

Completed By: Nichola Gibson and staff							Date: Update: Sept 2021				
Head Teacher / Responsible Person: Nichola Gibson		RTW Risk Assessment following Covid 19					Workplace/location: Ellison Primary Academy / COVID19				
Hazard		Current Risk Rating			Action plan			Residual Risk Rating			
Details of hazard	Who is affected and how?	What controls are already in place	Likelihood	Consequence	Risk Rating L/M/H	Further actions required	By whom	By when	Likelihood	Consequence	Risk L/M/H

**In general:**

Infection of Coronavirus in the school or through work activities	Employees, pupils visitors, customers, contractors entering the school and promoting the spread and/or becoming infected by Covid19	<ul style="list-style-type: none"> <li>Employees and pupils with symptoms are asked to self isolate and conduct a test. Staff Lateral Flow Home testing to take place twice weekly. Parents signposted to access Lateral Flow Home Testing twice weekly; Individual risk assessments are carried out as appropriate. Staggered start/end times, breaktimes and lunches continue to allow 'step up' of restrictions should they be required. All lunches in the dining room (however step up would reintroduce the classroom to ensure bubbles are kept separate.) Enhanced cleaning and hygiene arrangements are in place and enforced. All well occupied spaces are well ventilated.</li> </ul>	3	4	H	<ul style="list-style-type: none"> <li>Consider pupils/employees/parents who require an individual risk assessment.</li> <li>Implement measures for staff / pupils who display symptoms in accordance with Government guidelines.</li> <li>Consider the reintroduction of masks in communal areas if advised or if indicated on an individual risk assessment.</li> </ul>	Headteacher	02-Sep-21	2	3	M
Classrooms / Office space	As above	Each member of staff is responsible / included in developing a safe working environment for their classroom/ working space.	3	4	F	<ul style="list-style-type: none"> <li>Allocate equipment to children and staff for personal use only (stationary, keyboard, mouse, stapler, etc.)</li> <li>Discourage movement in, out and around classrooms (toilets and refreshment breaks only).</li> <li>Increased fresh air (opening windows to ensure good ventilation).</li> <li>Frequent daily cleaning of desks and equipment- cleaning regime in place.</li> <li>Hand sanitiser available for people to use.</li> </ul>	Class teachers and support staff	Daily	2	3	M

Reception area / public spaces communal areas	As above	Each member of staff is responsible / included in developing a safe working environment for their working space.	3	4	I	* Cleaning regime in place - focus on the tables, door handles and hard surfaces such as seats, keyboards, light switches etc. * Parents and staff encouraged to email and telephone messages.	Office Staff	Daily	2	3	M
Fire Evacuation	As above	<ul style="list-style-type: none"> <li>Evacuation plans</li> <li>Fire wardens appointed</li> </ul>	3	4	I		Headteacher	01-Sep-20	2	3	M
Outdoor Play areas / Playgrounds Parent / carer collection areas	As above	Existing controls in place	3	4	I	<ul style="list-style-type: none"> <li>Ensure playgrounds are safe places.</li> <li>Blocking off and rotating /cleaning play equipment where practicable if 'step up' is required.</li> <li>Clear paths to prevent slips, trips and falls.</li> </ul>	Site Supervisor	02-Sep-21	2	3	M
Playground equipment		Existing controls in place including annual structural inspection performed. Inspection undertaken before use.	3	4	I	blocking off and rotating/ cleaning play equipment where practicable if bubbles are re-introduced and 'step up' is required.	Class teachers, midday supervisors and site supervisor.	02-Sep-21	2	3	M
First Aid arrangements	As above	<ul style="list-style-type: none"> <li>First aid provision determined by risk assessment</li> <li>First Aiders appointed</li> </ul>	3	4	I	<ul style="list-style-type: none"> <li>Review first aid arrangements. * Use PPE provided as instructed. ensure suitable provision</li> <li>Review number of trained first aiders if necessary</li> <li>Consider alternative arrangements to cover shortfalls in first aid provision</li> </ul>	Headteacher. First Aid staff.	02-Sep-21	2	3	M
Suspected / confirmed Covid19 outbreak arrangements	As above	<ul style="list-style-type: none"> <li>Infection Control Procedure</li> </ul>	3	4	I	<ul style="list-style-type: none"> <li>Child or adult removed to isolated space. Area cleaned after use including toilet area if used.</li> <li>Employees follow government with regard to self-isolation.</li> <li>Complete HSE incident report form and e-mail to Health &amp; Safety team .</li> <li>Review infection control procedure if advised.</li> </ul>	Headteacher	As required.	2	3	M

Communal areas / staff room	Employees, pupils visitors, customers, contractors entering the school and promoting the spread and/or becoming infected by Covid19	Existing controls in place	3	4	I	<ul style="list-style-type: none"> <li>Communal areas cleaned regularly by the cleaning team.</li> <li>Card system in place, to show staff that table has been cleaned and not used by placing card on the fridge. Card replaced once cleaned for the next person/group.</li> </ul>	All staff.	Daily	2	3	M
Meeting rooms	As above	Existing controls in place	3	4	I	<ul style="list-style-type: none"> <li>Consider restrict numbers in meeting rooms to avoid overcrowding.</li> <li>Consider enhance use of Microsoft Teams and similar technology for meetings.</li> <li>Meeting room doors left open, to prevent unnecessary handling and to improve ventilation.</li> <li>Windows to be opened to promote natural ventilation or to be held outside, where possible.</li> <li>Daily cleaning.</li> <li>Hand sanitiser available.</li> </ul>	All staff.	Daily	2	3	M
Kitchens	As above	Existing controls in place	3	4	I	<ul style="list-style-type: none"> <li>Kitchen will be cleaned regularly by the cleaning team, focusing on handles, taps, hard surfaces.</li> <li>Staff encouraged to wash their hands after using the facilities in the washrooms.</li> </ul>	Kitchen staff.	Daily	2	3	M
Toilets	As above	No control except for availability of urinals, WCs and wash hand basins	3	4	I	<ul style="list-style-type: none"> <li>WCs should be flushed with seat covers down.</li> <li>Enhanced cleaning regime for door handles, door locks, taps and anything other objects that could be touched by hands.</li> <li>Hand sanitiser to be provided.</li> </ul>	Class teachers, TAs, midday supervisors and site supervisor.	Daily	2	3	M
Photocopiers and printers	As above	Located in accessible area - existing controls in place	3	4	I	<ul style="list-style-type: none"> <li>Staff encouraged to wash/sanitise their hands after using the equipment.</li> </ul>	Headteacher	02-Sep-21	2	3	M
Server rooms / Electrical cupboards / ventilation rooms / ducts etc.	As above	The use of such rooms will be identified within activity risk assessments by IT department, or contractors.	3	4	I	<ul style="list-style-type: none"> <li>Only accessible by authorised personnel, e.g. Site staff, IT / contractors</li> </ul>	Headteacher	Daily	2	3	M

Contractors	As above	Existing procedure in place	3	4	I	<ul style="list-style-type: none"> <li>• Ensure that contractors submit risk assessments identifying suitable measures for control of infection</li> <li>• Appointment system for contractors to appear on site</li> <li>• Provide the contractor with any specific control of infection protocols at the time of arrival or prior to any works being undertaken</li> </ul>	Site Supervisor and ABM	Daily	2	3	M
Visitors	As above	Existing procedures for visitors to school already in place	3	4	I	<ul style="list-style-type: none"> <li>• Visitors have been asked to stay at home if they have any covid19 symptoms and to adhere to the government guidance on social distancing and hand washing.</li> <li>• Posters to be displayed to reinforce guidance.</li> <li>• Visitors given COVID-19 site rules before arrival</li> <li>• Staff will be responsible for their visitors, and ensure COVID-19 rules are followed.</li> </ul>	All staff.	Daily	2	3	M
COSHH: Cleaning products and materials	As above	Cleaning materials are fit for purpose and effective against COVID-19.	3	4	I	<ul style="list-style-type: none"> <li>• Ensure a COSHH is implemented.</li> <li>• If an external cleaning contractor is used, they should be contacted for relevant support</li> </ul>	Site Supervisor and ABM	Daily	2	3	M
Corridors	As above	Existing controls in place					Site Supervisor.	02-Sep-21	2	3	M
Footpaths	As above	Existing controls in place				<ul style="list-style-type: none"> <li>• One-way system in place to allow for easy 'step up' restrictions; staggered parent pick up / drop off times continue to ensure easy 'step up'.</li> </ul>	Site Supervisor.	02-Sep-21	2	3	M

COSHH: Hand Sanitiser	As above	Existing controls for staff / pupils / contractors / visitors/ may / may not already be in place			<ul style="list-style-type: none"> <li>• Hand washing should remain a priority however if hand sanitiser is provided a COSHH assessment must be completed; EMERGENCY first aid should be administered if hand sanitiser goes into eyes.</li> <li>• Posters in place to promote hand washing</li> <li>Class teacher responsible for hand sanitiser if used by pupils</li> </ul>	T; Site Supervisor;	02-Sep-21	2	3	M
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