

RISK ASSESSMENT – COVID 19

Name of assessor	Louise Rushforth	Assessment date	25/9/2020	Nature of activity/risk assessed	Opening of school – COVID19
Name of checker	Principal/Deputy Principal	Review date(s)		Location(s) covered	10-12 Abbey Square

Hazard or Activity	Persons at risk	What might happen?	What risk controls are already in place?	Level of Risk			Are more controls or further action required? Details.	Who is responsible?	Residual Risk		
				L	S	DR			L	S	DR
Staff classed as clinically vulnerable (CV) or clinically extremely vulnerable (CEV) at increased risk of severe illness from COVID-19	Staff classed as CV or CEV	Severe illness from COVID-19	<ul style="list-style-type: none"> Staff signed declaration to inform school of their status and any changes to their status regarding vulnerability. Personnel records maintained and reviewed to identify staff classed as CV or CEV Staff signed declaration to inform school if the place where they live is in local lockdown which may impact on their status Staff identified as clinically extremely vulnerable are advised formally that they should continue to come into work where necessary. They should work from home when coming into work is not necessary Classroom staff have been split into bubbles to decrease contact between staff and lower the risk Staff told to maintain social distancing in the work place Hand sanitisers situated around the school and in all classrooms. Hand- 	2	4	8	<ul style="list-style-type: none"> Monitor government updates regularly 	All staff	2	4	8

			<p>washing facilities supplied in all classrooms so staff can frequently wash their hands</p> <ul style="list-style-type: none"> • CV and CEV staff will not be asked to support a pupil exhibiting symptoms or perform first aid 							
Pupils with underlying health conditions which classifies them as CV or CEV at increased risk of severe illness from COVID-19	Pupils classed as CV or CEV	Severe illness from COVID-19	<ul style="list-style-type: none"> • Pupil health records reviewed to identify any pupils classed as CV or CEV • Parents declare that they will contact the school if their child's circumstances change • Individual risk assessment will be carried out for pupil's who are classed as CV or CEV • Staff to assist pupils in frequent hand-washing or use of hand-gel 				<ul style="list-style-type: none"> • If pupil falls into CV or CEV class then further control measures to be put in place to reduce risk via individual risk assessment 	SLT and classroom team		
Lack of staff available to operate safe running of school	All staff and pupils	High risk to safeguarding and H&S if staffing levels too low	<ul style="list-style-type: none"> • SLT reviewed key staff required to operate school safely • Dynamic risk assessment will be undertaken in event of staff absence to consider pupil staffing ratios, safeguarding personnel, fire wardens, first aiders, senior leadership etc. • Key staffing scenarios identified which would require whole school closure or isolation of bubble group 	1	4	4				
Suspected or confirmed case of COVID-19 on site	All staff and pupils	Potential spread of COVID-19 to others on site	<ul style="list-style-type: none"> • Staff and families kept updated on COVID symptoms • Posters informing staff of symptoms displayed in staff areas 	2	4	8				

			<ul style="list-style-type: none"> • Flowchart of steps to take in different scenarios distributed to staff and displayed in staff areas • Pupils, staff, visitors and contractors not to visit the school if they are displaying symptoms of COVID-19 • All staff, parents, visitors and contractors sign declaration on procedures to follow to allow them onto site • All pupils have temperature taken when first in school and moved to isolation room in Meerkat room if temperature above 37.5° or other symptoms point to suspected case of COVID-19 • Staff looking after a pupil with suspected COVID to wear full PPE (visor, mask, apron and gloves) and to dispose of in a bin liner which will be sealed and kept in the cellar for 72 hours • All staff issued with personal visors • All staff, visitors and contractors take temperature by infra-red thermometer on entry to site. Staff immediately go home if temperature above 38°. Visitors and contractors denied access if temp above 38° • Suspected cases checked via NHS website https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/ • If staff are contacted by NHS test and trace via the NHS Covid-19 app during working hours they will immediately contact the school office and make 							
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			<p>arrangements to go home and follow the guidelines</p> <ul style="list-style-type: none"> • Minimum PPE to be worn for cleaning an area where a person with possible or confirmed COVID-19 is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE removed. Safety glasses and mask or visor to be worn if visible contamination with bodily fluids <p><u>Cleaning</u></p> <ul style="list-style-type: none"> • Public areas where a symptomatic individual has passed through and spent minimal time and no visible contamination with bodily fluids can be cleaned thoroughly as normal • All surfaces that symptomatic individual has come into contact with must be cleaned and disinfected, including: <ul style="list-style-type: none"> ○ Objects which are visibly contaminated with bodily fluids ○ All potentially contaminated high-contact areas such as toilets/ door handles/ telephones/ remote controls/ bannisters/ taps • Use disposable cloths or paper roll and disposable mop-heads to clean all hard surfaces, floors, chairs, door handles and sanitary fittings using one of the following options: <ul style="list-style-type: none"> ○ Combined detergent disinfectant solution at a dilution of 1,000 ppm available chlorine or ○ A household detergent followed by disinfection (1000 ppm av.cl.) or 							
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			<ul style="list-style-type: none"> ○An alternative disinfectant as long as it is effective against enveloped viruses • Avoid creating splashes and spray when cleaning • Any cloths and mop-heads must be disposed of and put into waste bags as outlined below • If an item cannot be cleaned using detergents or laundering then steam cleaning should be used • Any heavily contaminated items which cannot be cleaned by washing should be disposed of <p><u>Waste</u></p> <ul style="list-style-type: none"> • Waste from possible cases and cleaning of areas where possible cases have been (inc. disposable cloths and tissues) to be disposed of in heavy-duty waste bag, tied, placed in a 2nd bin bag and sealed then placed in cellar for at least 72 hours then disposed of with normal waste 							
Failure to implement suitable social distancing measures in school	All	Potential spread of COVID-19	<ul style="list-style-type: none"> • Staff involved in the teaching of pupils are split into distinct “bubbles” and measures introduced to ensure the limit of contact with other “bubbles” • Pupils to use the same classroom throughout the day and shared areas to be cleaned down regularly (playground, dining area, food tech room, group rooms) • Pupils allocated a desk which they will have sole use of • Pupils are seated as far apart as classroom space permits, side-by-side 	1	4	4	•			

			<p>and facing forwards. Unnecessary furniture removed to create more space</p> <ul style="list-style-type: none"> • Break-times and lunch-time staggered to ensure bubbles kept apart as much as possible • All parent meetings operated via Teams where possible • Staff meetings operated via teams when assessed safer to do so • Only essential visitors allowed on site and must sign to agree COVID statement on EntrySign system. Essential visitors relate to safeguarding or urgent health and safety maintenance works. • All works needed to be carried out on school premises, to be done out of school hours where possible • Contractor risk assessments obtained before any work carried out • Desks/workstations spaced apart as far as possible • Staff kitchen numbers restricted (3 in 10-11 Abbey Square, 2 in 12 Abbey square) • Staff briefed on social distancing procedures • The same teacher and other staff assigned to each group will stay within the bubble as far as possible and restrict mixing with other staff • Staff not assigned bubble (SLT, facilities, IT, administrative) to maintain 2m 							
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			<p>distancing from other staff and avoid staff shared areas at busy times</p> <ul style="list-style-type: none"> • School staff in number 12 to have the exclusive use of the toilets on the 2nd floor and advised not to use the shared toilet on the 1st floor 							
Offsite trips / educational visits	All	Travelling against government advice	<ul style="list-style-type: none"> • Staff to review current advice on local areas when assessing potential off-site visit • No residential trips to take place • Only essential, curriculum-based trips to take place until further notice 	1	4	8	•			
Travel to and from school	All	Risk of contracting COVID-19	<ul style="list-style-type: none"> • Staff required to follow government guidelines when travelling to work (e.g. masks on public transport) • Hand gel situated at entry points for staff, pupils and visitors to use on entering school site • Pupil chaperones to wear mask on transport to school 	2	4	8	•			
Hand hygiene practices not implemented	All	Potential spread of COVID-19	<ul style="list-style-type: none"> • Stocks of hand soap, alcohol-based hand gel and paper towels kept replenished • Hand-washing facilities with soap, paper towels and hot water provided in all classrooms, toilets and staff kitchen so all people in school have access • Alcohol-based (min. 60% content) hand rub available in prominent places and stocks kept topped up • Staff and contractors advised on need to wash hands regularly and properly through posters around site 	1	4	4	•			

			<ul style="list-style-type: none"> • Pupils supported by staff to regularly use hand gel and/or handwashing 							
Non-essential visitors on site	All	Potential spread of COVID-19	<ul style="list-style-type: none"> • No school tours to be undertaken until further notice. Virtual tour to be provided on website • Only essential visitors allowed on site during term-time until further notice. Essential visitors relate to urgent safeguarding or health and safety repairs/maintenance. • Entry to site controlled via reception; only pre-authorised visitors allowed access • Deliveries to be brought into nearest classroom to front entrance; delivery personnel must wear mask and maintain 2m distance from school staff 	1	4	4	•			
Essential visitors/ contractors on site	All	Potential spread of COVID-19	<ul style="list-style-type: none"> • Contractors' staff to sign COVID-declaration for compliance with school regulations • All visitors/contractors to sign in on EntrySign system where record of name, dates, times and mobile number recorded for tracking purposes • Access restricted to essential areas of site only • Entry only allowed once declaration signed to confirm visitor is symptom-free and/or should not be self-isolating • Visitors must use hand-gel on entry to school, wear a mask and maintain 2m social distancing 	2	4	8	•			

Lack of adequate cleaning	All	Potential spread of COVID-19	<ul style="list-style-type: none"> • Cleaning intensity has been increased for all occupied areas of the school with thorough wipe-down at the end of each day after pupils have left site • All unnecessary items removed from classrooms and learning environments • Cleaning wipes allocated to all work-spaces and classrooms to enable staff to wipe down surfaces during the day • Hot-desking avoided where possible. All staff to thoroughly clean down any shared area after use • Cleaners regularly wash microfibre cloths and change cloths daily • Disinfectant wipes provided in each staff toilet to enable staff to wipe down flush, taps and door handle after use. Wipes MUST be disposed of in bin and NOT FLUSHED away • Stocks of cleaning supplies reviewed regularly and kept topped up • Tissues and bins available in each classroom, workspace and shared space to encourage good hygiene practices 	2	4	8	•				
Lack of adequate cleaning in suspected or known contaminated area	All	Potential spread of COVID-19	<ul style="list-style-type: none"> • School will close and secure the contaminated area where possible to restrict access until cleaning has been undertaken. Where possible, the area will be isolated for 72 hours before cleaning to reduce the amount of the virus on surfaces • School will follow the latest government guidance on COVID-19: cleaning of non- 	2	4	8	•				

			<p>healthcare settings including preparation of a risk assessment prior to cleaning</p> <ul style="list-style-type: none"> • All potentially contaminated items able to be laundered to be washed in accordance with the garment's instructions • Waste (inc. cleaning waste) from possible cases to be double bagged and stored in cellar for 72 hours prior to disposal in accordance with government guidance • Cleaning contractor to be contacted as soon as possible case known to discuss plan for deep-cleaning of area 							
Provision of first aid/ medical treatment / personal care to symptomatic individual	Staff administering first aid/ medical treatment	May contract COVID-19 from symptomatic individual	<ul style="list-style-type: none"> • Staff accompanying pupil exhibiting symptoms to collect PPE grab bag from school office and wear full PPE (visor, mask, apron and gloves) when waiting with pupil in isolation room until pupil is collected from school • First aiders / person performing personal care informed on how to put on, take off and dispose of PPE items safely 	2	4	8	•			
Unsafe teaching activities	All	Potential risk of contracting COVID-19 from activities	<ul style="list-style-type: none"> • All classroom-based staff briefed on need to complete risk-assessment prior to the introduction of any new/adapted teaching activity • Risk assessment to be shared with all staff potentially involved in the activity 	2	4	8	•			
Poor ventilation	All	Poor levels of ventilation leading to an increased spread of COVID-19	<ul style="list-style-type: none"> • All offices used by school staff in 12 abbey square to be regularly aired by opening windows as much as possible • Shared areas to be limited to avoid over-crowding 	2	4	8	• Suspected cases of COVID-19 will be moved to Meerkat classroom instead of the 1 st			

			<ul style="list-style-type: none"> • Doors in offices in 12 abbey square to be kept propped open as much as possible to encourage air-flow through the building • No visitors allowed to 12 abbey square to ensure numbers of staff limited in building • 10-11 Abbey Square is served by a MHVR system which provide fresh air units that do not mix room/recirculation air • Areas of 10-11 Abbey Square not served by the MHVT system will use open windows to provide ventilation or use restricted and alternative areas used 				aid room as this area is ventilated by the MHVR system				
Staff working from home – risk associated with use of Display Screen Equipment (DSE) and mental health wellbeing	CV or CEV staff asked to work from home	Aches/pains from poor posture	<ul style="list-style-type: none"> • Staff asked to work from home are sent DSE risk assessment to evaluate their working area and practices • Line managers communicate regularly (at least weekly) with employees working from home to keep them updated, to check their working arrangements and to discuss any concerns or answer questions 	1	4	4	•				
Lack of adequate communication relating to COVID-19 procedures	Staff, parents/ carers, contractors & visitors	Risk from spreading COVID-19 due to lack of information	<ul style="list-style-type: none"> • Internal and external communication plan developed • Ensure contractors kept informed of risk assessments and school requirements • Issue formal communications to staff to advise them of key information on all COVID procedures and risk assessments 	1	4	4	•				
Failure to implement and adhere to latest government	All	Risk from spreading COVID-19 due to lack of	<ul style="list-style-type: none"> • All staff required to sign declaration that they will keep updated on guidance, including on the area where they live 	2	4	8	•				

advice/ guidance		following guidance	• Staff will be dealt with by staff disciplinary procedures if found to be breaching government guidelines								
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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

Likelihood Score (L)	Hazard's Potential to be Realised
5	Very Likely
4	Likely
3	Fairly Likely
2	Unlikely
1	Very Unlikely

Severity Score (S)	Measure of outcome should the potential be realised
5	Catastrophic
4	Major
3	Moderate
2	Minor
1	Insignificant

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.

TERMINOLOGY	
HAZARD	A Hazard is something that has the <u>potential</u> to cause harm (e.g. electricity, manual handling, slips & trips, strong acids)

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

DEGREE OF RISK (DR)	= Likelihood x Severity
RESIDUAL RISK	The level of risk that remains after suitable control measures are introduced