

RISK ASSESSMENT FORM	Ref Number: CV	
Establishment: Hodge Clough Primary School	Assessment by: N Cavanagh	Date: 06.09.21
Task / Process Being Assessed: September 21	Approved by: Grant Knox(Chair of Governors)	Date: 06.09.21

Scope

This is a generic risk assessment example for schools opening to students and staff during coronavirus (COVID-19) pandemic. It can be used as a guide to think through some of the hazards in your school and the steps you need to take to control the risks. It is not intended to cover all scenarios and each Headteacher should consider their own unique circumstances. More specific assessments will be required for those who are clinically vulnerable staff or SEND students - please see the individual risk assessment form.

Guidance documents

This risk assessment has been informed by the most up-to date Government guidance for schools and other educational settings at the time of writing. It should be read alongside the DfE guidance '**Opening schools for more children and young people: initial planning framework for schools in England**'. This guidance is available [here](#).

Other helpful guidance documents for schools:

- **Actions for schools during the coronavirus outbreak.** – Available [here](#)
- **Shielding the extremely vulnerable** – Available [here](#)
- **Households with COVID-19** – Available [here](#)
- **Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)**-Available [here](#) -
- **EYFS** – Available [here](#)
- **SEND** – Available [here](#)
- **Cleaning in Schools**– Available [here](#)
- **Safe Travel** – Available [here](#)

Overarching Principals

The Government has set out five overarching principals to control the spread of COVID-19 in schools which has formed the basis of this risk assessment. These are:

- **minimising contact** with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- **cleaning hands more often than usual** - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- **ensuring good respiratory hygiene** by promoting the 'catch it, bin it, kill it' approach
- **cleaning frequently touched surfaces** often using standard products, such as detergents and bleach
- **minimising contact and mixing** by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

Symptoms of COVID-19

Covid-19 is an illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal.

DO NOT LEAVE HOME IF YOU OR SOMEONE YOU LIVE WITH HAS EITHER:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss of, or change in, your normal sense of taste or smell (anosmia)**

These are the main symptoms of coronavirus. If you have these symptoms, you should not leave home and seek advice regarding se

Risk Assessment

What are the hazards to health, safety and the environment? (eg heavy box, fuel delivery)	Who or what might be harmed and how? (eg staff, visitors, etc)	Likelihood (1)	Severity (1)	Likelihood x Severity Risk Rating	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date completed

Vulnerable school staff	All building users including staff, pupils, visitors, cleaners, contractors, shielded and vulnerable groups may become infected and suffer ill health from exposure COVID-19	4	5	20	<p>School senior leadership to implement all latest relevant government advice and clearly communicate school reopening procedures to all staff, pupils and parents.</p> <p>Staff asked to declare any underlying medical conditions and/ or pregnancy. Any employee identified as being in high-risk group (as defined below) must undergo employee specific risk assessment.</p> <p>Currently staff who are classified as clinically extremely vulnerable and vulnerable – as defined here, should follow the guidance in place. One staff member continues to work from home at this time.</p> <p>Any staff members developing coronavirus symptoms, however mild, are advised to take a lateral flow test. If the test proves positive they must then seek a PCR test and follow relevant guidance.</p>	<p>CEV and V staff asked to seek medical guidance and inform school.</p> <p>Govt guidelines followed as up dated.</p>	<p>Headteacher</p> <p>SLT</p>	<p>.</p> <p>Ongoing contact with individual – working from home.</p>	<p>Ongoing</p> <p>ongoing</p> <p>Ongoing</p>

					<p>If staff are identified as a close contact and they are double vaccinated they do not need to isolate. If they develop any symptoms they must follow the guidance above.</p> <p>Staff encouraged to practice good respiratory hygiene - sneeze into a tissue or sleeve and not into hands. Used tissues to be put in a bin immediately and wash hands immediately after. 'Catch it. Bin it. Kill it.'</p>	<p>As above</p> <p>Regularly remind staff of procedures - email, social media, virtual team meetings, telephone conversations.</p>		Regularly	Ongoing
<p>Vulnerable Pupils</p> <p>Pupils / vulnerable pupils interactions in close proximity</p>	All building users including staff, pupils, visitors, cleaners, contractors, shielded and vulnerable groups may	4	5	20	<p>Children and parents asked to declare any underlying medical conditions and/ or pregnancy. Parents have been requested to notify school of any vulnerable pupils.</p> <p>Appropriate paperwork sent to parents asking for self identification</p>			Reviewed regularly.	On going during the year
	become infected and suffer ill				Communication to parents regarding health expectations prior to a return to school.		First Aid leads to identify	1/9/20 LJ and JT	Ongoing

	health from exposure COVID-19				<p>Information for staff to access available through cpoms and SIMS.</p> <p>Children who are classified as clinically vulnerable – as defined here, should follow relevant guidance.</p> <p>Any child developing coronavirus symptoms will be sent home and follow Public Health advice.</p> <p>Children awaiting collection must wait in a well ventilated area.</p> <p>School will maintain current contact details for all children in attendance.</p>	<p>All information communicated to caretaking and cleaning staff.</p> <p>Expectations made explicit to staff</p>	<p>vulnerable children through information gathered</p> <p>SLT</p>	<p>DBe or LH to provide contacts.</p>	
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				<p>PPE to be worn by staff caring for the child while they await collection.</p> <p>After use, the waiting area will be cleaned by cleaning or site staff using normal proprietary cleaning products and recommended PPE in line with cleaning guidance found here</p>	<p>All information and guidelines communicated to staff</p>		<p>By 1/9/20</p>	
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<p>Hand Washing</p> <p>Inadequate hand washing facilities and regimes</p>	<p>All building users including staff, pupils, visitors, cleaners, contractors, shielded and vulnerable groups may become infected and suffer ill health from exposure COVID-19</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p>Sufficient handwashing facilities are available throughout school. Where a sink is not nearby, hand sanitiser provided in classrooms and other learning environments (not to be used in the science labs due to increased fire risks).</p> <p>Hand sanitiser only used where sinks are not available. Remind staff/ pupils hand sanitiser it is not a substitute for regular hand washing.</p> <p>Hand sanitisers only be used under close supervision for younger children - under normal circumstances children should not be using alcohol-based hand cleansers.</p> <p>All school building users reminded to frequently wash their hands with soap and water for 20 seconds and dry thoroughly. This should generally include</p> <ul style="list-style-type: none"> - eating/drinking - coughing or sneezing - using the toilet - handling cleaning chemicals <p>Help will be provided to children and young people who have trouble cleaning their hands independently</p>	<p>CONTINUE</p> <p>Ensure all sinks have necessary stock & restock as required.</p> <p>Sanitise sinks regularly with appropriate cleaning chemicals</p> <p>Ensure all attending understand how to wash hands correctly – refresh guidance</p>	<p>. SLT</p>	<p>Ongoing</p>	
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					<p>Sinks and toilets regularly sanitised and bins for tissues are emptied throughout the day</p> <p>Normal personal hygiene and washing of clothes following a day in school setting encouraged</p>			
<p>Cleaning</p> <p>Inadequate cleaning regime</p>	<p>All building users including staff, pupils, visitors, cleaners, contractors, shielded and vulnerable groups may become infected and suffer ill health from exposure COVID-19</p>	4	5	20	<p>Government cleaning advice found implemented throughout school premises.</p> <p>Cleaning regimes and responsibilities are clarified in with relevant staff / organisations. (External organisations providing FM/cleaning services should be sure to define these responsibilities)</p> <p>Regular check of stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. Request additional supplies as necessary. Deep clean scheduled for May half term at both sites carried out</p> <p>Independent use of water fountains suspended for children . Staff to use and provide water for children if required. Stations to be cleaned regularly.</p>	<p>CONTINUE</p> <p>Carry out inventory check of cleaning products and stock at regular intervals, restocking proportionately as necessary.</p> <p>All cleaning staff trained on new cleaning procedures.</p> <p>Hygiene stations installed across both sites.</p>	<p>.Headteacher and Site Supervisor</p> <p>Site supervisors</p>	<p>Summer holidays and ongoing</p>

					Cleaning with usual cleaning products will continue, with regular daily cleaning of highly used areas including:				On going
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					<ul style="list-style-type: none"> - door handles - door plates - bannisters - desks - chairs - taps and sinks - telephones - keyboards - light switches - <p>Bins for tissues are lined and emptied regularly .Liner is sealed/knotted and placed in the main waste container. Door wedges and doors propped open to limit spread. Limit of spread/ risk due to fire considered a low risk.</p> <p>If lights are not on automatic sensor staff instructed to leave them on throughout the day</p> <p>All spaces will be well ventilated using natural ventilation (opening windows) or ventilation units where possible</p> <p>Doors will be propped open, where safe to do so (taking into consideration fire safety and safeguarding), to limit use of door handles and aid ventilation</p>			On going	
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					<p>Trim trails and static play equipment cleaned as appropriate</p> <p>Play equipment in KS1 /KS2 playground cleaned regularly.</p> <p>Normal personal hygiene and washing of clothes following a day in school setting encouraged</p>		SLT	On going	
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<p>Social Distancing</p> <p>Inappropriate pupil / staff mixing and movement around school premises</p>	<p>All building users including staff, pupils, visitors, cleaners, contractors, shielded and vulnerable groups may become infected and suffer ill health from exposure COVID-19</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p><u>Classrooms</u></p> <p>Classrooms will be well ventilated using natural ventilation (opening windows) or ventilation units. Site managers to identify poorly ventilated spaces as part of our risk assessment to improve fresh air flow giving particular consideration to parental events. CO2 monitors to be provided and used as part of this process.</p> <p>Doors will be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and further aid ventilation.</p>	<p>CONTINUE Communicated to staff as part of expectations.</p> <p>All doors to be propped open,</p>	<p>SLT</p> <p>HT and Site supervisors</p>		
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<p>Stress</p> <p>Stress and anxiety about Coronavirus COVID-19</p>	<p>Staff may suffer ill health from stress due to COVID-19 related anxiety, stress, bereavement</p>	3	3	9	<p>Regular line manager communication and up-to-date staff communications to keep staff informed of procedures / changes etc.</p> <p>Bereavement policy in place and followed where applicable.</p> <p>Access to Employee Assistance Programme and counselling on self-referral basis</p> <p>Staff reassure children and young people on regular basis</p> <p>Wellbeing included regularly as part of staff meeting agendas</p>	<p>CONTINUE</p> <p>Remind staff stress and anxiety may increase susceptibility to infection e.g. lack of sleep, becoming run down, etc.</p> <p>Provide information on EAP details – Mental Health Leads to share with staff via email.</p> <p>Information shared with all staff regarding regular updates from PHE.</p>	<p>NC HT SLT Mental Health Leads</p>		<p>On going</p>
<p>Contractors / Visitors</p>	<p>All building users may become</p>	4	5	20	<p>Contractors used on site for essential maintenance tasks. Non-essential works to resume.</p>	<p>Ensure reception / office staff are made aware of contractor in advance where possible.</p>	<p>ST business manager/ Business</p>		<p>Ongoing</p>
<p>Visitors and spread of Coronavirus</p>					<p>Visitors to school should occupy well ventilated spaces as much as possible. Attention will be paid to numbers attending events and events will be planned accordingly.</p>				

REVIEWS: Review 1

DATE OF REVIEW: 16/7/20	REVIEWED BY: Neil Cavanagh	COMMENTS:
DATE OF REVIEW: 1/9/20	REVIEWED BY: Neil Cavanagh	COMMENTS:
DATE OF REVIEW: 5/10/20	REVIEWED BY: Neil Cavanagh	COMMENTS:
DATE OF REVIEW: 3.10.21	REVIEWED BY: Neil Cavanagh	COMMENTS
DATE OF REVIEW: 3.01.21	REVIEWED BY: Neil Cavanagh	COMMENTS
DATE OF REVIEW: 4.03.21	REVIEWED BY: Neil Cavanagh	COMMENTS- most aspects remain the same – some items to review at Easter.
DATE OF REVIEW : 17.05.21	REVIEWED BY: Neil Cavanagh	COMMENTS – trips now allowed to take place specific guidance

RISK MATRIX

The matrix below is used to calculate risk based on likelihood x severity (higher scores indicating higher levels of risk). The resulting score is used to calculate risk ratings and to determine whether additional safety management measures are required to further reduce remaining risk to an acceptable level.

Any risk rating in the red area indicates significant risk which would need to be further controlled before proceeding

	SEVERITY				
LIKELIHOOD	Insignificant	Minor	Moderate	Major	Catastrophic
Very unlikely	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely	4	8	12	16	20
Very likely	5	10	15	20	25

KEY: SEVERITY OF HARM			
	Severity	Description	Persons at risk
1	Insignificant	Non or insignificant injury / illness / loss	1
2	Minor	Minor injury / illness / loss minor first aid required	up to 5
3	Moderate	Injury / illness / loss – reportable to the HSE	up to 10
4	Major	Major injuries / severe incapacity – reportable to the HSE	up to 25
5	Catastrophic	Fatality / severe incapacity	25 or more

IMPORTANT
When calculating the risk, the number of persons exposed and the frequency of exposure to risk must be taken into account

Risks that calculate as high **MUST** have further control measures put into place that reduce the risk **BEFORE** the activity is carried out

Medium risk factors should have more control measures introduced where possible to reduce the risk to the lowest possible risk

Staff **MUST** be prohibited from undertaking medium to high risk activities for which they have not received appropriate training

The risk assessment must be signed by the risk assessor or the person in authority managing the activity concerned

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OFFICE USE ONLY

Record of document review and amendments

Risk Assessment Form			
Version	Date	Amended By	Comments
1	13/05/2020	M Hill	Created
2	20/5/2020	L Smith	Slight amends following feedback from trade unions and public health
3	21/5/20	N Cavanagh	
4	16/07/20	N Cavanagh	
5	1/09/20	N Cavanagh	Amendments to staff shielding
6	5/10/20	N Cavanagh	Amendments to quarantine rooms
7	3/01/21	N Cavanagh	
8	4/03/21	N Cavanagh	

