard to Covid19 and use of PPE • Adequate and appropriate PPE provided for use of staff to deliver First Aid effectively (face masks, gloves visors and aprons) • Means of sanitising reusable equipment provided • Where there is a possible risk of infection all necessary precautions must be followed face, and eye protection and contact with the casualties airway must be avoided. Chest compressions and defibrillations must be applied while waiting for the ambulance and advance lifesaving care • Staff briefed (and agreed to) on the need to intervene for any Paediatric casualty – acknowledging and accepting that that rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. • Staff to note that ‘PPE used’ when recording First Aid intervention. • Pupils presenting with COVID symptoms are to be isolated in a well ventilated room and supervised by an an adult wearing PPE (face covering, visor, gloves and apron, parents called to collect asap. Room to be fully cleaned/ sanitised afterwards before further use. 	Low - to be reviewed by schools in light of local control measures	Monitor and review	Low		
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10	Emotional distress of the staff - including anxiety	Staff	<ul style="list-style-type: none"> • HT contactable at all times • Staff wellbeing governor (trained counsellor) contactable at all times • Staff to be included with the decision making, risk assessments • Regular briefings to discuss phased returns and changes/ improvements to processes. • Consultation with staff to address concerns • Review staff work and rest rooms to ensure social distancing can be adhered to • Staffroom available at all times. • Staff break and lunchtimes timetabled and allocated • Staff welfare a high priority for governors • Staff signposted to support and time given to enable ready access to it 	Low - to be reviewed by schools in light of local control measures	Monitor and review	Low		
	Emotional distress of the pupils	Pupils	<ul style="list-style-type: none"> • Pupils to be supported by staff • Parents engaged to ensure the pupils well supported • ALL Pupils (including vulnerable and SEN) briefed on the current COVID situation and the need to keep safe including how this can be achieved 	Low - to be reviewed by schools in light of local control measures	Monitor and review	Low		
11	Transport Arrangements	Staff, children, visitors	<ul style="list-style-type: none"> • Deliveries have only two points of contact with school – Office entrance and kitchen • Only office staff and kitchen staff to receive deliveries • Staff to carry out hand hygiene after accepting delivery • Nearby supply of hand sanitiser for employees to use handling deliveries when hand washing is not practical • Regular cleaning of reusable delivery boxes 		Monitor and review	Low		

12	Lunchtime	Staff, pupils	<ul style="list-style-type: none"> • Staggered lunchtime arrangements in place to maintain social distancing between each class bubble (where there's more than on 'bubble'). • School meals will be a packed lunch and to be taken at their desk or outside. • All children monitored (where appropriate) washing their hands thoroughly prior to eating AND after eating • Children to collect lunches from the kitchen and return to their desks. Children who have brought their own lunch will have already have it stowed in their under-desk tray. • Desks and 'touch points' to be cleaned after eating and before play. 		Monitor and review	Low		
	Toileting	Staff, pupils	<ul style="list-style-type: none"> • Children will have access to the toilet as required and will use one at a time. • Pupils reminded to wash hands thoroughly 		Monitor and review	Low		

If more hazards are identified please add more boxes

D. Safe Systems of Work to be outlined below by using the information in Section C once completed:

