

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

 Working in the Schools during Covid19
Pandemic

 Date of Assessment: 1/9/20 **Reviewed December 2021**

Date for Re-assessment

Name of Assessors: B Townley

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 • Controlled access to staff/pupils – ie no meetings with parents (email/telephone only) • Cleaning materials (soap/hand gel etc) available to ensure increased frequency of hand washing/sanitising. • Cleaning station set up in each classroom containing cleaning/sanitising fluid, cloths, tissues and hand gel • Promotion of the ‘catch it, bin it, kill it’ approach – lidded bins and double bagging and prominent signage and reminders to pupils by staff. • COSHH assessments carried out with contractor and hazard data sheets also available. • No gathering greater than a single class group - no school assemblies • Staggered start/end of day • Staggered breaks and lunch • Enhanced daily clean. • Deeper clean carried out weekly • Staff, pupils and parents briefed on measures implemented • Windows and doors open (if they are not fire doors and where safe to do so) to create a well ventilated environment. • Every opportunity to learn outside to be taken • Staff will be encouraged to take regular Lateral Flow Tests. Staff with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19. <p>Whilst awaiting the PCR result, the individual should</p>	Low – to be reviewed by schools in light of local control measures	Monitor and review	Low		

			<p>continue to self-isolate.</p> <p>14</p> <ul style="list-style-type: none">• If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms. <p>In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others.</p> <ul style="list-style-type: none">• If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Your decision would need to be carefully considered in light of all the circumstances and current public health advice.					
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3	Reduce mixing within education or childcare settings by:	Staff, children, Parents, visitors	<ul style="list-style-type: none"> • Staff, pupils and parents briefed on measures implemented • Class Assemblies • 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. • Visitors and contractors to school will be restricted to essential/emergency work only during the school day. Other contractors will be encouraged to carry out work after school or during the holidays. 	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	<ul style="list-style-type: none"> • No visitors or contractors during drop off and pick up times • Only essential/emergency work to be carried out during school day • Parents and other visitors will be encouraged to take a lateral flow device (LFD) test before entering the school. 	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) • 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} .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. • 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. (see 14 below). 	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 • Nearby supply of hand sanitiser for employees to use handling deliveries when hand washing is not practical • Regular cleaning of reusable delivery boxes • 	Low - to be reviewed by schools in light of local control measures	Monitor and review	Low		

12	Lunchtime	Staff, pupils	<ul style="list-style-type: none"> All children monitored (where appropriate) washing their hands thoroughly prior to eating AND after eating. 	Low - to be reviewed by schools in light of local control measures	Monitor and review	Low		
13	Toileting	Staff, pupils	<ul style="list-style-type: none"> Children will have access to the toilet as required Pupils reminded to wash hands thoroughly 	Low - to be reviewed by schools in light of local control measures	Monitor and review	Low		
14	When an individual develops COVID-19 symptoms or has a positive test	Staff, pupils, visitors, parents	<ul style="list-style-type: none"> Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine or they are a close contact of a suspected or confirmed case of the Omicron variant of COVID-19). <ul style="list-style-type: none"> If anyone in your school develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice. If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the use of PPE in education, childcare and children's social care settings guidance. Any rooms they use should be cleaned after they have left. <ul style="list-style-type: none"> The household (including any siblings) should follow the UKHSA stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. 	Medium - to be reviewed by schools in light of local control measures	Monitor and review	Medium		
15	Educational Visits	Staff, pupils	A full and thorough risk assessments in relation to all educational visits will be undertaken and any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. General guidance about educational visits is available and is supported by specialist advice from	Low - to be reviewed by schools in light of local control measures	Monitor and review	Low		

			the Outdoor Education Advisory Panel (OEAP).					
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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:

