

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  
1.1**

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

## RISK ASSESSMENT FORM

<b>Assessors name:</b> J Bray/L Davies/J Bashford/J Caton	<b>Date of Assessment:</b> <del>September 2021</del> <b>November 21</b>	<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> J Bray

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.  <b>SLT to monitor absence and patterns of absence</b>	Likelihood: 3  Consequence: 3  Risk Level:9	<b>Parent Letter issued to advise if a member of the household tests positive, children will be required to have a PCR and confirmation of a negative test evidenced to school before the child returns.</b>		All Staff to adhere to controls  SLT to monitor government guidance.	Y

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>All visitors/contractors to show evidence of a negative lateral flow test taken within 24 hours of visit</p> <p>National vaccine programme being rolled out.</p> <p>Voluntary twice weekly LFTs by staff</p> <p>Individual Risk Assessments to be conducted for any proposed events/parents evening to consider risk associated.</p> <p>Main Reception to sign post restricted numbers to ensure no overcrowding.</p>	<p>Likelihood:3</p> <p>Consequence: 3</p> <p>Risk Level:9</p>			<p>All Staff to adhere to controls</p> <p>SLT to monitor government guidance.</p>	Y
Arrival & Departure	Staff/Students/parents/Carers	<p>Compliance with health check questions to be included in parent letter</p> <p>Hands to be washed or hand sanitiser to be used on arrival at school.</p> <p>Pupil arrival time extended to reduce foot flow.</p>	<p>Likelihood: 2</p> <p>Consequence: 3</p> <p>Risk Level:6</p>	.		All Staff to adhere to controls	Y

		School to open 3 gates to pupil control numbers					
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.	Likelihood:1  Consequence: 3  Risk Level:3			All Staff to adhere to requirements  HR to track completion	Y
Competence of any staff wearing PPE for close contact work such as medical.	Staff using PPE & anyone exposed following onward transmission	In addition to general items listed in section above. Relevant Staff to recomplete oneSource: <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> 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.	Likelihood:1  Consequence: 3  Risk Level:3	Copies of certificates to be provided to Natalie Barton (HR) for staff file and to allow the school training matrix to be updated		All Staff to adhere to requirements  HR to track completion	Y
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).	Likelihood:2  Consequence: 3  Risk Level:6			All Staff to adhere to requirements  Office to ensure First Aid supplies available around school	Y

		Temperature checks with infra-red thermometers.					
Hand to mucous membrane transfer (eyes, nose, mouth)	Staff, Students & Contractors	<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>Likelihood:3</p> <p>Consequence: 3</p> <p>Risk Level:9</p>			All Staff to adhere to requirements	Y
Surface transfer	Staff, Students & Contractors	<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>Regular cleaning of high traffic areas e.g. handles, hand rails,</p>	<p>Likelihood:2</p> <p>Consequence: 3</p> <p>Risk Level:6</p>	<p>School to be cleaned daily by external cleaners.</p> <p>Class Teachers/LSA to wipe down high use areas at lunch/break</p> <p>Site Team to ensure adequate cleaning supplies and facilities around the school are in place.</p>	<p>Likelihood:2</p> <p>Consequence: 3</p> <p>Risk Level:6</p>	Site Staff	Y

		toilet areas (Cleaning regime to be detailed in further controls by each school).					
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:2</p> <p>Consequence: 3</p> <p>Risk Level:6</p>			All Staff to adhere to requirements	Y
Suspected case of COVID-19 in School (Person showing symptoms)	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.(Meeting Room by Main Office)</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>Likelihood:2</p> <p>Consequence:3</p> <p>Risk Level:6</p>			<p>All Staff to adhere to requirements</p> <p>SLT to ensure all staff adhere to requirements</p>	Y

		<p>Isolation of the area where the person has been in contact and deep cleaning of the area.</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.</p> <p><i>See also airborne transfer section.</i></p> <p>Staff to wear a face covering unless exempt in all communal indoor areas</p> <p>If using a communal area for the purpose of a large gathering a risk assessment MUST be carried out (Assemblies, parent meetings etc)</p>	<p>Likelihood:3</p> <p>Consequence: 3</p> <p>Risk Level:9</p>	<p>Staff room layout amended to ensure social distancing adhered to</p> <p>C02 monitors sited in offices and classrooms must be switched on</p> <p>Room capacity must be adhered to at all times as sign posted</p> <p>Meetings to be held virtually where possible</p>	<p>Likelihood:3</p> <p>Consequence: 3</p> <p>Risk Level:9</p>	SLT to complete Risk Assessments	
Continuity of educational provision	Students/ staff	Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated.	<p>Likelihood:1</p> <p>Consequence: 2</p>			Headteacher	Y

			Risk Level:3				
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:2  Consequence: 2  Risk Level:4			Headteacher	Y
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:2  Consequence: 2  Risk Level:4			Headteacher	Y
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 rate the adequacy of ventilation  Individual ventilation risk assessments to be completed for each workspace.  Before assessments are undertaken the following controls will be maintained:  <del>Identify any areas</del> Areas have been identified 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.	Likelihood:2  Consequence: 3  Risk Level:6	Site staff to open all windows at the start of the day in communal areas  Teachers to open classroom windows upon arrival. Doors and windows to be opened at break time to increase ventilation		Site Team  Class Teachers	Y

		<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. 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 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. There will be no indoor PE sessions</p>					
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Review date:	1/10/2021	23/11/2021	Date communicated to staff:
Is a safe system of work required	<input checked="" type="checkbox"/> 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.

