

## Risk Management - Assessment Report

**Work Area or Activity:**

MANAGEMENT AND SITE MAINTENANCE

**Risk Area:**

Management and Site Maintenance

**Assessment Framework:**

Re-Opening Schools - COVID-19

**Competent Person**

Susannah Storey

**Assisted by:**

Laura Vallance

Maria Dunne

**Groups Affected:**

All staff

Parents/Carers/Guardians

Service provider catering staff

Service provider cleaning personnel

Visitors

Year 6 Pupils

**Notes:**

UPDATE 1ST JUNE 2020 - This risk assessment is being updated to incorporate further input from Head and Deputy.

This assessment has been planned for the reopening of school to Year 6 Pupils during June 2020. A separate assessment will be undertaken when the school is reopened to other Year groups.

This assessment is a working document and will be regularly updated with information from Head/Deputy Head and other parties prior to the school reopening.

Once the school has reopened the risk assessment will be reviewed after the first day and if there is a need to amend/update hazards/control measures these will be made. Thereafter it will be reviewed on a weekly basis.

The contents of this risk assessment must be shared with all staff who must also sign the risk assessment.

This is a review of an assessment carried out on 26/05/2020

This is a review of an assessment carried out on 01/06/2020

**Assessed on:**

01/06/2020

**To be Reviewed on:**

29/06/2020

**Risk Rating:**

Below 9 - Low Risk

9 to 14 - Medium Risk

15 or above - High Risk

**What are the Hazards?**

**What is already being done?**

**Is this considered satisfactory?**

**Risk Findings**

Premises not checked to ensure it is safe to re-open.	Pre-opening checklist is being completed any areas requiring attention will be actioned or safety controls put in place until they can be addressed. School has continued to be cleaned with a wash and clean of all carpeted areas, floors, hard surfaces. Cleaning will continue to be undertaken on a daily basis prior to the school opening.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Lack of up-to-date information for Staff	Prior to opening staff are being kept up to date via Headteacher's briefing emails. Once open there will be daily briefings to staff, at the start of the day staff/Deputy Head/Head will also hold a debriefing session to discuss how the day has gone, any changes/suggestions to be made to the way the days are structured/run. In cases where hazards or control measures have changed the risk assessment will be updated.	Yes	Severity:4 Likelihood:1 <b>Risk Rating:4</b>
Lack of up-to-date information for students and parents/guardians	Parents will receive a letter prior to the school reopening which will include information about the reopening and changes to the usual school day and also cover behaviour expectations for the children. Thereafter by Newsletter and school website. Urgent changes may be notified by letter home, email, phone calls, website	Yes	Severity:4 Likelihood:1 <b>Risk Rating:4</b>
Failure to maintain supervision levels if staffing levels drop.	Staff will be reminded to notify the school Head/Deputy Head as early as possible on the day of any absence. Head/Deputy Head will then review staffing levels and invoke staff contingency plan	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Staff who are identified as clinically vulnerable coming into contact with Coronavirus	Staff who are fall into this category will continue to work from home, If they are too ill to work from home they will be placed on the appropriate leave (sick leave etc)	Yes	Severity:4 Likelihood:1 <b>Risk Rating:4</b>

Students who are identified as shielded or clinically vulnerable coming into contact with Coronavirus	Parents are being asked to inform the school if their child falls into this category if so they will continue to access Home Learning via the weekly class email and website or posted if required. A member of staff will be identified to support the child during their absence. Regular phone calls will be made to the parent/s and child to prevent the child feeling isolated and ongoing support offered to the parent/s. However the school is dependent on the parents keeping them informed of their child's/children/s health status. Head/Deputy Head will then review each case separately and if clarification or guidance is required refer to Government guidance, If further advice is required discuss with County Health and Safety team of advisors (eg Phil Rundle)	Yes	Severity:4 Likelihood:1 <b>Risk Rating:4</b>
Staff or students who live with someone who is identified as shielded or clinically vulnerable to Coronavirus attending site.	Head/Deputy Head will refer to Government Guidance and each case will be assessed on an individual basis for both staff and children. If the decision is for the child/children to remain at home they will be provided with Home Learning and a member of staff identified to support the child during their absence. Regular phone calls will be made to the parent/s and child to prevent the child feeling isolated and ongoing support offered to the parent/s. Staff will be requested to advise if they fall into this category, a risk assessment will be undertaken and discussions will take place to discuss alternative working arrangements. Head/Deputy Head will also keep in touch with staff member to check on their welfare and keep them updated on school life and changes to procedures etc. If further advice is required discuss with County Health and Safety team of advisors (eg Phil Rundle)	Yes	Severity:4 Likelihood:1 <b>Risk Rating:4</b>

Member of staff displaying symptoms of Coronavirus	Staff will be reminded on a daily basis that they must immediately self isolate if they display symptoms and if necessary refer to their Dr or NHS Helpline. If the symptoms develop during the working day the staff member will immediately leave site to return home. The area/s the staff member has worked in or accessed, will be isolated, cleaned and appropriate Do not Enter/Out of Bounds signage put in place and the door/s locked if possible. External cleaning team undertaking a thorough clean of the areas at the end of the school day. If the staff member has to wait for someone to collect them they will be placed in an isolation room to wait, this area will be cleaned as soon as they have left the premises. School staff will have access to aprons, gloves, cleaning materials and other PPE as needed to undertake the immediate clean.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Student displaying symptoms of Coronavirus	The small kitchen room has been identified as the isolation room to move the child into until they await collection by parent. The member of staff supporting the child will have immediate access to PPE until the child is collected. The areas the child has accessed, together with desk and chair will be cleaned, and if possible removed from the classroom. School staff will have access to aprons, gloves, cleaning materials and other PPE as needed to undertake the immediate clean. Both the 'isolation' room and areas the child has accessed will be also be recleaned at the end of the day by external cleaning team	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>

Social distancing not observed in staff areas	Furniture is being rearranged or removed from the staff room to allow social distancing, the remaining furniture will be set out to comply with social distancing measurements. An unused classroom may also be identified as a second staff room for the purposes of breaks. If possible rest breaks during the day will be staggered. Staff will be expected to wipe over the areas they have used, suitable cleansing consumables and PPE will be available in the staff room. If an additional room unoccupied room is used for this purpose the cleaning materials and PPE must be kept out of children's reach. Staff will be reminded each day during morning briefing to observe social distancing. Reminder notices will be placed on each door, also including a note reminding staff to clean the area they have used,	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Social distancing not maintained during home-to-school transport if transport is boarded directly from school premises?	Teachers will be asked to stagger their leaving time to avoid close contact with other members of staff in the car park. Staff will be encouraged to discuss and arrange this between themselves. It is not anticipated that this will cause undue delay to staff leaving the building. There is no coach transfer collection or buses for children,	Yes	Severity:4 Likelihood:1 <b>Risk Rating:4</b>
Social distancing not maintained at school gate or drop-off/pick-up point	Signage will be in place to remind parents to keep to social distance. Parents will be encouraged to wait on the ?green spots? outside the school playground. A one way system will be in operation for children to enter and leave the school playground marked by *spots*. Children will be handed over to one parent collecting or Yr 6 children will walk home alone observing social distancing. A signed letter required stating this is the parents responsibility.	Yes	Severity:4 Likelihood:1 <b>Risk Rating:4</b>

Social distancing not maintained by students before school starts	Children will not be allowed to enter school before opening time, no-one should be waiting on the school playground. One parent only can wait with their child outside the playground on the social distancing *spots* to enable children to safely enter one at a time. There will be staggered opening times with children walking via Sunnydays to enter the playground. Parents leave by the large green gate- creating a one way system.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Social distancing not maintained in school corridors	Signage will be in place at frequent intervals throughout the school building. Tape/markings will be laid out on floors in line with social distancing spacing requirements. Wherever possible children's access to corridors will be limited, signage will also be in place to remind children which side of the corridor to use. When children need to leave the classroom to use the welfare facilities, they will be restricted to one boy or girl at a time.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Social distancing not maintained in classrooms	Furniture is being removed from classrooms to allow enough space for social distancing. Floor areas will be marked out with tape/floor markings. Children will be reminded distancing at the start of the morning and after lunch or as necessary. Children will be working in smaller groups in separate rooms to support with the space required for social distancing. Children to have their own work station which won't be shared with any other child. Teachers will also monitor and ensure children adhere to this when in the classroom or other multi use areas. Parents to support with reminding children also. Adults model social distancing. Use of social stories for those that need this. Child friendly signage will be in place as reminders for children.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>

Social distancing not maintained during break-times and lunchtimes	These will be staggered to reduce the number of children in the play areas, children may also be separated into 2 groups and allocated different playground areas (this will be assessed on number of children attending school on a day to day basis) Use of the school field for space. No shared equipment made available that may impede social distancing e.g. football whilst on break-times.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Social distancing not maintained during meals	Children will be supervised at all times during break or meal periods. Depending on class sizes, children may remain in the classroom and eat their packed lunch at their cleaned desk. If children are separated into smaller groups they will eat in a designated room, tables and chairs will be cleaned immediately after use. If possible the room will then be locked until the external cleaning team arrive to undertake the end of day clean	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Social distancing not maintained during physical activities (PE etc)	Unlikely to undertake any activities that will bring the children into close contact (ie no team games/ball games or shared equipment). Equipment will be locked away with only a small amount available for use. This will be cleaned immediately after use.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Moving and handling of furniture to facilitate social distancing	<p>Staff will undertake this and it is anticipated only furniture that will be moved is chairs and desks, empty bookcase stands. Bookcases will be secured with tape or emptied with books put into storage.</p> <p>Staff will be reminded not to lift anything they judge to be too heavy. (Handy person will be contacted to move any heavy items) Staff should wear gloves and masks whilst undertaking this task, in particular if they are helping another member of staff. This procedure should also be followed for the small kitchen identified as the 'isolation' room. Minimal amount of furniture required, desk, chair, not soft furnishing, only furniture that can be wiped clean</p>	Yes	Severity:3 Likelihood:2 <b>Risk Rating:6</b>



Storage of furniture or equipment removed from classrooms workspaces and other areas.	There is limited storage space on site, however for this period of opening, a spare classroom or other room will be used to store the items. Furniture must be neatly and safely stacked. If possible the room will be locked.	Yes	Severity:4 Likelihood:1 <b>Risk Rating:4</b>
Lack of hand-washing facilities.	There are separate toilet facilities for boys and girls in the school. A block will be assigned to each. They are stocked with soap and paper towels, these will be checked throughout the day and replenished as needed. The toilet and sink will be sprayed after use by TA's,supporting the class teacher. Staff will have gloves and masks available for use. Staff are not expected to deal with bodily fluid soiling. The cubicle area should be locked off, window opened and left school's service providers to deal with at the end of the school day by the external cleaning company	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Over-use or mis-use of hand sanitiser	Children will use soap and water. Staff will also use soap and water whenever possible, however a bottle of hand sanitiser will be in each classroom for staff use. Staff will be advised (by way of this risk assessment) and during staff briefings to read and follow the instructions on the dispenser, guard against overuse, immediately cease using if skin irritation breaks out. Staff may wish to apply personally owned hand lotion on a regular basis to prevent skin drying out, however this will be an individual's personal choice. There will also be a bottle of sanitizer in the school office, entry to staff room and on reception.	Yes	Severity:3 Likelihood:1 <b>Risk Rating:3</b>
Staff and students not washing hands frequently	Children will be instructed to wash their hands at the start and end of each lesson, returning from play or any outdoor activity. Wall mounted hand sanitizers will be in place at the exit/entrance doors from the playgrounds. Children will be instructed to use this when returning to the building, a member of staff will stand by the building exit/entrance a safe distance away to ensure each child uses this and also that they do not use an excessive amount.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>



Cross-contamination from used tissues etc.	Children will use soap and water. Staff will also use soap and water whenever possible, however a bottle of hand sanitiser will be in each classroom for staff use. Staff will be advised (by way of this risk assessment) and during staff briefings to read and follow the instructions on the dispenser, guard against overuse, immediately cease using if skin irritation breaks out. Staff may wish to apply personally owned hand lotion on a regular basis to prevent skin drying out, however this will be an individual's personal choice. There will also be a bottle of sanitizer in the school office, entry to staff room and on reception.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Disposal of potentially contaminated waste.	Any such waste will be double bagged and stored in a locked room. Our cleaning service provider will be contacted and priority arrangements made for its removal. Fem Hygiene contract in place, if additional visit is required, the company will be contacted and an additional visit arranged.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Cross-contamination from sharing equipment	Wherever possible this will not take place. However any piece of equipment shared will be cleansed with wipes or washed in hot soapy water or school washing machine (depending on the type of equipment which has been used). Sanitizer or wipes will be placed by shared office equipment/photocopier for staff to use. Any points of contact must be cleaned after use. Classroom photocopying or printing should be undertaken by class TA on the photocopier/printer in the library. There is a photo copier in the office and the same procedures will be followed when this is used. To reduce the number of people accessing the school office and to protect office staff, use of this should be limited to them plus Head/Deputy Head	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>

Cross-contamination from sharing personal possessions (water bottles, mobile phones, lunch boxes toys. Etc.)	Wherever possible this will not take place. However any piece of equipment shared will be cleansed with wipes or washed in hot soapy water or school washing machine (depending on the type of equipment which has been used). Sanitizer or wipes will be placed by shared office equipment/photocopier for staff to use. Any points of contact must be cleaned after use. Classroom photocopying or printing should be undertaken by class TA on the photocopier/printer in the library. There is a photo copier in the office and the same procedures will be followed when this is used. To reduce the number of people accessing the school office and to protect office staff, use of this should be limited to them plus Head/Deputy Head	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Cross-contamination from contact with frequently touched surfaces (door handles, hand-rails, tables, etc)	These will be cleaned at least twice a day or more regularly if needed by TA's supporting the class Teacher. Staff should use PPE provided.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Cross-contamination from use of welfare facilities ? toilets, sinks, water fountains etc.	Any water fountains on site will be taken out of use. Water bottles can be topped up by class teacher TA support using the drinking water taps in the school and staff room. Toilets and sinks will be cleaned at a minimum of twice a day, If necessary they will be cleaned after each use. PPE is available to all staff, if cleaning toileting areas masks must be worn	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Cross-contamination from food served on premises	For first week of June opening and possibly throughout June, no catering service will take place on site, this will be reviewed during that week. Catering service provider (Caterlink) have been requested to provide confirmation that all risk assessments have been updated and staff have received up to date training in cross contamination and COVID 19 prevention	Yes	Severity:4 Likelihood:1 <b>Risk Rating:4</b>

Lack of appropriate cleaning materials and personal protective equipment for cleaning and catering staff	PPE has been provided by service provider for their staff. Cleaning service provider (Churchillservices) have provided written confirmation they have adequate supplies of consumables, their staff have been fully briefed on infection control since the start of the Pandemic. Posters are also being provided to all staff to put in their cleaning cupboards. They have also advised (copy of email will be attached to hard copy of this risk assessment) they are currently undertaking visits to each site to complete specific COVID 19 risk assessments. School will ensure that this takes place after school hours, visitors will be required to adhere to all safety measures put in place by the school. Use sanitizer or wash hands before and on leaving the school. Cleaners to ensure all areas assessor has visited are cleaned after visit. Catering company have been contacted to provide their information, response will be attached to hard copy of this email	Yes	Severity:4 Likelihood:1 <b>Risk Rating:4</b>
Visitors to the school site.	Visitors will be kept to an absolute minimum, with only essential visitors admitted. There is hand sanitizer available on reception, Parents will be contacted by phone and will also be able to arrange appointments by email to speak to staff as applicable, face-to-face meetings are not planned at this stage. However in extreme circumstances it may be necessary for this to happen, in which case these should take place in the playground or a room closest to an entrance/exit point of the school, and the room cleaned immediately after use. Staff to wash hands. The parent/visitor will be required to use hand sanitizer on arrival at the school	Yes	Severity:4 Likelihood:1 <b>Risk Rating:4</b>

Provision of first aid (including paediatric first aid where appropriate) support to students	PPE equipment provided (disposable gloves/aprons). Staff members will be encouraged to take extra care/precautions for both the child and themselves during this process. If staff come into direct contact with child (e.g, through torn glove) they should wash hands and follow all recommended safety procedures. As is usual practise, families will be informed if first aid has been administered and if contact has had to have been between child and first aider.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Providing care (dispensing medicines etc.) for students with medical needs	PPE (gloves/aprons) is provided, PPE also available with first aid kits.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Providing care for students with specific care needs (support for toileting etc.)	PPE equipment provided, disposable gloves/aprons and masks must be worn. Staff members will be encouraged to take extra care/precautions for both the child and themselves during this process. If staff come into direct contact with child physically supporting them when using the toilet or wash basin (e.g through torn glove) they should wash hands and follow all recommended safety procedures, Risk assessments in place and will be updated. Care plans will also be updated.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>

Providing care for students with specific emotional or behavioural needs.	<p>In a letter home, families have been asked to contact HT or DHT if they foresee any emotional or behavioural needs prior to a return to school in order that an appropriate individual care plans and/or risk assessments is in place if necessary, these are being reviewed and updated in line with the temporary expectation of 'reasonable endeavours' to meet pupil need. Children with an EHCP Risk Assessment in place currently will have this updated if they return to school. Staff have received bereavement training and updates to TIS training-to fully support emotional well being. If a child is still struggling to cope after staff support, parent will be contacted. Staff have received training in how to support children with SEN, ASD specifically in returning to school. School will continue to work alongside external agencies where already involved to support with children returning to school. School can access external agency support (parenting service, EP, EHH) if necessary.</p>	Yes	<p>Severity:4 Likelihood:2 <b>Risk Rating:8</b></p>
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Evacuation procedures during reduced occupancy of the school	<p>These are being reviewed and updated to reflect the reduced capacity of school, any changes will be shared with staff during pre opening briefing. A number of staff have received recent fire safety/fire warden training, if staff attendance rota is in place Head/Deputy Head will ensure these staff are factored in to ensure there are trained staff available each day. All staff will be reminded to be alert and not to block fire exits, corridors etc. All fire exit doors will remain unlocked. Staff will also brief children of any changes to assembly points, Dependent on numbers attending, two separate assembly points may be required. If so clear instructions will be given to staff and children advising of their assembly point. At all times staff will keep their 2 way radios fully charged and with them. These must be cleaned at the end of each day before being put in charger. Staff should be allocated a specific radio for use throughout the period the school is open to Year 6 to reduce the risk of cross contamination.</p>	Yes	<p>Severity:5 Likelihood:1 <b>Risk Rating:5</b></p>
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Childrens behaviour standards and potential to be removed from school	Children have regularly been reminded of the Golden Rules in weekly newsletter on the website. They will be reminded by class teachers on their return to school and expected to adhere to these. The school is asking parents for their support in discussing behaviour standards and Golden Rules with their child/children before they return to school. Parents will have received a pre return to school letter, their attention will be drawn to the Positive Behaviour Management policy which is on the school website. The letter will also address the issue of deliberate acts of non-compliance by children, or behaviours that put others (children and/or staff) at risk-biting, hitting, kicking, spitting or refusal to follow adult instruction. These will be taken extremely seriously and if a child refuses to cease this behaviour parents will be asked to come to school to collect their child. The child will be isolated whilst waiting to be collected. A staff member will be close by to monitor the child, but will stay outside the room socially distancing.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Staff well being/mental health affected by return or issues happening at school	Head and Deputy Head will, in pre opening briefing meetings/communications, encourage staff to discuss any concerns they have or develop on return to school or during the time the school is open, with them. Staff will be able to do this in confidence, once a concern is raised it will be dealt with in the most appropriate way. It may be that staff will just need to be able to discuss concerns or worries in a confidential environment. During daily staff briefings all will be encouraged to openly share any general issues (non confidential) or good ideas for coping with the group.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>

Susannah Storey

Signed .....

Dated .....

Co-ordinator

Signed .....

Dated .....

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