

HEALTH & SAFETY MANAGEMENT SYSTEM



Please complete all boxes as fully as possible

RISK ASSESSMENT

School Name: Trust office

Location: Primary Schools (September Return)

Activity: COVID 19 (September Return)

Date: 17/07/2020

1-3 ACCEPTABLE

5-9 ADEQUATE

10-16 TIMED ACTION REQUIRED

17-25 UNACCEPTABLE

| | | | | | | | | | |
|-----------------|-----------------|---|----------------|---|---------------|-----------------|---|--------------|-----------------------|
| Persons at Risk | Employee | X | Likelihood (L) | 1 | Very Unlikely | Consequence (C) | 1 | No Injury | Risk Grade (L x C) |
| | Young Person | X | | 2 | Unlikely | | 2 | Minor Injury | |
| | Contractor | X | | 3 | Likely | | 3 | 3 Day | |
| | Public | X | | 4 | Very Likely | | 4 | Major Injury | |
| | Other Site User | X | | 5 | Certain | | 5 | Fatal | |

| HAZARDS IDENTIFICATION | EXISTING CONTROL | INITIAL RISK RATING | | | |
|--|--|---------------------|---|-------|------|
| | | L | C | L x C | RISK |
| A Lack of understanding by staff and pupils | Teachers to regularly remind pupils to wash their hands and used anti-bacterial gel Staff to remind pupils to tell someone if they feel unwell Signage remains on site as visual reminder to socially distance as adults Staffrooms to be re-organised to ensure staff are not congregating Headteachers to share individual school plan with own staff team Schools behaviour polices to be re written to take into account covid19 | 2 | 4 | 8 | |
| B Social Gatherings | Start of day/ finishing / lunch times to be staggered to avoid large groups gathering Children to go straight to their bubbles without congregating outside on arrival Assemblies to be held within bubbles or via Skype / Teams Parent events to be postponed until further notice Playground to be segregated to prevent clashes between bubbles No indoor PE until further notice Parents/carers will be asked to not congregate on site; drop off and collection times only Signage to remain on site to remind parents/carers to adhere to social distancing Parent/carer meetings with members of staff to be pre-booked Senior Leaders and Safeguarding team to be physically present and visible during drop off/collection times Staff to adhere to the staff room re-organisation Schools to have own plan to cope with adverse weather conditions at break times | 2 | 3 | 6 | |

HEALTH & SAFETY MANAGEMENT SYSTEM



Please complete all boxes as fully as possible

| | | | | | | |
|---|----------------------------------|---|---|---|---|--|
| C | Transmission of COVID-19 | <p>Bubbles will not be mixed Increased cleaning routines to include cleaning of classrooms during break and lunchtimes Anti-bacterial gel to be used on entry to site by all persons Pupils to have their own equipment Equipment to not be shared between bubbles Staggered playtimes and lunch breaks to avoid bubbles mixing where possible Classroom desks to be in rows If a pupil or member of staff tests positive for COVID-19, bubble to self-isolate for required time Regular hand washing by all persons Social gatherings to not take place Car sharing with people from different households to be discouraged Outdoor Gyms and shared apparatus to be put out of use unless allocated for sole use by one bubble Appropriate use of PPE for intimate care Visual reminders of social distancing to be around the site Bubbles to limit movement around the site 1 parent/carer to be on site when dropping off and collecting children Isolation room to be in place Soap, tissues and anti-bacterial gel to be in all classrooms and offices; checked and replenished daily by site team Equipment to be cleaned regularly within bubbles Adults need to socially distance If the isolation room is used, it will be cleaned after in addition to the routine cleaning In the event of a confirmed COVID-19 case, the bubble will be deep cleaned Keyboards and mice to be cleaned after usage where schools have suites I pads/individual devices to be cleaned between use</p> | 2 | 3 | 6 | |
| D | Safeguarding | <p>RA to be in place for key children (eg SRP pupils) Visitors to the site will need to share contact details should a COVID case be confirmed; these will be held securely for 21 days and then destroyed School lockdown procedures to be shared Meetings held by Safeguarding Lead/PSA will be pre-booked and seating spaced accordingly. The room will be cleaned by the member of staff after.</p> | 2 | 3 | 6 | |
| E | Contractors and visitors to site | <p>Any visitor on site will be required to leave contact details with the school should a confirmed case occur within the school or from the visitor (details to be destroyed after 21 days) Catering and cleaning company have been issued with the Trust's Risk Assessment and shared their own</p> | 2 | 3 | 6 | |

HEALTH & SAFETY MANAGEMENT SYSTEM



Please complete all boxes as fully as possible

| | | | | | | |
|---|-----------|---|---|---|---|--|
| F | Welfare | <p>Absent staff through self-isolation or shielding to be regularly contacted to check on their welfare by the school's Senior Leadership Team</p> <p>Signage in schools to signpost staff to counselling service should it be needed</p> <p>In the event of symptoms developing during the school day, adult will be sent home and follow National guidance</p> <p>In the event of a child developing symptoms during the day, they will be moved to the allocated isolation room until collected. A member of staff will wait with them and wear PPE should 2m distancing not be possible</p> <p>Staff to be encouraged to complete the Virtual College- COVID 19 Staying Mentally Well and Simple Self Soothe strategies</p> <p>Trust Nurture Strategies will take place in all schools</p> <p>PSAs/Safeguarding Leads to signpost families to Mental Health support</p> <p>Schools to compile register of exposure to COVID experiences</p> | 2 | 3 | 6 | |
| G | First Aid | <p>Asthma pumps to be kept in bubbles</p> <p>Any medicine to be stored in the front office as per usual</p> <p>Parent/carers to complete medicine administering forms via the front office</p> <p>First Aiders to wear PPE when dealing with bodily fluids</p> | 2 | 3 | 6 | |

HEALTH & SAFETY MANAGEMENT SYSTEM



Please complete all boxes as fully as possible

ACTION PLAN

1-4 ACCEPTABLE

5-9 ADEQUATE

10-16 TIMED ACTION REQUIRED

17-25 UNACCEPTABLE

| | RECOMMENDED CONTROL | FINAL RISK RATING | | | | COMPLETION DATE | RESPONSIBLE PERSON |
|---|--|-------------------|---|-------|------|-----------------|--------------------|
| | | L | C | L x C | RISK | | |
| A | Ongoing review Headteacher to dynamically review and modify risk assessment where needed | 2 | 4 | 8 | | ongoing | Management |
| B | Ongoing review Headteacher to dynamically review and modify risk assessment where needed | 2 | 3 | 6 | | ongoing | Management |
| C | Estates team to monitor stocks of cleaning materials and order when necessary Ongoing review Headteacher to dynamically review and modify risk assessment where needed | 2 | 3 | 6 | | ongoing | Management |
| D | Ongoing review Headteacher to dynamically review and modify risk assessment where needed | 2 | 3 | 6 | | ongoing | undefined |
| E | Ongoing review Headteacher to dynamically review and modify risk assessment where needed | 2 | 3 | 6 | | | Management |
| F | Ongoing review Headteacher to dynamically review and modify risk assessment where needed | 2 | 3 | 6 | | | undefined |
| G | Estates team to monitor stock of PPE Ongoing review Headteacher to dynamically review and modify risk assessment where needed | 2 | 3 | 6 | | | undefined |