

RISK ASSESSMENT

ACTIVITY ASSESSED: Returning to school premises during COVID19

LOCATIONS COVERED: School

ASSESSMENT UNDERTAKEN BY: Lorraine Barella/Kerry Day

ASSESSMENT DATE: 19 May 2020

ASSESSMENT CHECKED BY: Lorraine

REVIEW DATE: 15 June 2020

HAZARD OR ACTIVITY	PERSON(S) AT RISK	WHAT MIGHT HAPPEN	RISK CONTROL MEASURES IN PLACE	LEVEL OF RISK			FURTHER ACTION REQUIRED	RESIDUAL RISK		
				L	M	H		L	S	DR
Infection, reinfection and spread from COVID19	<ul style="list-style-type: none"> • Staff • Visitors to your premises • Cleaners • Contractors • Drivers • Higher risk groups – Elderly, Pregnant workers, those with existing underlying health conditions, such as asthma and diabetes <p>Anyone else who physically comes in contact with you in relation to the work</p>	<p>Infection (serious and non-serious)</p> <p>Hospitalisation</p> <p>Death</p> <p>High Temperature</p> <p>Continuous cough</p> <p>Loss of taste</p>	<p>Daily cleaning</p> <p>Social distancing</p> <p>Premises to be ventilated using natural ventilation (opening doors and windows)</p> <p>Staff must not share their workstation or hot desk during the day.</p> <p>Encourage all not to use Public Transport</p> <p style="background-color: yellow;">All staff to wear face covering on public transport.</p> <p style="background-color: yellow;">When staff arrive at school, before entering the premises, remove face covering and gloves worn on public transport, these should be sealed and double bagged. Hands should be washed/sanitised thoroughly for 20 seconds, before</p>	<div style="border: 1px solid black; width: 20px; height: 20px; background-color: yellow; margin: 0 auto;"></div>		<ul style="list-style-type: none"> • Staff regularly reminded of government guidelines on hygiene, hand washing etc • Additional signage around the premises • Visual aids to show 2 metre distance • Designated member of staff/SLT to carry out rigorous checks that daily cleaning of hot spots (door handles, light switches etc) and social distancing is being adhered to • Handwashing and sanitising facilities available at reception sanitising hub for all staff • When pupils attend school premises -Staff rota in place so that social distancing can be maintained • Face to face Meetings and assemblies to be postponed/ carried out remotely where possible • Introduce One way system for 				

			<p>entering the schools double doors</p> <p>All unnecessary visits to the School by outside contractors/visitors have been suspended except in emergencies, emergencies are any power, gas, water companies, IT problems preventing the school from accessing data</p> <p>Contractors that do visit premises are to have minimal contact with staff (no signing in on Visit system)</p> <p>Staff working from home and only coming in when necessary</p> <p>Washing facilities available</p> <p>Phased return of pupils</p> <p>Further training for staff on pupil's entrance and exit strategies to ensure social distancing.</p> <p>Physical barriers (school gates locked) to stop unauthorised access to premises</p> <p>Medical Policy & Appendix</p> <p>Illness and Infections Policy</p> <p>Coronavirus Health and Safety Checklist has been sent to all staff</p> <p>Pregnant women not in school during outbreak</p>			<p>drop off and pick up</p> <ul style="list-style-type: none"> Hygiene hubs around the school All visitor's contractors are to use main washing/sanitising hub in reception, remove any outside mask and use the school's PPE equipment. Visitors/contractors to follow the school's guidelines on social distancing, sanitising etc <p>Inform staff of changes</p> <p>Inform parents of changes</p> <p>Lidded tissue bins will be regularly emptied throughout the day, with the rubbish double bagged</p> <p>Cleaners to have a checklist for each area to show which surfaces have been cleaned and at what time</p> <p>SBM/SSO placed markings to ensure that pupils remain 2 metres apart, when entering the school</p>			
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			<p>Staff/children showing symptoms to be sent home</p> <p>School day and activities have been reconfigured to ensure social distancing and extra hygiene procedures are in place</p> <p>Pupils to stay in their “bubble” groups</p> <p>Staff must follow the school protocol when entering, using and leaving the building – eg hand washing</p> <p>The headteacher/SBM will make regular tours of the school to ensure social distancing requirements are being followed and provide advice where there are issues</p> <p>The same Teacher/Teaching Assistant will be assigned to each group and as far as possible, these stay the same during the day and on subsequent days</p> <p>Classrooms</p> <p>Where possible, children will not use school corridors but use the doors directly on to playground</p> <p>Classes will be halved and/or split so they are small groups in line with DfE and EYFS guidance with no more than 15 pupils per small group and one teacher (and, if needed, a teaching assistant)</p> <p>Where there are not enough</p>							
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			<p>teachers, teaching assistants will lead classes under the supervision of a teacher</p> <p>Classrooms will be set to ensure 2ms between desks</p> <p>Where reasonably practicable children will sit back to back or all in the same direction.</p> <p>Where children will be expected to queue (e.g hand washing) there will be markings on the floor and Teacher/LSA to supervise</p> <p>No Assemblies to take place</p> <p>Breaks are staggered to ensure corridors or circulation routes used have a limited number of pupils using them at any time</p> <p>Pack lunches, either provided by the school or by parents, will be eaten in class</p> <p>Children will stay in their class groups so as to avoid children mixing and larger groups of children gathering</p> <p>Numbers of children using toilets at one time will be limited</p> <p>Good Hand Hygiene</p> <p>Hand sanitisers , soap and water are provided in suitable locations throughout the building</p> <p>Staff must wash hands regularly and follow the Schools Covid-19 Building Protocol when entering, using and leaving the building</p> <p>Teachers and Line Managers will</p>							
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			<p>monitor and encourage best behaviour.</p> <p>Teachers ensure children wash their hands regularly for 20 seconds and complete the handwashing check sheet.</p> <p>Where handwashing facilities are not available close by, hand sanitiser will be provided</p> <p>Posters and monitoring of the children washing their hands will be in place</p> <p>All adults and children will clean their hands on arrival at the school, before and after eating, and after sneezing or coughing, are encouraged not to touch their mouth, eyes and nose and to use a tissue or elbow to cough or sneeze and use lidded bins for tissue waste ('catch it, bin it, kill it') Extra tissues will be provided. Paper hand towels will be available throughout the building</p> <p>Help will be available for children and young people who have trouble cleaning their hands independently</p> <p>Cleaning</p> <p>The cleaning regime has been reviewed and adapted to ensure regular cleaning throughout the day of all contact surfaces e.g toilet doors, classroom desks, play equipment and playground equipment</p> <p>Staff must clear classrooms and</p>							
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			<p>office desks and any nearby surface at the end of the day to allow easy access by cleaners for them to be effectively cleaned</p> <p>Tables must be cleaned after each group of children leaves the area</p> <p>Regular supervision of cleaning throughout the day</p> <p>Teachers must clean their hands and surfaces before and after handling pupils' books</p>						
		<p>Passing on of the disease from someone who is unaware that they have it</p>	<p>Social distancing</p> <p>Regular testing for all staff and pupils if necessary</p> <p>If a test result comes back positive ask all persons who have contact to self isolate for 14 days</p> <p>Keep up to date lists of all groups</p> <p>Ensure groups do not mix with other groups in order to reduce the risk of contamination</p> <p>Spacing desks/workstations apart</p> <p>Symptoms of Covid-19</p> <p>If staff or children become unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.</p>				<ul style="list-style-type: none"> • Visual aids to show 2 metre distance • Inform staff of changes 		

			<p>In the case of a staff member or child becoming unwell, the manager, employee/parent will discuss arranging a Covid-19 Test and follow the instructions given by Public Health England/NHS</p> <p>Line managers will maintain regular contact with staff members during this time</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently at the school, the management team will contact publichealth@walthamforest.gov.uk to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected</p> <p>If staff members have contracted Covid-19 from work this must be reported on the AIR line call 03300 586 469 so an investigation can be completed and a RIDDOR report made, where required</p> <p>Vulnerable and Critically Vulnerable Staff Children, and members of the children family Staff</p> <p>Staff who are clinically extremely vulnerable must continue to follow shielding measures and advised to work from home</p>							
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			<p>Staff who are clinically vulnerable should work from home where possible, IF, clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they will be offered the safest available on-site roles, staying 2 metres away from others wherever possible. Where there is a likelihood staff will have to spend time within 2 metres of other people, the school and member of staff will carefully assess and discuss whether this involves an acceptable level of risk.</p> <p>Children</p> <p>Children classed as clinically extremely vulnerable will still be expected to shield and be supported at home</p> <p>Parents who have Children who are Clinically vulnerable (but not clinically extremely vulnerable) advised to follow medical advice</p> <p>The number of shared resources removed from site by pupils and staff will be limited</p> <p>Shielded/clinically vulnerable household members</p> <p>If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), the government guidance will be followed and they will be advised they can attend</p> <p>If a child, young person or staff</p>							
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		<p>member lives in a household with someone who is extremely clinically vulnerable, the government have advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, the children are able to understand and follow those instructions. This may not be possible for all children as they may not have capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, these children will not be expected to attend. They will continue to be supported to learn or work at home.</p> <p>Contractors coming onto site Contractors are informed of the schools protocols in place School and contractor work together to ensure both protocols of contractor and school are followed All contractors must be accompanied at all times Personal Protective Equipment Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct</p>							
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			<p>personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</p> <p>Staff and Children Travelling to Work</p> <p>Staff, parents, children and young people are encouraged to walk or cycle where possible</p> <p>Staff and parents are encouraged to read government advice Coronavirus (COVID-19): safer travel guidance for passengers</p> <p>For older children using public transport - assembly on how to use transport in line with government guidance</p> <p>Communicating new procedures to Staff and Parents</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a constantly changing situation</p> <p>Regular communications sent to</p>							
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			<p>parents to inform them of the controls in place and what they are required to do, with signage put in place at drop off and pick up times</p> <p>Parents should be informed, to reduce the number of people on the school site in the interest of infection control they will no longer be able to gather in the playground or to enter the buildings to drop off or collect children. Parents should also be advised not to gather at the school gates to talk to other parents</p> <p>Signage put up at school gates advising of 2m distance and of procedure once within school grounds</p>						
		<p>Reluctance of staff to come on to premises during COVID19 outbreak</p>	<p>Where possible staff to work from home</p> <p>Staff to follow Government guidelines on hygiene, travelling by public transport etc</p> <p>Wellbeing Policy</p> <p>Employee Assistance programme</p>				<ul style="list-style-type: none"> • Inform staff of Policies/assistance available 		

HAZARD OR ACTIVITY	PERSON(S) AT RISK	WHAT MIGHT HAPPEN	RISK CONTROL MEASURES IN PLACE	LEVEL OF RISK			FURTHER ACTION REQUIRED	RESIDUAL RISK		
				L	M	H		L	S	DR
Not being able to keep people socially distanced	Staff Parents Visitors Pupils Contractors	Catch the virus Pass the virus on	Stagger drop off and pick up times Stagger break times Keep pupils in their groups No group assemblies Staff to email or phone those not in your other with queries to reduce social interaction Additional Medical room Meetings will take place using Teams/google etc, or with staff maintaining the social distancing requirements. Where face to face meetings take place they will be kept as short as practicable and where possible to under 15 minutes. Staff are encouraged to take a walk at lunchtime to get a change of scenery, as staff areas are likely to be used for other work/will have reduced capacity. Parents will be advised to stand at the markings laid out Signs to show 2m distance at all times are in place Where possible drop off and pick up times will be in the most open part of the school with children taken to these areas rather than parents pooling in smaller areas Staff on hand to ensure people movement		■		<ul style="list-style-type: none"> Introduce One way system for drop off and pick up Staff to man the gates when children return to ensure good flow of people/so there are no bottlenecks or people gathering Visual aids as a reminder Classrooms to be reconfigured to keep children apart Upstairs Wellbeing room to be used as a temporary additional staffroom Inform staff of changes Inform parents of changes <p>Shared spaces like lifts, meeting rooms, toilets and kitchens have signs indicating maximum occupancy numbers, Toilets have signage to advise "in use" or "available".</p>			

			Parents advised for only one care giver to attend pick up and drop off There will be a queuing system and process for staff to greet each child, ensuring they wash their hands immediately on arrival before entering their classroom						
Increased use of Medical room	Welfare Officer Pupils	Catch the virus Pass the virus on	<ul style="list-style-type: none"> Separate/specific Medical room for anyone showing symptoms (previously the Parents room) Disposable gloves, goggles, visors, masks. Aprons available Non contact thermometer Medical Policy & Appendix to Medical Policy 				<ul style="list-style-type: none"> Inform staff of changes Inform staff of requirements 		
Coming on to School premises when there is not a full complement of staff	Staff Parents Visitors Pupils Contractors	Slips, trips, falls Accidents (serious and non serious)	<ul style="list-style-type: none"> Health and Safety Policy Lone Working Policy Access restricted (non key holders can only gain access when a key holder is on site) Contractors have their own risk assessments and SSOW 				<ul style="list-style-type: none"> 		
Data protection infringement	Staff Pupils Parents/Carers	Loss of Sensitive/confidential/personal data Work that is carried out at home may be	<ul style="list-style-type: none"> Data protection & Privacy Policy Online safety Policy Mobile Phone policy Remote login in access available to staff All staff have their own logins 				<ul style="list-style-type: none"> Staff to be reminded to keep data safe 		

		seen by unauthorised person(s)	and passwords <ul style="list-style-type: none"> • SLT have School mobile phones 						
Classrooms - Infection from COVID19 and reinfection	Staff Parents Visitors Pupils Contractors		<p>Where possible, children will not use school corridors but use the doors directly outside</p> <p>Classes will be split so they are small groups in line with DfE and EYFS guidance with no more than 15 pupils per small group and one teacher (and, if needed, a teaching assistant)</p> <p>Where there are not enough teachers, teaching assistants and other support staff will lead classes under the supervision of a teacher</p> <p>Classrooms will be set to ensure 2ms between desks</p> <p>Where reasonably practicable children will sit back to back or all in the same direction.</p> <p>Children must not share their workstation or hot desk during the day.</p> <p>Children must use the same desk every time they are in the classroom</p> <p>Children must have their own equipment (pens, rulers etc) to be kept in their trays</p>				•		

			<p>All soft furnishings, soft toys and any toys or equipment which are hard to clean have been removed</p> <p>Lessons have been reviewed to assess which ones can be taught outdoors</p> <p>Lesson timetable and classroom use has been refreshed, to reduce movement of children around the school, with some lessons taking place outdoors</p> <p>Where children will be expected to queue (e.g hand washing) there will be markings on the floor</p>							
Common areas			<p>Walkways will be marked with 2m spacing to help children and staff keep their distance</p> <p>Where possible, one-way systems have been put in place along with visible signage.</p> <p>Staff and children must follow these at all times, unless the fire alarm is sounded, at which time staff should make their way to the nearest safe exit and socially distance when outside.</p> <p>Where practicable fire doors will be propped open to reduce requirement for handling doors, whilst maintaining suitable building security</p> <p>Staff will monitor children; praising good behaviour and correcting poor.</p>							

			Play equipment will be cleaned between groups of children using it							
School Office –Infection, re infection and spread of COVID19	Staff Parents Visitors Pupils Contractors		<ul style="list-style-type: none"> • Social distancing • Disposable gloves, goggles, visors, masks. Aprons available • Hygiene facilities (hot water, soap, disposable hand towels) <p>Office staff - minimised to ensure staff are no closer than 2ms. Where staff are unable to use the office, other areas will be arranged or if possible, staff will work from home and come into school on a rota basis</p> <p>The office space has been reconfigured to ensure there is 2m social distancing for each workstation. Where reasonably practicable staff will sit back to back or all in the same direction.</p> <p>Staff must not share their workstation or hot desk during the day.</p> <p>Staff must use the same desk every time they are in the office, where practicable</p>				<ul style="list-style-type: none"> • Physical barrier to stop people coming into the office unnecessarily • Store cupboards to be kept unlocked for ease of access/reduce traffic to and from office • Office queries – phone or email office • Collections by parents - items to be left outside/in foyer • Parents with queries – telephone or email the School • Hygiene hub to be set up at entrance • Inform staff of changes • Inform parents of changes 			

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<p>Hazards: a hazard is something that has the <u>potential</u> to cause harm.</p> <p>e.g. electricity, manual handling, slips & trips, strong acids etc.</p>	<p>Risk Likelihood is a measure of the hazard's potential to be realised. * Risk Likelihoods (L) score 1 to 5: 1 = Very Unlikely, 2 = Unlikely, 3 = Fairly Likely, 4 = Likely, 5 = Very Likely</p> <p>Risk Severity or Consequence is a measure of the outcome should the potential be realised. ** Risk Severity (S) score 1 to 5: 1 = Insignificant, 2 = minor, 3 = Moderate, 4 = Major, 5 = Catastrophic</p> <p>*** Degree of Risk (DR) = Likelihood x Severity</p>	<p>Residual Risk is the level of risk that remains after suitable control measures are introduced.</p>	
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Table A should be used to identify the level of risk e.g. high, medium or low. Where the score indicated in the Likelihood (L) column and the score in the Severity (S) meet identifies the level of risk. Table B identifies what action (if any) is required.

Table A

Likelihood Score	Consequence Score				
	1	2	3	4	5
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5

Table B

	Action Required
Risk Level	Level Of Risk
HIGH	Activity must be STOPPED. Suitable and sufficient risk control measures must be implemented before continuing the activity. Ideally alternative working practices should be used.
MEDIUM	Activity to proceed following prescribed safe system of work. Residual risks to be managed in safe system and recorded as such.
LOW	Level of risk satisfactory. Activity to proceed following prescribed safe system of work