RISK ASSESSMENT FORM- MANAGING HEALTH AND SAFETY

Directorate & Team: Weston Infant and Junior Academies						Completed By: Julie Birchall/ Mick Lowndes			Date: 20.5.20 Review Time: On going		
COVID-19					Manager: Mrs J Birchall - Principal						
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

Transmission of COVID-19 through physical contact **The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).**	Everyone on site including staff, pupils. General transmission may occur through close contact between colleagues, pupils and visitors.	**4**	**4**	**HIGH**	Staggered drop off and collection times for each bubble group to prevent groups gathering at the school gates – identified gates for entrance and exit. One way systems implemented within corridors and around the school building Barriers (physical/tape) to maintain one way system where required in corridors Signage to promote one way system One way system and 2m markers around the school building in corridors. No parents to enter the school premises. Staff present on gates to enforce one way system Staff to enforce one way system throughout school 2m markers to promote social distancing (walls & playground) Reduced class sizes (max 15) Bubble groups to remain in the same classroom with same teacher and TLSA. Children's desks arranged 2m apart (Y1 & Y6 and children to use the same desk each time. Limited children within areas across the continuous provision in EY Staggered lunch and break times to prevent mixing of bubble groups Reduced movement around the school 1 parent/carer to drop off /collect child(ren) PPE (gloves) to be worn when carrying out first aid (First Aid policy to be adhered to) Hourly toilet breaks/handwashing Use of outside space for education where possible. Actions taken for behaviour management will not involve touching a pupil. Staggered use of staffroom to reduce contact with colleagues. Staggered use of storerooms/cupboards.	Individual risk assessments to be carried out for any staff on site at higher risk. Ensure pupil groupings and social distancing is maintained at all times. Inform parents of arrangements for drop off and collection procedures to reduce adult to adult contact. Temperature of children to be taken on entry and twice more throughout the day. Provide lunch in classrooms if hygiene and social distancing cannot be maintained in lunch areas. Provide disposable paper towels in toilets to replace use of hand driers. Information sharing with contracted catering and cleaning services to reduce exposure to COVID-19. Bins for tissues emptied during the day. Staff informed of the measures in place. Behaviour policy amended to reflect COVID-19 Risk assessment carried out for pupils - EHCP/ Individual Behaviour Plans	JB/ML SLT JB All staff ML ML ML ML JB SB KP	May/June 2020 Continuous monitoring 22nd May 2020 From the 1st June 2020 From the 1st June 2020 May 2020 Continuous May 2020 May 2020 May 2020	**3**	**3**	**MED**

Transmission of virus via surfaces **The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).**	Staff and pupils Contract COVID-19 Site related transition may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.	4	4	HIGH	Children to work at same desks Doors to be wedged open Rooms well ventilated – at least one window to be open at all times Hand sanitizer available in classrooms, shared spaces, entrance and exit points. Remove all soft furnishings and toys Cleaning spray and cloths in all classrooms Increased hygiene measures – regular handwashing at set times on a rota - at least hourly Set snack times in EYFS Tissues in all classrooms Equipment and tables to be cleaned down at lunch times Children to eat lunch at their table in Y1 and Y6. Inform cleaning staff of additional requirements Limit items bought into school by children (lunch bag/coat) Items not to be sent home that need to be returned e.g. reading books Pupil books to remain at same desks – staff not to take books home Self-marking to be used wherever possible Outdoor play/climbing equipment not to be used Sharing of equipment and other stationery prevented. Equipment cleaned before and after use. EYFS – activities to be washed in Milton.	Review cleaning schedules Review stocks of soap, hand sanitiser, tissues. Review bins on site to ensure that they are sealed. Unnecessary items to be removed from classrooms and learning environments. Thorough cleaning of rooms at the end of the day. Review access points for visitors. Provide disposable paper towels in toilets to replace use of hand driers. Information sharing with contracted caterers and cleaning services to reduce exposure of COVID-19. Staff will not access unused rooms and will work socially distanced in designated areas e.g. the school hall. The upper rooms at the Juniors will not be used unless other year groups come into school.	ML ML All staff ML ML ML ML SLT All staff	May 2020 May 2020 May 2020 Continuous May 2020 May 2020 May 2020 May 2020	3	3	MED

Vulnerable adults/children	Staff and pupils Contract COVID-19	**3**	**3**	**MED**	Shielding children not to attend school – work from home Staff shielding not to attend school – work from home Clinically vulnerable staff and children to follow medical advice and work from home if advised to do so School to provide home learning for children not attending school. School SENCO to liaise with parents re: medical implications for being in school/mobility for evacuation due to changes to environment.	Clinically vulnerable staff to be contacted by the Principal. Review fire safety procedures to ensure that any measures put in place include children with mobility difficulties (review PEEPS).	KP/ML	May 2020	**3**	**3**	**MED**
Visitors to the site	Staff and pupils Contract COVID-19	**4**	**4**	**HIGH**	No visitors/contractors to enter building if they have symptoms Risk assessment to be shared with visitors/contactors	Arrange times that visitors, suppliers, contractors are on site to minimise numbers on site at any one time. Contractors delivering services using school facilities such as catering and cleaning asked to provide copies of their risk assessment for managing COVID-19.	ML Office staff	Ongoing	**3**	**3**	**MED**

Child/adult displaying symptoms of COVID-19	Staff and pupils Contract COVID-19 Staff transmission may occur when supervising pupils taken ill with symptoms of COVID-19 and need direct personal care until they return home.	**4**	**4**	**HIGH**	Parents/carers to collect child displaying symptoms immediately Child to be kept in a room by themselves with nominated adult while waiting to be collected Increase ventilation in the room. Adult to go home immediately if staff member shows symptoms Where supervision is necessary PPE should be worn by staff member Child/adult not to return to school for 14 days for isolation if infected or negative test Where child/adult shows symptoms/tests positive for COVID-19 whole teaching group to be sent home and self-isolate for 14 days	Provide PPE for supervising adult: Provide a fluid resistant surgical mask if a 2 metre distance cannot be maintained, disposable gloves and disposable apron. Maintain stocks of PPE Supervising adult instructed on the safe use of PPE. Consider using First Aiders to supervise to reduce numbers of staff who need access to PPE. Staff to all watch 'Putting on PPE' – https://www.youtube.com?v=of73FN086E8 Staff to all watch 'Taking off PPE' – https://www.youtube.com/watch?v=PQx013DxvQ Principal to email links to all staff.	ML ML ML SLT All staff JB	May 2020 May 2020 May 2020 May 2020 May 2020 May 2020	**3**	**3**	**MED**

Pupils requiring intimate care/medication	Staff and pupils Contract COVID-19 Transmission may occur when providing personal or initimate care or when staff administer medication.	4	4	HIGH	PPE provided (such as disposable gloves/disposable apron) Handwashing after providing care. Supervising staff to maintain a 2 metre social distance. Parents asked to administer medication around the school day.	Review personal care plans to assess PPE requirements based on individual circumstances. Review medication plans to assess PPE requirements (if any) for staff administering medication e.g. inhalers.	KP KP	May 2020 May 2020	3	3	MED
Pupils requiring First Aid	Staff and pupils Contract COVID-19 Transmission may occur when providing First Aid.	4	4	HIGH	Wash and sanitise hands before and after treating a casualty. Wear disposable gloves, disposable apron, fluid resistant surgical mask and eye protection where there is a risk of respiratory droplets splashing into the eyes due to repeated coughing or vomit. When performing CPR phone an ambulance and use compression only CPR until the ambulance arrives.	Review assessment of First Aid needs. First Aiders to be instructed on the use of PPE. Maintain stocks of PPE. HSE guidance states 'all First Aid Learners who expired on or after the 16th March 2020 will have their certificate expiry date extended until the 30th September 2020 to aid employers in meeting their legal responsibilities during this time.'		First Aider KP/ML ML	3	3	MED

Cross-site workers	Staff and pupils Contract COVID-19 Transmission may occur when moving between sites	**3**	**3**	**MED**	Staff have all been based on the Infant site during the period of lockdown. The Janitor at the Juniors has remained on-site to carry out statutory checks.	The Principal will arrange for all staff to remain on one site – RC, JB, LU, KP. The site manager will work from one site however he will move to the other site if required.	JB ML	May 2020 Ongoing	**3**	**3**	**MED**

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*

DATE	REVIWED BY	SIGNATURE	MANAGER SIGNATURE
22.5.20	Mick Lowndes	M Lowndes	J L Birchall
22.5.20	Julie Birchall	J L Birchall	