



## RISK ASSESSMENT FORM

<b>Assessors name:</b> Scott Stevens	<b>Date of Assessment:</b> November 2020	<b>Activity/Task:</b> COVID-19 post pandemic lock-down
<b>Directorate:</b> Education	<b>Service:</b> Schools <b>Group:</b>	<b>Headteacher:</b> Julie Wilson

Hazards	Who may be harmed & How	Existing Controls	Risk Rating	Further Controls	Residual Risk	Actions by whom & when	Implemented Y/N
Building previously closed	Students/ staff	<p>School H/S checks continued throughout room closures. Including water treatment , fire alarms etc</p> <p>Water pipes flushed regularly during room closure. Internal temperature checks completed before buildings are reoccupied</p> <p>Fire exits checked for damage.</p> <p>Full deep clean of building before reopening.</p>	<p>Likelihood:2</p> <p>Consequence:2</p> <p>Risk Level:4</p>				
<p>Cleaning</p> <p>Capacity of staff</p> <p>Low stock of cleaning supplies</p>	Students/ Staff	<p>Classrooms to be constantly refreshed with hand soap and sanitiser, paper towels and tissues.</p> <p>Touch points cleaned regularly by cleaning staff</p> <p>Lidded bins in classrooms for</p>	<p>Likelihood:3</p> <p>Consequence:3</p> <p>Risk Level:9</p>	<p>'Catch it , Kill it, Bin it' procedures in place</p> <p>Daily check in place hygiene consumables</p> <p>Regular stock pile held and ordered as and when required</p>	<p>Likelihood:2</p> <p>Consequence:2</p> <p>Risk Level:4</p>	Deputy Site staff	

Waste disposal		<p>disposal of hand towels and tissues .</p> <p>Waste double bagged and emptied daily. Emptied into allocated outdoor lidded bins</p> <p>When staff have evacuated rooms each evening</p>		All staff to leave by 4pm for rooms to be cleaned thoroughly			
Exposure to COVID-19	Anyone exposed to the virus or an infected person. May contract Covid-19 – with associated range of health outcomes	<p>SLT to check latest Government guidance on a daily basis.</p> <p><a href="https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings">https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</a></p>	<p>Likelihood:3</p> <p>Consequence:5</p> <p>Risk Level:15</p>	Daily Health checks to be conducted by all parents and staff to ensure that all remain at home if considered un well. In order to reduce risk of transmission	<p>Likelihood:2</p> <p>Consequence:5</p> <p>Risk Level:10</p>	Deputy	Inset day - detailed guidance and procedure clarified
Shortage of staff	Students & Staff	<p>Space allocated where two class groups can be accommodated separately in the same area with teacher in the middle.</p> <p>Staff to be able to park on site (using non designated parking areas if necessary [e.g. grass/ part of playground etc.]) Traffic Management risk assessment will need amending.</p> <p>Staff to be able to park on site (using non designated parking areas if necessary [e.g. grass/ part of playground etc.]) Traffic Management risk assessment will need amending.</p> <p>Review absence reporting procedures to ensure sufficient time to notify parents of affected group.</p>	<p>Likelihood:3</p> <p>Consequence:2</p> <p>Risk Level:6</p>	<p>Staff audit/ communication re availability of staff from 1<sup>st</sup> June</p> <p>Key staff capacity audit – Eg: First aiders. Ensure ratios are appropriate and in place before opening.</p> <p>Bank of supply staff ready to be implemented as when required</p>	<p>Likelihood:2</p> <p>Consequence:2</p> <p>Risk Level:4</p>	Deputy/ Office manager	

		<p>Consider the health risks of anyone in the group or their households have any underlying health conditions which put them at especially at risk.</p> <p>If the staff member tests positive for Covid-19 within 14 days of transferring then their groups would be required to isolate.</p>					
Virus entering premises	Staff, Students, visitors & Contractors and their families.	<p>Parents &amp; Staff issued with guidance on daily checks to undertake before bringing their child to school.</p> <p>Only essential visitors to visit school</p> <p>Contractors asked health check questions on arrival.</p>	<p>Likelihood:3</p> <p>Consequence:4</p> <p>Risk Level:12</p>	<p>All essential visitors to complete a COVID agreement and follow protocols in place.</p> <p>Contractors planned during half term to avoid contact with pupils/staff.</p>	<p>Likelihood:2</p> <p>Consequence:4</p> <p>Risk Level:8</p>	Deputy/ Site Staff	
Clothing	Staff, Students & Contractors and their families.	Uniform policy (staff and students) to be amended so that all clothing can be washed after each day (e.g. no blazers, ties etc.).	<p>Likelihood: 2</p> <p>Consequence:3</p> <p>Risk Level:6</p>	P.E kits to be taken home and washed after use.	<p>Likelihood:2</p> <p>Consequence:2</p> <p>Risk Level:4</p>	Office manager/ Pastoral manager	
Arrival & Departure	Staff/Students/p arents/carers	<p>Compliance with Health check questions to be asked before child enters premises (guidance available in oneSource H&amp;S secure website).</p> <p>Class Groups to arrive depart at designated gates at staggered set time.</p> <p>2m social distancing to be advised to parents (markings on ground to show students where to stand and wait.</p> <p><u>If insufficient space outside the school premises for parents to be</u></p>	<p>Likelihood:3</p> <p>Consequence:4</p> <p>Risk Level:12</p>	<p>One way queue system in place and staff marshalling to ensure social distancing rules are abided by.</p> <p>No correspondence by parents during drop off and collection times- All correspondence via phone or email.</p> <p>Queue system continually moving to avoid parents spending longer than necessary on site.</p> <p>Parents encouraged to</p>	<p>Likelihood:2</p> <p>Consequence:3</p> <p>Risk Level:6</p>	Deputy /SLT allocated staff	

		<p>able to wait at a social distance they should be allowed to enter school premises and stand on marked locations until their child is handed-over to them. Students must be handed-over in an order which will allow social distancing of leaving parents and children to be maintained.</p> <p>Staff to wear disposable gloves to open/close gate (if not automatic). Hands to be washed after glove disposal.</p> <p>Hand sanitiser to be used at entry and exit points. All pupils to wash hands and sanitise on entry to classroom.</p>		<p>wear face coverings during drop off and collection times. Letter from Councillor Robert Benhem sent.</p> <p>Staff to wear face coverings when on gate duty .</p> <p>Following increased level of risk is London and Essex. Letter sent to parents requesting them to wear face coverings during early morning drop off and early collection when social distancing is more difficult.</p>			
Classroom/ Group sizes	Staff/students	<p>Teacher zone to be marked out to ensure 2m gap from the students.</p> <p>Students to be allocated set desks spaced out as far as possible.</p> <p>staff members must maintain 2m social distancing including with break out groups.</p> <p>Basic individual resources (pens, pencils, etc.) must not be shared.</p> <p>Shared equipment needs to be suitable for disinfection between users and groups.</p> <p>Windows and doors (where appropriate) to be opened and kept open to maximise ventilation.</p>	<p>Likelihood:3</p> <p>Consequence:3</p> <p>Risk Level:9</p>	<p>Pupils to be given own resource pack to be used only by them and not to be shared.</p> <p>Pupils to be allocated a desk where they will learn and eat their lunch.</p> <p>All soft furnishings and unnecessary equipment to be taken out of use.</p> <p>If equipment is necessary to be handled by more than one pupil then hands must be sanitized by pupils before the item is handled and the object disinfected at the end of the session.</p>	<p>Likelihood: 2</p> <p>Consequence: 3</p> <p>Risk Level:6</p>	All group staff and site team	

		<p>If marking is required encouraged self-marking by pupils. If not then books must be quarantined prior to marking.</p> <p>Students are only allowed to bring in packed lunches &amp; PE kits.</p> <p>If homework is to be transported to and from school, plastic envelope wallets will be provided for this purpose.</p> <p>A system to manage the storage and collection of coats if on coat pegs rather than chair backs.</p> <p>Disinfection/cleaning – see section on Surface Transfer.</p> <p>Books used by pupils must be placed in quarantine for 3 days before being returned for use by another pupil. (e.g. put books into a box and store securely for 3 days).</p>		<p>If book scrutinies are necessary, books must be quarantined for 72hours before teachers handle the books. Teachers must sanitise their hands before touching the books and after completing the scrutiny.</p> <p>PE. Kits to be sent home to be cleaned after use each week.</p> <p>All pupils to have their own copy of books and avoid sharing. More can be ordered if necessary.</p>			
Transmission between groups	Everyone	<p>Classes will remain in designated room at all times unless it is their allocated break-time or for toilet use. Supervisors will continue to supervise the same groups throughout the time covered by this assessment.</p> <p>Cover staff will maintain minimum of 2m social distancing at all times . Wear face coverings in communal areas at all times.</p>	<p>Likelihood:3</p> <p>Consequence:3</p> <p>Risk Level:9</p>	<p>Groups to be allocated outdoor space to be used at different timetabled times.</p> <p>Staggered lunch, break and toilet times to ensure yr group bubbles do not mix with other yr group bubbles.</p> <p>During wet weather yr group bubbles to be allocated indoor space</p>	<p>Likelihood: 2</p> <p>Consequence: 3</p> <p>Risk Level: 6</p>	Deputy	

				separated by class when dismissing children at the end of the day .			
Staff & Student Competence	Anyone in building	Staff to receive briefing and complete hand washing e-learning; Students to receive briefing and watch handwashing e-learning.  Frequent handwashing breaks built into timetable to ensure process is completed correctly.	Likelihood:2 Consequence:2 Risk Level:4	Pupils to have access to hand sanitizer in every classroom		Deputy/Site staff	
Competence of any staff wearing PPE	Staff using PPE & anyone exposed following onward transmission	In addition to general items listed in section above. Staff to complete: <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:3 Consequence:3 Risk Level:9	PPE only to be instructed to be worn by first aid staff. Training provided.  Checklist procedures poster displayed in first aid area Gloves and masks available for all staff on request. Training/quiz to be completed by all	Likelihood:2 Consequence:3 Risk Level:6	Deputy /SLT	
Play/Sport/Exercise	Staff/Students	Social distancing must be maintained during all play/sport/exercise sessions. Class Groups will be rostered so access to outside areas is restricted to one group at a time.  Any equipment used must be capable of being easily sterilised (e.g. plastic). Sterilisation must take place after each session.	Likelihood:3 Consequence:3 Risk Level:9	Individual Skill based curriculum implemented / social distanced exercise.	Likelihood:2 Consequence:3 Risk Level:6	PE lead/Premier Sport	

		<p>If balls are used they must only be kicked or used by one student and then sterilised.</p> <p>If team sports are to be played, then a separate risk assessment must be carried out.</p>					
Lunch	Staff/students/Catering staff	<p>Students to wash hands before eating.</p> <p>Students to have packed lunches. Students on free school meals to be provided with packed lunch delivered to classroom.</p> <p>Lunch to be eaten in classroom/ or outside if weather suitable.</p>	<p>Likelihood:2</p> <p>Consequence:3</p> <p>Risk Level:6</p>	<p>FSM pupils to have packed lunch delivered to them by Havering catering Service.</p> <p>Allocated Midday supervisor to monitor each group and stay with that group for duration of this assessment.</p> <p>Outdoor free time in allocated area and social distancing measures for staff enforced</p>	<p>Likelihood:2</p> <p>Consequence:2</p> <p>Risk Level:4</p>	Midday staff	
Emergency evacuation	Staff/students/contractors	<p>Where practicable maintain social distancing on evacuation routes. If impracticable priority is evacuation.</p> <p>PEEPS should be reviewed and amended accordingly.</p>	<p>Likelihood:3</p> <p>Consequence:3</p> <p>Risk Level:9</p>	<p>Evacuation routes reviewed and amended as required to avoid groups coming in close contact.</p> <p>Fire exits in outdoor classrooms used during duration of this risk assessment to aid social distancing measures.</p> <p>registers to be taken out by office for staff to check.</p> <p>Groups line up on usual muster numbers at 2m distance from other yr group bubbles</p>	<p>Likelihood:2</p> <p>Consequence:3</p> <p>Risk Level:6</p>	Deputy/site staff	

First Aid & administration of medicines	Staff/Students	<p>Students to be directed to undertake own first aid where applicable (e.g. washing grazes, application of self-adhesive dressings).</p> <p>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)</p> <p>Temperature checks with disposable forehead thermometers.</p>	<p>Likelihood:3</p> <p>Consequence:3</p> <p>Risk Level:9</p>	<p>First aid area to be sectioned off with screens. No unauthorised access</p> <p>Pupils social distanced in room. If different yr group children are brought to the first aid room alternative recovery areas to be used</p> <p>Any pupil showing signs of illness with COVID19 symptoms to be collected immediately. Identified First aid staff to begin procedures in full PPE</p> <p>Medical waste bins to be used at all times.</p>	<p>Likelihood:2</p> <p>Consequence:3</p> <p>Risk Level:6</p>	First Aid Staff	
Student Behaviour	Anyone in building	Review risk assessments relating to individual behaviour. Any students with known patterns of misbehaviour which involve not following instructions should not be admitted to school during this period of restriction due to risk of infection transfer.	<p>Likelihood:3</p> <p>Consequence:3</p> <p>Risk Level:9</p>	Behaviour policy updated and measures in place to restrict contact with others. Parents to collect immediately if appropriate	<p>Likelihood:2</p> <p>Consequence:3</p> <p>Risk Level:6</p>	Deputy SEN/ Pastoral Manager	
Access/egress in building	Staff/Students	Access & Egress through common areas to be kept to minimum. External routes to be used whenever practicable. One way systems to be introduced where internal routes have to be used. In exceptional circumstances two-way systems	<p>Likelihood:2</p> <p>Consequence:3</p> <p>Risk Level:6</p>	<p>A 'Give Way' system implemented to control the flow of pupils .</p> <p>Adults to keep 2m distance at all times. No standing talking in corridors blocking routes</p>	<p>Likelihood:</p> <p>Consequence:</p> <p>Risk Level:</p>	Deputy Class/group teacher	



		<p>may be in place with screens following risk assessment approved by H&amp;S Team.</p> <p>Where two way cannot be avoided or segregated e.g. Upstairs serviced by one staircase then measures must be implemented to control the flow</p> <p>Markings at 2m intervals in corridors &amp; key areas (e.g. toilets, assembly points, fire &amp; meet &amp; greet).</p>		for other to pass.			
Toilets	Staff/Students	<p>Student Groups to be allocated a set time for toilet breaks.</p> <p>Liquid anti-bacterial soap to be provided.</p> <p>Everyone to wash hands and apply moisturiser (students' parents to supply for allergy reasons) upon return to classroom.</p> <p>Where toilet facilities are used by more than 1 group, additional controls to be implemented to ensure social distancing (e.g. taking sinks/w/cs out of use, access control etc.)</p>	<p>Likelihood:3</p> <p>Consequence:3</p> <p>Risk Level:9</p>	<p>Only 1 class at a time to use toilets. 5 pupils maximum in each toilet facility.</p> <p>One way system used.</p>	<p>Likelihood:2</p> <p>Consequence:3</p> <p>Risk Level:6</p>	Class teacher/ Group leader	
Hand to mucous membrane transfer (eyes, nose, mouth)	Staff, Students & Contractors	<p>Regular hand washing - in particular:</p> <p>On arrival/before leaving;</p> <p>Before eating;</p> <p>Before donning PPE/after removing PPE;</p> <p>After using the toilets.</p>	<p>Likelihood:3</p> <p>Consequence:3</p> <p>Risk Level:9</p>	<p>Pupils/ staff to watch handwashing video.</p> <p>PPE training provided to staff</p> <p>Every class equipped with hand washing facilities,</p>	<p>Likelihood:2</p> <p>Consequence:3</p> <p>Risk Level:6</p>	Deputy Group teacher/ leaders	

		Cold/warm running water available for hand washing, with liquid detergent and paper towels at easily accessed areas.		paper towels and hand sanitizer.			
Surface transfer	Staff, Students	Regular cleaning schedule in place Hourly spot cleaning of highly used areas e.g. handles, hand rails, toilet areas.  Use of disinfectants with ratio 1000 ppm available chlorine.  Cleaning schedule in place which details all items/areas to be cleaned/sanitized/disinfected and the frequency.	Likelihood:2  Consequence:3  Risk Level:6	Cleaning check implemented to ensure constant cleaning.		Site staff / Cleaner	
Contractors working on site	Staff, Students & Contractors	Only essential maintenance work or essential repairs (e.g. school has no lighting), or work in segregated compounds to be undertaken.  Contractors to work out of school hours where possible.  Contractors not to work in classrooms when occupied by class group.  Contractor's operatives to use social distancing or appropriate PPE if tasks being undertaken cannot be completed whilst maintaining social distancing.	Likelihood:2  Consequence:2  Risk Level:4				
Transfer of virus onto/off PPE	Staff and potential onwards transfer	Wash hands before handling PPE. Don & remove PPE in specified order. After use double bag disposable PPE, storing securely (dry) for 72	Likelihood:2  Consequence:3  Risk Level:6	PPE protocol posters to guide and remind  Training provided and competency checking in place before use	Likelihood:2  Consequence:2  Risk Level:4		

		<p>hours and then add to normal rubbish arrangements.</p> <p>Re-usable PPE (e.g. rubber gloves used for general disinfection tasks) should be immersed in disinfectant, rinsed in clean running water and left to dry.</p> <p>Wash hands at end of processes.</p>					
Suspected case of COVID-19 in School	School Staff/Teachers/ Parents/Visitors to School	<p>If someone starts to display symptoms of COVID-19 whilst onsite (continuous cough or temperature) then they should go home and follow the Government guidance on staying at home <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <p>Where a pupil becomes unwell and is waiting for collection they will be moved to a separate area identified for this use.</p> <p>If a confirmed case of COVID-19 is declared to the School then the School should seek further advice from the Health &amp; safety Team.</p>	<p>Likelihood:3</p> <p>Consequence:5</p> <p>Risk Level:15</p>	<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.</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.</p> <p>Isolation of the area where the person has been in contact and deep cleaning of the area (specialised).</p>	<p>Likelihood:3</p> <p>Consequence:4</p> <p>Risk Level:12</p>		
Those with specified health conditions	Staff/pupils	<p>Those with specified medical conditions which make them more vulnerable to COVID-19 should follow Government advice and self isolate for a period of 12 weeks.</p> <p>Children in this category should</p>	<p>Likelihood:2</p> <p>Consequence:1</p> <p>Risk Level:4</p>		<p>Likelihood:</p> <p>Consequence:</p> <p>Risk Level:</p>		

		also not use the setting.					
Communal Areas Eg. Halls, staff areas, reprographics areas	Staff/Students/Visitors	Minimise the use of communal areas.  ventilation will be maximised.					
The use of Volunteers and spread of virus	Staff/Students/Volunteers	The use of volunteers should be restricted to essential needs. Should stay with child's group if parent or should be allocated to a given group if not. Ensure volunteers health allows. Complete the same training as employees. Volunteers must remain at a 2m social distance. Activities to be modified eg. both child and volunteer have a copy of the same book to read.		No Volunteers to be used during this time.  Cover to be provided by existing staff .			
Educational Visits	Staff/Students/Volunteers/Members of the Public	All educational visits risk assessments must consider risks from Corona Virus.		Trip risk assessments to be completed and checked by EVC			
Airborne Transfer Risk	Staff/Students/Visitors	Open windows and doors to create an airflow. Fire doors will only be held open by automatic release devices. Ceiling fans will not be used. Air conditioning systems set to fresh air input not recirculating.					

Review date: 1/11/2020

Date communicated to staff: 11/2020

Is a safe system of work required 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.

CONSEQUENCE	Catastrophic	5	5	10	15	20	25	17-25 Unacceptable Stop activity and make immediate improvements
	Major	4	4	8	12	16	20	10-16 Tolerable Look to improve within specified timescale
	Moderate	3	3	6	9	12	15	5-9 Adequate Look to improve at next review
	Minor	2	2	4	6	8	10	
	Insignificant	1	1	2	3	4	5	1-4 Acceptable No further action, but ensure controls are maintained
			1	2	3	4	5	
			Very unlikely	Unlikely	Fairly likely	Likely	Very likely	
			LIKELIHOOD					