

RISK ASSESSMENT

A. Outline of activity or task to be assessed: **Managers to use these generic controls to assist in documenting their local approach to the use of offices/buildings.** Form No. May 2020

Group/Service Area: L&S

Work Activity

Working in the Schools during Covid19
Pandemic-Addendum 1

Workplace/Team: Brockton CE
Primary School

Date of Assessment: 14/12/21 D. Lockley

Date for Re-assessment Continuous / March 2022

Name of Assessors: D. Lockley
Manager: M. Hunt

Signature: D.G. Lockley
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.

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 →

PRIORITY OF ACTION

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

C. Use information from section B to identify level of risk for each hazard

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"> • Current Guidance adhered to. • Staff to test (using LFT) regularly – at least twice weekly. Daily testing for staff if any symptoms present. • Face coverings to be used by staff in communal areas. Staff meetings to be socially distanced. Staff to avoid congregating in larger numbers. • Supply teachers to test daily using LFT. • Remote meetings between staff and parents (Teams / telephone) an option and recommended. Socially distanced face to face meetings permitted in school. Use of face coverings if indoors. Meetings conducted after 3.15pm (and ideally) in a classroom adjacent to an open door. Outdoor meetings an option. • Soap and hand gel to ensure increased frequency of effective hand washing sanitising. • Promotion of the ‘catch it, bin it, kill it’ – lidded bins and double bagging, 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. • Tissues and hand gel available in each room and around school • COSHH assessments carried out with contractor and hazard data sheets also available. • Class bubbles will only be introduced if this is necessary to control an outbreak. • Assemblies as usual. Children sit in rows. Hall ventilated. • Enhanced daily clean • Deeper clean carried out weekly • Staff, pupils and parents briefed on measures implemented. Information posted on school website. • Windows and doors open to create a well-ventilated environment 	Low/ Med – to be reviewed by schools in light of local control measures	Monitor and review	Low		

		<ul style="list-style-type: none"> • Every opportunity to learn outside to be taken • Children encouraged to wear two jumpers / thermal to allow windows to remain open during colder weather • Staggered entry into school (8.50-9.00am) to reduce congestion in cloakroom. • Classes to collect bags from lockers at staggered times at home-time • Dinner time arrangements as normal. Children sit in Houses. Class bubbles only introduced to control an outbreak. • Playground arrangements as normal. Bubbles / zones only introduced to control an outbreak. 						
		<ul style="list-style-type: none"> • Staff, pupils and parents briefed on measures implemented • Parents requested not to congregate at the school gates in and around drop off and collection times. Social distancing within school grounds recommended. • Reminder letters sent to parents re. collection / drop off etiquette 						

2	Managing customers, contractors and visitors	Staff, children, Parents, visitors	Contractors <ul style="list-style-type: none"> • Only necessary visits to assist the running of the school permitted • Visitors or contractors to avoid 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		
3	Workplace and furniture contamination	Staff, children, Parents, visitors	Hygiene: handwashing, sanitation facilities and toilets <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) • Furniture cleaned daily. • 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. Pencil cases easy wipe and provided to older children 	Low - to be reviewed by schools in light of local control measures	Monitor and review	Low		
4	Use of Personal protective equipment (PPE) in School settings against	Staff, children, visitors	<ul style="list-style-type: none"> • PPE in school and available for all staff and visitors to use. PPE to include masks, aprons, visors and gloves. • Adults with medical conditions restricting their use of masks exempt from face coverings 	Low - to be reviewed by schools in light of local	Monitor and review	Low		

5	COVID -19 and First Aid		<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) or/and • Face visor • Gloves • Apron • If deemed necessary, staff may choose not to wear an apron, mask and visor in order to avoid alarm and distress to the child. • Protection should be worn by staff caring for a child who develops Covid symptoms during the school day. The child should be sensitively distanced from other pupils and remain with a member of staff in a well-ventilated room. Room to be sanitised after use. 	control measures				
		Staff, children, visitors	<ul style="list-style-type: none"> • Staff deployed to ensure adequate numbers of first aid trained staff on duty • First Aiders trained on new protocols with regard to Covid19 and use of PPE (changes to CPR) • 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 Pediatric 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. Face masks (CPR valves) in First Aid Kit • Staff to note that PPE used when recording First Aid intervention. 	Low - to be reviewed by schools in light of local control measures	Monitor and review	Low		

6	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 updated protocols • Consultation with staff to address concerns • Staffroom available at all times. Ventilated. Recommendation to avoid larger groups congregating. Masks to be worn in communal areas unless eating. Staff able to eat separately if they prefer (remaining in classrooms) 	Low - to be reviewed by schools in light of local control measures	Monitor and review	Low		
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			<ul style="list-style-type: none"> • Staff welfare a high priority for governors • Staff signposted to support and time given to enable ready access to it 					
7	Emotional distress of the pupils	Pupils	<ul style="list-style-type: none"> • Pupils to be supported by staff • Staff alert to signs of anxiety displayed by children • 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. Hygiene, tissues etc. 	Low - to be reviewed by schools in light of local control measures	Monitor and review	Low		
8	Transport Arrangements / deliveries	Staff, children, visitors	<ul style="list-style-type: none"> • Protocols adhered to set by coach companies. • Staff to wear masks. Hand sanitising by children and staff • Deliveries have only one point of contact with school – Office entrance • 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 handwashing is not practical • Regular cleaning of reusable delivery boxes 		Monitor and review	Low		
9	Lunchtime	Staff, pupils	<ul style="list-style-type: none"> • All children monitored (where appropriate) washing their hands thoroughly prior to eating AND after eating • Desks and ‘touch points’ to be cleaned after eating and before play. <ul style="list-style-type: none"> • Lunchtime arrangements normal. Bubbles and distancing only used to control an outbreak 		Monitor and review	Low		
10	Toileting	Staff, pupils	<ul style="list-style-type: none"> • Normal usage. • Reminder of need to wash hands. Notices as visual reminder. • Children managed to avoid crowding in toilets. 		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:

