

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



Academy:					Prepared By: C Leach APT H&S C Completed By: G Barlow			Date: 03-09-20				
Activity Workplace: Novel Coronavirus (COVID-19) Revision: 8 01-09-2020 effective from Autumn Term 2020 Wearing of face masks, face coverings and face visors for parents, visitors and contractors added. None attendance guidance updated. Information Source: GOV.UK R6 - Actions for schools during the coronavirus outbreak/guidance for full opening. Published 2 nd July 2020. R7 SBMAT email 26-08-2020 R8 SBMAT email 30-08-2020					Manager: Kelly Deaville					Next Annual Review Date: On Going		
Hazard		Initial risk			Action plan				Residual risk			
Details of hazard	Who is affected and how?	Likelihood	Consequence	Risk L/M/H	What controls are already in place	Further action required	By whom	By when	Likelihood	Consequence	Risk L/M/H	
Awareness and understanding Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and	<ul style="list-style-type: none"> Staff Pupils Parents Visitors Contractors Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects	4	4	HIGH	1. Staff, pupils, parents, visitors and contractors who a. currently have Coronavirus (COVID-19) symptoms b. have been in close contact with persons with symptoms c. someone in their household has symptoms d. have tested positive to a COVID-19 test in the last 10 days e. have been contacted by NHS Test and Trace within	Remain up to date with current government guidance and share with visitors. Office staff to request all visitors wear a face mask when in school building.			1	4	LOW	

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<p>touching eyes, nose and mouth and eating with contaminated hands.</p>	<p>Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>				<p>the last 14 days f. have returned to the UK within the last 14 days from a country without a UK Government travel corridor exemption. are advised that they MUST not attend the school, they must stay at home, self-isolate and follow PHE Stay at Home guidance and NHS Test and Trace process. 2.Regular GOV.UK Coronavirus (COVID-19) and NHS Test and Trace latest information briefings to all staff. 3.COVID-19 risk assessment and revisions communicated to staff. 4. Signs at all entry gates and external doors advising all persons who a. currently have Coronavirus (COVID-19) symptoms b. have been in close contact with persons with symptoms c. have someone in their household who has symptoms d. have tested positive to a COVID-19 test in the last 10 days</p>						
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				<p>e. have been contacted by NHS Test and Trace within the last 14 days</p> <p>f. have returned to the UK within the last 14 days from a country without a UK Government travel corridor exemption.</p> <p>MUST not attend the school, self-isolate and follow PHE Stay at Home guidance and NHS Test and Trace process.</p> <p>5. Signs at all entry gates and external doors advising all persons of 2-meter social distancing rule where possible or 1-meter distancing plus using additional measures.</p> <p>6. Latest PHE Coronavirus (COVID-19) social distancing, hygiene, testing and wearing of face mask/face coverings/face visors posters displayed in staff areas/visitor areas, entrances, classrooms and toilets.</p> <p>7. Latest PHE Coronavirus (COVID-19) leaflets distributed to staff.</p> <p>8. Pupils reminded regularly to tell a member of staff if they feel unwell.</p>						
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				<p>9. e-Bug resources to teach pupils and parents about hygiene.</p> <p>10. Talks given to children about coronavirus (COVID-19), teaching groups, social distancing and not to touch staff.</p> <p>11. Pupils with SEND provided with specific help in preparation for changes.</p> <p>12. Parents, contractors and visitors informed of the measures in place to reduce transmission of the virus.</p> <p>13. Pupils informed of the requirements to remove face mask / face covering safely on arrival at school.</p> <p>14. Arrangements discussed with staff and pupils traveling overseas. When returning from overseas travel the latest Government guidance on quarantine to be followed.</p> <p>15. Behavior policies with rules for hygiene and social distancing and consequences for poor behaviour communicated to staff, pupils and parents.</p> <p>16. Staff informed of the requirements to wear face</p>						
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					masks/face coverings or face visors in particular settings. 17.Parents, visitors and contractors informed of the requirements to wear masks/face coverings or face visors in particular settings.							
<p>Staff/pupils who are confirmed clinically vulnerable or extremely clinically vulnerable.</p> <p>Staff/pupils who live with someone who is confirmed clinically vulnerable or extremely clinically vulnerable</p> <p>Long-term conditions like diabetes, cancer and chronic lung disease.</p> <p>Underlying health problems</p> <p>Expectant mothers</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Pupils <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	5	VERY HIGH	<p>1.Where staff are confirmed extremely clinically vulnerable and social distancing cannot be maintained in the workplace, working arrangements are adjusted.</p> <p>2.Staff whilst attending school maintain good social distancing and good hygiene practises.</p> <p>3.Pupils whilst attending school are monitored for good social distancing and good hand hygiene practises.</p> <p>4.Monitoring of pupils and staff compliance with clinical and/or public advice regarding shielding during periods where infection rates remain high.</p> <p>5.Pupils have Care Plans reviewed and amended to ensure child is not put at risk of coronavirus (COVID-19) infection.</p>	No further action required				2	5	HIGH

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<p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>					<p>6. Staff instructed not to supervise children who have been isolated at school when showing coronavirus infection (COVID-19) symptoms. 7. Concerns discussed with SLT when shown by staff, pupils, parents especially for pupils and staff with significant risks.</p>						
<p>Travel to and from school</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	4	HIGH	<p>1. Staff who can work remotely or from home do so. 2. Non-essential use of public transport avoided when possible. 3. Travel alone using own transport / cycle or walk when possible 4. When the use of shared transport is unavoidable persons are advised to: a. travel with as few people as possible, b. travel with the same persons each day when possible, c. wash hands with soap and water or hand sanitiser before using transport, d. persons over the age of 11 wear face coverings over the nose and mouth, e. sit as far away from other persons as possible, f.</p>	<p>No further action required</p>			1	4	LOW

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				<p>try to face away from other persons, g. open windows to give good ventilation, h. avoid touching anything, i. cough or sneeze into a tissue and put it in a bin, j. wash hands with soap and water or hand sanitiser after using transport</p> <p>5.Cleaning and disinfecting of shared vehicle interiors carried out on a regular basis using standard cleaning products.</p> <p>6.When the use of public transport is required persons are advised to use a face covering and where possible and try to maintain 2- meter distance or maintain 1- meter distance and use precautions as follows:</p> <p>a. avoid peak travel where possible, b. wash or sanitise your hands during/after using transport, c. avoid touching your face, d. cover your mouth and nose with a tissue or the inside of your elbow when coughing or sneezing, e. travel side by side or behind other people, rather than facing them, where seating arrangements allow,</p>						
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					<p>f. touch as few surfaces as possible, g. minimise the time spent close to other people, where possible, h. avoid loud talking, shouting or singing, i. dispose of waste safely, including items such as used disposable face coverings.</p>						
<p>Pupils and staff access and egress and moving around the school</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus.</p>	<ul style="list-style-type: none"> Staff Pupils Parents Visitors Contractors <p>Symptoms</p> <p>Continuous cough</p> <p>High temperature (over 37.8 degrees)</p> <p>Loss of, or change to the sense of smell (anosmia)</p> <p>Affects</p> <p>Mild flu symptoms</p> <p>Respiratory infection</p> <p>Breathing difficulties</p> <p>Asthma</p> <p>Fatality</p>	4	4	HIGH	<p>1.Grouping of pupils and staff where teaching requirements allow</p> <p>2.Staggered start and finish times for staff and pupil groups and/or segregated entrance and exit gates and doors when available.</p> <p>3.Arrangements communicated to parents for drop off and collection procedures to reduce contact between adults/pupils including not gathering at gates or doors.</p> <p>4.Social distancing (2-meter) markings and signs at queuing locations (school gates, entry and exit doors)</p> <p>5.Infrared temperature checks of pupils carried out at the start of the day in classrooms". Staff wear a fluid resistant surgical mask and disposable latex free</p>	<p>No further action required</p>			1	4	LOW

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				<p>gloves whilst testing. Persons with high temperature readings are isolated, sent home to self-isolate and required follow PHE Stay at Home guidance and NHS Test and Trace process.</p> <p>6. Distancing between staff and pupils, other staff, contractors and visitors maximised by use of signs and maintaining social distancing of 2 meters when possible.</p> <p>7. Numbers of different temporary staff including teaching staff and sports coaches entering the school premises minimised.</p> <p>8. Timetable reviewed to reduce movement and avoid contact between teaching groups during movement around the building.</p> <p>9. Accessing rooms from outside where possible.</p> <p>10. Entrance, exit and internal doors held open without compromising pupil or staff safety. Fire doors held open using automatic release devices that release on the sounding of the fire alarm.</p>								
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					11.Managing numbers using toilets to prevent overcrowding. 12.Staff wear face masks / face covering over the nose and mouth during movement around school and in communal areas.							
<p>Visitors, Parents Delivery drivers Contractors</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	4	HIGH	<p>General</p> <p>1.Secure gates and access doors outside of start and finish times to control access. 2.Separate access and egress doors away from pupil doors. 3. Parents, visitors and contractors are asked by school staff if they</p> <ol style="list-style-type: none"> a. they currently have Coronavirus (COVID-19) symptoms b. they have been in close contact with persons with symptoms c. someone in their household has symptoms d. they have tested positive to a COVID-19 test in the last 10 days e. they have been contacted by NHS Test and Trace within the last 14 days f. they have returned to the 	<p>Office staff to request all visitors wear a face mask before entering the building.</p> <p>Temp checks taken on arrival at office and entry denied if high.</p>				2	4	MEDIUM

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					<p>UK within the last 14 days from a country without a UK Government travel corridor exemption.</p> <p>If any questions are answered yes, access is denied and they are advised that they MUST not attend the school, they must stay at home, self-isolate and follow PHE Stay at Home guidance and NHS Test and Trace process.</p> <p>4. School guidance on physical distancing, hygiene, wearing of face masks/face coverings/face visors over the nose and mouth provided on arrival.</p> <p>5. Records (name, date, contact number and email address) kept for 21 days.</p> <p>6. Hand washing/sanitising on arrival, before and after using attendance recording devices and using toilets.</p> <p>7. Infrared temperature checks carried out on arrival.</p> <p>8. Additional COVID-19 control measure training given to school hosts.</p> <p>9. Staff wear face masks / face covering over the nose</p>						
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				<p>and mouth during any interaction with parents, contractors, visitors in all settings indoors, on the door and external areas such as playgrounds and entry gates.</p> <p>10. Supply of individually wrapped face masks available at reception for parents, visitors and staff to wear.</p> <p>Contractors</p> <p>1. Contractors delivering services using school facilities, such as catering and cleaning asked to provide copies of their risk assessment for managing exposure to COVID-19.</p> <p>2. School information sharing with contracted catering and cleaning services to reduce exposure to COVID-19.</p> <p>3. Arrange times that contractors are on site to minimise numbers at any one time, when possible outside of school hours.</p> <p>4. Contractors required to wear face masks/face coverings/face visors over</p>						
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				<p>the nose and mouth whilst inside the building including at the point of work, during movement around the building and during contact with staff.</p> <p>Visitors/Parents</p> <p>1.Meetings held when it is necessary and remote contact cannot be used. Meetings held either off-site, outdoors or in open spaces with good ventilation with open windows for short durations whilst maintaining social distancing with the least amount of people.</p> <p>2.Access to the school allowed by prior appointment only.</p> <p>3.Numbers limited and access to building controlled.</p> <p>4. Visitors and parents required to wear face masks/face coverings/face visors over the nose and mouth whilst inside the building including movement around the building.</p> <p>Delivery drivers</p> <p>1.Times arranged so that</p>						
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					<p>minimum amount of delivery drivers are on site to at any one time.</p> <p>2.Delivery drivers to remain in vehicles where it is safe for staff to load/unload vehicles.</p> <p>3.Staff to wear fluid resistant surgical mask and latex free gloves if unable to maintain social distancing from drivers during unloading.</p> <p>4.Reduced delivery frequencies by ordering larger quantities less often</p> <p>5. Contactless drop off points for deliveries available</p> <p>6.Delivery notes left unsigned</p>						
<p>Staff, pupils showing coronavirus infection (covid-19) symptoms whilst at school</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close</p>	<ul style="list-style-type: none"> • Staff • Casualty <p>Symptoms</p> <p>Continuous cough</p> <p>High temperature (over 37.8 degrees)</p> <p>Loss of, or change to the sense of smell (anosmia)</p> <p>Affects</p> <p>Mild flu symptoms</p> <p>Respiratory infection</p> <p>Breathing difficulties</p> <p>Asthma</p> <p>Fatality</p>	5	4	VERY HIGH	<p>1.Staff at school who develop symptoms of coronavirus infection (COVID-19), inform a member of the SLT, self-isolate at home and follow NHS Test and Trace process using when available Government supplied home test kit provided by the school or sent for testing when kits are not available.</p> <p>2.Pupils at school who develop symptoms of coronavirus infection (COVID-19) are placed in a safe isolation location and parents informed to collect</p>	<p>No further action required</p>			2	4	MEDIUM

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<p>contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>					<p>the child. Parents requested to follow NHS Test and Trace process using when available Government supplied home test kit provided by the school or sent for testing when kits are not available. NHS Test and Trace process and carryout a test using home test kit provided by the school.</p> <p>3. Staff with conditions that mean they are in an extremely clinically vulnerable or clinically vulnerable health group avoid supervising children who have been isolated at school for showing coronavirus infection (COVID-19) symptoms.</p> <p>4. Should staff or children develop coronavirus (COVID-19) symptoms whilst at school and experience breathing difficulties call an ambulance, dial 999 and inform the call handler or operator that the person has coronavirus (COVID-19) symptoms.</p> <p>5. Isolation locations are at least 2 metres away from other people and where</p>						
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				<p>possible in a room or area behind a shut door, such as a staff office or meeting room.</p> <p>6. Isolation locations have a window that can be opened to provide ventilation.</p> <p>7. Isolation locations have a supply of disposable tissues, foot operated bin with bin bag, anti-bacterial wipes, sink with liquid soap and disposable hand towels or hand sanitiser 60% alcohol, face masks with an FFP2 or FFP3 or N95 rating when available or fluid resistant surgical masks, latex free disposable gloves, disposable aprons, face visor or safety goggles</p> <p>8. Staff instructed on the safe “donning and doffing” of PPE. Putting on PPE video https://www.youtube.com/watch?v=of73FN086E8</p> <p>Taking off PPE video https://www.youtube.com/watch?v=PQxOc13DxvQ</p> <p>HSE guidance – using disposable respirators</p>						
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				 <p>disposable-respirator.pdf</p> <p>9. Consideration given to using first aiders to supervise pupils to reduce numbers of staff who need access to PPE.</p> <p>10. Staff supervising isolated children remain at least 2 meters from the child.</p> <p>11. When a 2-meter safe distance cannot be maintained staff to wear FFP2, FFP3 or N95 tight-fitting face mask when available or fluid resistant surgical face mask, face visor or goggles, latex free gloves and disposable apron).</p> <p>12. Users of FFP2, FFP3 or N95 tight fitting face mask should be face fit tested for compatibility and clean shaven were the mask seals to the face. Fit testing video https://youtu.be/iVVITBcN5eA</p> <p>13. Isolated children advised not to touch people, surfaces and objects.</p> <p>14. Isolated children advised to cover their mouth and nose with a disposable tissue</p>						
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				<p>when they cough or sneeze and put the tissue in the bin or in a bag or their pocket for disposing in a bin later.</p> <p>15.If tissues are not available, children advised to cough and sneeze into the crook of their elbow.</p> <p>16.Isolated children use a separate bathroom if available.</p> <p>17.Once vacated places of isolation and bathrooms used by the isolated person will be cleaned and disinfected in accordance with PHE “Decontamination in non-healthcare settings guidance” using standard cleaning products.</p> <p>18.All waste that has been in contact with the individual, including used tissues, and PPE, put in a plastic rubbish bag and tied when full. The plastic bag then placed in a second bin bag and tied. Waste is put in a secure safe place and marked for storage for at least 72 hours before putting into usual external household waste bin.</p> <p>19.Staff are to wash their</p>						
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				<p>hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</p> <p>20. Staff who have helped or been in close proximity to someone with symptoms are advised to isolate at home and follow PHE Stay at Home guidance and NHS Test and Trace process if they develop symptoms or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.</p> <p>21. School ask parents and staff to inform them immediately test results are known.</p> <p>22. Contact to be made with the local health protection team by the school when aware that someone who has tested positive for coronavirus (COVID-19) has attended the school. Health protection team Test and Trace and isolation requests followed.</p> <p>23. GOV.UK template letter</p>							
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					<p>provided on the advice of the health protection team is sent to parents and staff if needed.</p> <p>24. The school will follow health protection team guidance and recommended actions.</p> <p>25. Plan in place for the possibility of a local lockdown and continuity of education.</p>					
<p>Hand and respiratory hygiene</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Symptoms</p> <p>Continuous cough</p> <p>High temperature (over 37.8 degrees)</p> <p>Loss of, or change to the sense of smell (anosmia)</p> <p>Affects</p> <p>Mild flu symptoms</p> <p>Respiratory infection</p> <p>Breathing difficulties</p> <p>Asthma</p> <p>Fatality</p>	4	4	HIGH	<p>Provision</p> <ol style="list-style-type: none"> 1. Hand wash facilities stocked with liquid soap. 2. Hand dryers or disposable paper towels for drying hands 3. Hand sanitiser gel dispensers where sinks are not available e.g. shared spaces, signing in and out locations, entrance and exit points 4. Skin friendly skin cleaning wipes for children with skin conditions and children with complex needs. 5. Supply of disposable tissues available in classrooms, offices, shared spaces. 6. Bins with lids or remote/foot operated lids where available lined with a bin bag in 	<p>Catch it bin it kill it enforced and shared with children.</p> <p>Good hygiene routines in place and hand washing/santising- staff to enforce with all children.</p>	1	4	LOW	

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				<p>classrooms, offices, shared spaces.</p> <p>7. Covered bin at entrance for disposal of pupil face coverings on arrival and staff, visitor, parent face masks/face coverings on departure .</p> <p>8.PHE “Wash your hands” signs posted in pupil, staff and visitor toilets.</p> <p>9.”Catch it, Bin it, Kill it” posters displayed in toilets, classrooms and staff areas.</p> <p>10.Support provided for pupils who spit uncontrollably or use saliva as a sensory stimulant. Risk assessment carried out and suitable controls implemented.</p> <p>11.COSHH Assessment for hand sanitiser communicated to staff.</p> <p>Practice</p> <p>1.Staff dispense hand sanitiser gel to pupils.</p> <p>2.Skin friendly skin cleaning wipes used by children with skin conditions or children with complex needs.</p> <p>3.Staff encouraged to wash or sanitise hands, on arrival,</p>						
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				<p>before and after removal of face coverings, using signing in and out systems, using the toilet, breaks, sporting activities, food preparation, eating any food, including snacks, before leaving school.</p> <p>4. Supervision of children to ensure they wash or sanitise hands for 20 seconds with soap and water or hand sanitiser when they arrive at school, before and after removal of face coverings, breaks, when changing rooms, eating, using the toilet.</p> <p>5. Staff to cover their mouth and nose with a tissue or their sleeve (not their hands) when they cough or sneeze, put tissues in a bin and wash hands.</p> <p>6. Supervision to remind pupils to catch coughs and sneezes in tissues, put tissues in a bin and wash hands</p> <p>7. Supervision to remind children they should avoid touching eyes, nose, and mouth with unwashed hands.</p>							
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					8. Face masks / face coverings worn by pupils disposed of in a covered bin on arrival. 9. Pupils face coverings not allowed in school.						
<p>Cleaning</p> <p>Classrooms</p> <p>Shared spaces</p> <p>Offices</p> <p>Staffrooms</p> <p>Meeting rooms</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Symptoms</p> <p>Continuous cough</p> <p>High temperature (over 37.8 degrees)</p> <p>Loss of, or change to the sense of smell (anosmia)</p> <p>Effects</p> <p>Mild flu symptoms</p> <p>Respiratory infection</p> <p>Breathing difficulties</p> <p>Asthma</p> <p>Fatality</p> <p>Effects of using hazardous cleaning substances</p> <p>Irritation of skin and respiratory system, damage to eyes and internal organs</p>	4	4	HIGH	<p>General</p> <p>1. Cleaning schedules reviewed and increased cleaning implemented.</p> <p>2. Anti-bacterial wipes/sprays securely stored in classrooms and staff occupied rooms.</p> <p>3. Frequently touched surfaces e.g. handrails, door handles cleaned and disinfected before, during and after school</p> <p>4. Bins emptied frequently to suit usage.</p> <p>5. Staff wear latex free gloves when cleaning, disinfecting surfaces and handling waste such as used tissues, used PPE.</p> <p>6. Staff using cleaning and disinfecting products read COSHH Assessments and follow measures including wearing PPE specified.</p> <p>7. Staff wash hands thoroughly after removing used PPE and using cleaning</p>	No further action required			1	4	LOW

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				<p>and disinfecting products. 8.Cleaning contractor provide COVID-19 Risk Assessment to School Principal.</p> <p>Classrooms Shared spaces</p> <ol style="list-style-type: none"> 1. Resources, such as books, and games cleaned regularly. 2.Resources that are shared between groups cleaned meticulously between use by different groups or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics). 3.Areas shared by different teaching groups cleaned and disinfected in between use. 4.Toilets cleaned and disinfected following high usage at breaks and lunch times. 5.Thorough cleaning and disinfecting of rooms and shared spaces at end of the day. 6.Deep clean using preventative fogging equipment and disinfectant solution prior to the start of the Autumn school term, 					
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

					<p>once a week during w/c 31-08-2020 and w/c 7-09-2020 and at the request of the SBMAT Management Team.</p> <p>Offices, Staffrooms, Meeting Rooms</p> <p>1.Daily cleaning and disinfecting of surfaces such as keyboards, desks, equipment, tables. 2.Equipment controls such as printers, ink cartridge compartment covers and paper trays cleaned before and after use. 3.Shared areas cleared of waste and belongings after use.</p>							
<p>Use of learning spaces</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Visitors • Contractors <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects</p>	4	4	HIGH	<p>1.When circumstances allow teaching group created with fewer pupils than normal class size especially KS1. 2.Pupils remain in their teaching group except for specialist teaching. 3.Staff when possible remain with teaching group to avoid different group contact. 4.Records of pupils and staff in each group, and any close contact that takes places between children and staff in</p>	No further action required				1	4	LOW

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<p>touching eyes, nose and mouth and eating with contaminated hands.</p>	<p>Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>				<p>different groups are made and retained for 21 days. 5.Rooms arranged to maintain social distancing space between pupils and staff where possible. Unecessary furniture removed and classrooms arranged with forward facing desks, pupils are seated side by side. 6.Face to face contact avoided. 7.Staff maintain 2-meter distancing from other adults and pupils when possible. 8.At a distance of less than 2-meters contact time between staff and pupils or other staff is minimised. 9.When working with a child and close contact (less than 2-metres) with a child cannot be avoided staff wear face visors. 10.Pupils and staff provided with own stationery to prevent sharing. 11.Classroom based resources, such as books and games, kept within 1 teaching group when possible.</p>					
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				<p>12.Pupils limited on items brought into school to essentials such as lunch boxes, hats, coats, books, stationery and bags.</p> <p>13.Pupils limited to taking home shared resources, unnecessary sharing avoided. Resources cleaned before being taken home and on return.</p> <p>14.Contactless drop off points used for issue of materials such as stationery supplies.</p> <p>15.Outside space used for education where possible following a full and thorough risk assessment.</p> <p>16.Ventilation in the building maximised by using ventilation units and or opening windows, doors without compromising staff or pupil safety.</p> <p>17.Assemblies, gatherings or use of classrooms and shared spaces by more than 1 group at the same time avoided.</p> <p>18.Where possible actions taken for behaviour</p>						
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					management will not involve touching a pupil.						
<p>Use of offices Staffrooms Meeting rooms</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> Staff Pupils Parents Visitors Contractors <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	4	HIGH	<p>General</p> <ol style="list-style-type: none"> 1.Rooms arranged to maintain 2-meter social distancing space between chairs and tables. 2.Staggered use of to reduce contact with colleagues. 3.Ventilation maximised by using ventilation units and or opening windows, doors without compromising staff or pupil safety. 4.Small offices and storerooms and cupboards accessed by one person at a time. 5.Locker rooms, changing areas and toilets avoided when occupied by other persons. 6.Floor tape to mark areas to help staff/visitors/parents to keep 2-meter distance. 7.Use of hot desks and workspaces avoided 8.Meetings / discussions with others held when it is 	No further action required			1	4	LOW

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					<p>necessary and remote contact cannot be used. Meetings/discussions held either outdoors or in open spaces with good ventilation with open windows for short durations whilst maintaining social distancing.</p> <p>9.Screens used to protect reception staff</p> <p>10.Contactless drop off points used for deliveries and issue of materials such as stationery supplies</p> <p>11.Equipment not shared unless unavoidable.</p> <p>12.Shared equipment cleaned before and after use.</p> <p>13.Solid screens used to segregate staff who work in close proximity.</p> <p>14.Staff rotation in offices avoided</p> <p>15.Restrict movement around the school between departments and rooms and use of electronic devices to communicate.</p> <p>16.Staff wear face masks/ face coverings over the nose and mouth in communal areas.</p>						
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					<p>Staffrooms</p> <ol style="list-style-type: none"> 1. Appliances such as kettles, microwave ovens and crockery, utensils handles and controls cleaned before and after use. 2. Staff remain 2-metres apart from each other whilst eating. 3. Staff place own food waste and wrappers in waste bins provided. 4. Wash plates cutlery, before and after use, use a disposable paper towel or allow to air dry and put away after use. 							
<p>Lunch service</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> Staff Pupils Visitors Parents Contractors <p>Symptoms</p> <p>Continuous cough</p> <p>High temperature (over 37.8 degrees)</p> <p>Loss of, or change to the sense of smell (anosmia)</p> <p>Affects</p> <p>Mild flu symptoms</p> <p>Respiratory infection</p> <p>Breathing difficulties</p>	4	4	HIGH	<ol style="list-style-type: none"> 1. Lunch times staggered for different teaching groups. 2. Pupils wash hands in their teaching groups before eating. 3. Pupils remain in teaching groups and maintain 2-meter social distancing between others when possible. 4. Teaching groups kept apart through distancing. 5. Plates and cutlery thoroughly washed at 70°C between use. 6. Pupils que in their groups at the food servery. 	No further action required				1	4	LOW

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	Asthma Fatality				7.Tables cleaned / disinfected by staff between groups 8.Staff wear disposable latex free gloves when serving food and cleaning down 9.Catering contractor provide COVID-19 Risk Assessment to School Principal. 10.Staff wear face masks/ face coverings over the nose and mouth in communal areas.						
Break time Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	<ul style="list-style-type: none"> • Staff • Pupils • Visitors • Parents • Contractors Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma <ul style="list-style-type: none"> • Fatality 	4	4	HIGH	1.Breaks staggered in teaching groups to limit numbers in corridors and circulation routes 2.Play equipment cleaned between use by different teaching groups. 3.Segregated group areas using barriers/fencing to avoid groups mixing.	No further action required			1	4	LOW

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<p>Providing personal or intimate care to pupils</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	<p>4</p>	<p>4</p>	<p>HIGH</p>	<p>1.Extremely clinically vulnerable or clinically vulnerable staff advised not to provide close contact personal or intimate care and to maintain 2-meter social distancing from pupils. 2.PPE provided for staff use includes disposable latex free gloves, disposable apron, fluid resistant surgical face mask, face visor or safety goggles. 3.Staff providing personal or intimate care instructed on the safe “donning and doffing” of PPE. Putting on PPE video https://www.youtube.com/watch?v=of73FN086E8 Taking off PPE video https://www.youtube.com/watch?v=PQxOc13DxvQ 4.Review of Care Plans for pupils who spit uncontrollably or use saliva as a sensory stimulant to assess PPE requirements based on individual circumstances. 5.Hand washing or sanitising by staff and pupils receiving support before and after care is provided. 6.Temperature check of staff and pupil before providing care.</p>	<p>No further action required</p>			<p>2</p>	<p>4</p>	<p>MEDIUM</p>
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					7. When working with a child and close contact (less than 2-metres) with a child cannot be avoided staff wear face visors.							
<p>Providing first aid</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Casualty <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	4	HIGH	<ol style="list-style-type: none"> 1. Extremely clinically vulnerable or clinically vulnerable staff advised not to provide first aid. 2. First aiders wash/sanitise hands before and after treating a casualty. 3. Disposable gloves, disposable apron, fluid resistant surgical mask worn when administering first aid. 4. Safety goggles/face visor worn where there is a risk of respiratory droplets splashing into eyes due to repeated coughing or vomiting. 5. First aiders instructed on the safe “donning and doffing” of PPE. Putting on PPE video https://www.youtube.com/watch?v=of73FN086E8 Taking off PPE video https://www.youtube.com/watch?v=PQxOc13DxvQ 6. When performing CPR phone an ambulance and use compression only CPR until 	No further action required				2	4	MEDIUM

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					<p>the ambulance arrives.</p> <p>7.If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available.</p> <p>8.In an emergency 999 to be called and the emergency services advised if the injured person is showing COVID-19 symptoms.</p> <p>9.Staff and parents advised not visit the GP, pharmacy, urgent care center or a hospital if showing COVID-19 symptoms.</p> <p>10.Assessment of First Aid requirements reviewed.</p>							
<p>Staff administration of medicines or supervision of pupils who self-administer.</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus.</p>	<ul style="list-style-type: none"> • Staff • Pupils <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma</p>	4	4	HIGH	<p>1.Temperature check of staff and pupil before providing administer medication.</p> <p>2.Supervising staff maintain 2m social distance from pupil and other staff assisting.</p> <p>3.Review medication plans to assess if additional PPE requirements for staff administering medication are required.</p> <p>4.Staff in close contact with the child whilst administering medication wear face visors.</p>	No further action required				2	4	MEDIUM

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Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	Fatality										
<p>Transport of pupils and staff using school minibus and coach travel.</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Vehicle drivers <p>Symptoms</p> <p>Continuous cough</p> <p>High temperature (over 37.8 degrees)</p> <p>Loss of, or change to the sense of smell (anosmia)</p> <p>Affects</p> <p>Mild flu symptoms</p> <p>Respiratory infection</p> <p>Breathing difficulties</p> <p>Asthma</p> <p>Fatality</p>	4	4	HIGH	1.Transport arrangements discussed with providers, SBMAT and parents. 2.Reduction in any unnecessary travel on coaches and minibuses for children and staff. 3.Checks carried out with transport providers that they do not work if they or a member of their household are displaying any symptoms of coronavirus or have tested positive in the last days. 4.Checks carried out to ensure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers. 5.Thorough clean of vehicle interiors before and after use and clean of frequently touch items during use. 6.Pupils and staff to be kept in teaching groups where possible when using	No further action required			2	4	MEDIUM

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					<p>transport.</p> <p>7. Infrared temperature checks of pupils and staff before travel. Staff wear a fluid resistant surgical mask and disposable latex free gloves whilst testing. Persons with high temperature readings are isolated, sent home to self-isolate, and required to follow PHE Stay at Home guidance and NHS Test and Trace process.</p> <p>8. Organised queuing and boarding</p> <p>9. Hand washing/use of hand sanitising gel before entering vehicle and again after travel.</p> <p>10. Distancing within vehicles wherever possible.</p> <p>11. Staff wear a face visor when working close contact of less than 2 meters with a child/staff cannot be avoided.</p>							
<p>Availability of Equipment and PPE</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Staff • Pupils <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to</p>	5	4	VERY HIGH	<p>1. Alcohol-based hand sanitiser containing at least 60% alcohol available where hand wash sinks are not available such as isolation rooms, first aid rooms, shared spaces, entrance and exit points.</p> <p>2. Latex free gloves available</p>	No further action required				2	4	MEDIUM

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<p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<p>the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>				<p>in classrooms and isolation locations and first aid rooms. 3.Face masks with an FFP2 or 3 or N95 rating when available in isolation rooms. 4.Fluid resistant surgical mask available in first aid rooms and classrooms. 5.Face visors or safety goggles available in isolation locations and first aid rooms. 6.Disposable aprons available in isolation locations and first aid rooms. 7.Replenishment of stocks of hand sanitising gel, liquid soaps and PPE.</p>						
<p>Reopening for the autumn term. Safely reoccupying buildings</p>	<ul style="list-style-type: none"> Staff Pupils Visitors Parents Contractors <p>Risk to health and safety from poorly maintained building systems and equipment including heating, water, fire safety exits, emergency lighting, fire alarms, electrical wiring, gas, portable electrical equipment, passenger lifts,</p>	5	4	VERY HIGH	<p>1.Wider risk assessments reviewed and updated having considered the implications of coronavirus (COVID-19). 2.Valid test, inspection and maintenance of systems and equipment in place prior to reopening for the autumn term</p>	<p>No further action required</p>			1	4	LOW

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	ventilation, access and security, catering equipment											
<p>Educational visits</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	5	4	VERY HIGH	<ol style="list-style-type: none"> 1.Non-overnight domestic educational visits only. 2.Keep children within their consistent group. 3.COVID-secure measures in place at the destination. 4.Full and thorough risk assessments prior to the trip. 5. Obtain and follow wider advice on visiting indoor and outdoor venues. 	No further action required				2	4	MEDIUM
<p>Music</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors • Parents • Contractors <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to</p>	5	4	VERY HIGH	<ol style="list-style-type: none"> 1.Physical distancing 2.Playing outside wherever possible 3.Limiting group sizes to no more than 15 when singing, wind and brass instrument playing 4.Positioning pupils back-to-back or side-to-side 5.Avoiding sharing of instruments. 	No further action required				2	4	MEDIUM

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Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality				6.Ensuring good ventilation. 7.Avoid singing, wind and brass playing in larger groups such as school choirs and ensembles, or school assemblies. 8.Clean and disinfect instruments between shared use. 9.Staff wear a face visor when working close contact of less than 2 meters with a child cannot be avoided.						
Physical activity Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	<ul style="list-style-type: none"> Staff Pupils Visitors Parents Contractors Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	5	4	VERY HIGH	1.Pupils kept in consistent groups 2.Sports equipment thoroughly cleaned between each use by different individual groups 3.Contact sports avoided. 4.Outdoor sports prioritised where possible 5.Large indoor spaces used where outdoor space is not available. 6.Maximising distancing between pupils. 7.Cleaning/disinfecting of indoor space regularly. 8.Hand washing/sanitising before and after activity. 9.Work with external coaches when safe to do so	No further action required			2	4	MEDIUM

The level of risk is calculated by:

The likelihood

x

The Consequence

- 1- Very unlikely
- 2- Unlikely
- 3- Fairly likely
- 4- Likely
- 5- Very likely

- 1- Insignificant (no injury)
- 2- Minor (minor injury needing first aid)
- 3- Moderate (up to 3 days absence)
- 4- Major (more than 3 days absence)
- 5- Catastrophic (death)

Risk rating:

1 – 4

Low (acceptable)

No further action required

5 – 9

Medium (adequate)

If risk cannot be lowered any further, consider risk against benefit. Monitor and look to improve at next review

10 – 16

High (tolerable)

Identify further control measures to reduce risk rating. Seek further advice e.g. line manager, H&S team, etc.

17 - 25

Very High (unacceptable)

Do not undertake the activity. Implement immediate improvements