

RISK ASSESSMENT FORM- MANAGING HEALTH AND SAFETY

Directorate & Team: Summerbank Primary Academy					Completed By: Sally Henderson & Clare Pearson			Date: 29/07/2020				
Activity Workplace: Covid 19 National School Closure					Manager: Clare Pearson						Date reviewed: 09/12/2021	
					System of Controls – DfE Guidance Updated 27th August 2021 <ul style="list-style-type: none"> Ensure good hygiene for everyone Maintain appropriate cleaning regimes Keep occupied spaces well ventilated Follow public health advice on testing, self-isolation and managing confirmed cases of Covid-19 							
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	
<p>Exposure to COVID-19</p> <p>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).</p>	<p>Everyone on site.</p> <p>General transmission may occur: Through close contact between colleagues, pupils and visitors</p>	4	4	H	<p>VACCINATION OF ADULTS</p> <ul style="list-style-type: none"> National vaccination programme has offered all adults a double dose of a C-19 vaccine. A booster vaccination programme is now underway <p>COMMUNICATION OF EXPECTATIONS</p> <ul style="list-style-type: none"> Regular updates in line with national and local changes and is shared with all staff A Covid-19 section of the school website gives clear information to families and of their responsibilities A regular Update is sent out to all staff which includes Covid related matters and updates to procedures A Covid-19 information point is in place in the staff room 	<p>All procedures to be adhered to.</p> <p>Staff, parents and visitors to be informed and regularly updated on the measures in place to reduce transmission</p>	<p>All staff, visitors and parents</p> <p>CLP</p>	<p>Ongoing</p> <p>Ongoing</p>	2	3	M	

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- Clear signage is used externally and internally to reinforce current expectations

LATERAL FLOW TESTING

- In line with guidance, all site based staff to engage in twice weekly lateral flow testing with results uploaded to NHS
- Lateral testing to take place for staff at home to reduce contacts in school.
- Lateral testing available to children and families via gov.uk (link sent out to parents pre-March restart)

BUBBLES 'LIGHT'

- Children in class/year group bubbles although limited mixing allowed
- Staff are linked with identified bubbles.

WEARING OF FACE COVERINGS

- Staff, visitors and contractors to wear face coverings in communal areas (corridors etc). written guidance distributed on safe wearing/removal of masks. Wearing of masks in own classroom/work space is at the discretion of staff unless undertaking teaching requiring children to see mouth movements e.g. phonics

PARENT/VISITOR ACCESS TO THE BUILDING

- Where meetings can be conducted virtually they should be. Planned face-to-face meetings (e.g. Parents Eve, LGB) to be moved online/phonecalls

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				<p>SOCIAL DISTANCING</p> <ul style="list-style-type: none"> • Amended one-way system for pick-up and drop-off in place. • To minimise face to face contact between classroom staff and parents, Class Dojo is used as the main communication system. • Timetable and use of classrooms reviewed to reduce movement around the building. • Accessing rooms from outside wherever possible. • Staff to be mindful of distancing when accessing smaller spaces e.g. storage cupboards. • TEAMS communication system used to reduce face to face contact <p>THE SCHOOL OFFICE</p> <ul style="list-style-type: none"> • Microphone system installed in main office to enable hatch to remain closed. • One visitor only at a time permitted in the main reception area. • Parents encouraged to contact the office by telephone / email wherever possible. • Other staff encouraged not to visit the office unless essential. • Signing in/out procedures adapted to avoid shared equipment/touching of surfaces <p>SYMPTOMATIC INDIVIDUALS</p> <ul style="list-style-type: none"> • Anyone with one of the 3 main symptoms informed not to attend school, to arrange a PCR test and to isolate until a negative result is received. • Where a child has one of the minor symptoms they are informed not to 					
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					<p>attend school, to arrange a PCR test and remain off school until a negative result is received.</p> <ul style="list-style-type: none"> Where a member of staff has one of the minor symptoms they are informed to arrange a PCR test but may attend school (and distance) while awaiting result. Clear procedures in place for staff member or child developing symptoms whilst on site 							
<p>Exposure to COVID-19</p> <p>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).</p>	<p>Everyone on site.</p> <p>General transmission may occur: Through colleagues, pupils and visitors touching contaminated surfaces</p>	4	4	H	<p>VACCINATION OF ADULTS</p> <ul style="list-style-type: none"> National vaccination programme has offered all adults a double dose of a C-19 vaccine. A booster vaccination programme is now underway. <p>PERSONAL HYGIENE MEASURES</p> <ul style="list-style-type: none"> Frequent handwashing in place at key points throughout the day. Hand sanitiser provided in classrooms and shared spaces. Disposable tissues provided in classrooms. Signage used to promote hygiene (respiratory and hand). Antibacterial spray located in staff toilets with signage directing appropriate use. Antibacterial hand gel located in the main reception area with expectation that all use it on entry and exit. <p>ADDITIONAL CLEANING MEASURES – NON-CLEANING STAFF</p> <ul style="list-style-type: none"> Frequent cleaning of surfaces that are frequently touched (undertaken by classroom staff / office staff / SLT). 	<p>All procedures to be adhered to.</p> <p>Review stocks of soap, hand sanitiser, tissues.</p> <p>Review of Government Guidance and make changes if necessary.</p>	<p>All staff on site</p> <p>Site Manager ABM Office Manager</p> <p>CLP / SH</p>	<p>Ongoing</p> <p>Weekly</p> <p>Daily</p>	2	3	M	

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					<ul style="list-style-type: none"> • Procedure in place for staff in all areas re cleaning their workstation area. • Clear guidance for staff on the cleaning procedures required if a child or adult becomes ill with symptoms (see Classroom Cleaning Procedure) • Antibacterial wipes/ hand sanitizer provided for shared equipment e.g. photocopier. Staff directed to use to keep themselves safe. <p>ADDITIONAL CLEANING MEASURES – CLEANING STAFF</p> <ul style="list-style-type: none"> • External agency provides clear guidance for cleaners using the most up to date government guidance which includes suitable cleaning products and safe disposal of contaminated waste. 							
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					<p>friendly door props particularly where the area is occupied for extended periods of time.</p> <ul style="list-style-type: none"> Designated large space meeting areas. <p>WEARING OF FACE COVERINGS</p> <ul style="list-style-type: none"> Staff, visitors and contractors to wear face coverings in communal areas (corridors etc). written guidance distributed on safe wearing/removal of masks. Wearing of masks in own classroom/work space is at the discretion of staff unless undertaking teaching requiring children to see mouth movements e.g. phonics <p>PARENT/VISITOR ACCESS TO THE BUILDING</p> <ul style="list-style-type: none"> Where meetings can be conducted virtually they should be. Planned face-to-face meetings (e.g. Parents Eve, LGB) to be moved online/phonecalls 						
<p>Exposure to COVID-19</p> <p>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).</p>	<p>Staff and pupils</p> <p>Transmission may occur during learning activities and behaviour management.</p>	4	4	H	<p>VACCINATION OF ADULTS</p> <p>National vaccination programme has offered all adults a double dose of a C-19 vaccine. A booster vaccination programme is now underway</p> <p>RESOURCES</p> <ul style="list-style-type: none"> Sharing of stationery and other equipment limited – individual learning packs used where possible. <p>PUPIL ORGANISATION</p> <ul style="list-style-type: none"> Class/Year group bubbles 'light' in place. Where staff work with more than one 				2	3	M

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					<ul style="list-style-type: none"> Designated outside space for each year group bubble during break / lunchtime. Staggered break times <p>STAFF SPECIALIST SUBJECT TEACHING OF MORE THAN ONE CLASS</p> <ul style="list-style-type: none"> Remote access software installed in the Computer Room to support social distancing <p>INTERVENTION GROUPINGS INVOLVING CHILDREN FROM DIFFERENT BUBBLES</p> <ul style="list-style-type: none"> Children can be brought together from more than one bubble for educational purposes. Staff asked to keep track of groupings should they be required for Track & Trace <p>BEHAVIOUR MANAGEMENT AND SAFEGUARDING</p> <ul style="list-style-type: none"> Where possible actions taken for behaviour management will not involve touching a pupil. 						
<p>Exposure to COVID-19</p> <p>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</p>	<p>Staff and pupils</p> <p>Transmission may occur during lunchtime arrangements</p>	4	4	H	<p>VACCINATION OF ADULTS</p> <ul style="list-style-type: none"> National vaccination programme has offered all adults a double dose of a C-19 vaccine. A booster vaccination programme is now underway. <p>ORGANISATION</p> <ul style="list-style-type: none"> Where numbers permit dinner ladies allocated to a single bubble Children in Nursery and Y3-Y6 eat lunch in classrooms Staggered lunchtimes. 	Ongoing.	CLP/SH		2	3	M

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<p>moisture content and temperature).</p>					<ul style="list-style-type: none"> • First aid bum bags for dinner ladies to enable them to administer first aid on the playground • Designated areas of the playground for each bubble. <p>HYGIENE</p> <ul style="list-style-type: none"> • Children/staff wipe down tables before and after eating using antibacterial wipes. • Lunchtimes staggered and pupils wash hands or sanitise and eat their lunch in their designated area. • Dinners are provided in disposable containers in classrooms <p>STAFF LUNCHES</p> <ul style="list-style-type: none"> • Staff instructed to wipe any areas/equipment they will use in the staffroom with the wipes available. • Staff permitted to remain in their own room at lunchtime if they prefer. • Staggered lunchtimes ensure reduced contact. 						
<p>Exposure to COVID-19</p> <p>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</p>	<p>Staff and pupils</p> <p>Transmission may occur through staff/ children/ contractors attending more than one setting.</p>	4	4	H	<p>VACCINATION OF ADULTS</p> <ul style="list-style-type: none"> • National vaccination programme has offered all adults a double dose of a C-19 vaccine. A booster vaccination programme is now underway <p>ALL VISITORS</p> <ul style="list-style-type: none"> • Crib sheet in place for all visitors (including contractors / supply teachers etc) providing instructions on how to inform the school if they develop symptoms within 48 hours of visiting site and subsequently test positive <p>CONTRACTORS</p>				2	3	M

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moisture content and temperature).					<ul style="list-style-type: none"> 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. Information sharing with contracted catering and cleaning services to reduce exposure to COVID-19. Contractors attend site outside of school hours wherever possible. <p>WEARING OF FACE COVERINGS</p> <ul style="list-style-type: none"> Staff, visitors and contractors to wear face coverings in communal areas (corridors etc). written guidance distributed on safe wearing/removal of masks. Wearing of masks in own classroom/work space is at the discretion of staff unless undertaking teaching requiring children to see mouth movements e.g. phonics <p>SUPPLY/PERIPATETIC/TRAINEE TEACHERS</p> <ul style="list-style-type: none"> Individual induction (by ABM) with any staff working on more than one site. Updated induction list to include the obligation to inform school if a positive test is received Staff included within the lateral flow testing system 						
Exposure to COVID-19 The virus is spread in minute water droplets that are expelled from the body through sneezing,	Staff member and recipient. Transmission may occur when providing First Aid/ personal & intimate care/administering	4	4	H	<p>PERSONAL/INTIMATE CARE</p> <ul style="list-style-type: none"> PPE provided (such as disposable gloves, disposable apron) Hand washing after providing care. Individual Risk Assessments conducted by the SENCO for children with additional needs. 	KS	Ongoing		2	3	M

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<p>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).</p>	<p>medicines/ supervising pupils who self-administer.</p>				<ul style="list-style-type: none"> • Staff guidance on the use of PPE. <p>FIRST AID / MINOR INJURIES</p> <ul style="list-style-type: none"> • First aid kit in all classrooms to avoid use of first aid room. • Bum bags in classroom base for all dinner ladies/break duty staff to enable minor first aid to be administered outside. • Individual class first aid book replaces minor injuries book in first aid room – all minor injuries recorded by classroom staff. • Online accident reporting procedure in place – to be used for moderate to severe injuries (see guidance) • Procedure for texts and calls home for head bumps by the office remains in place. • Where there is a risk of respiratory droplets splashing into the eyes etc, when administering first aid staff advised to wear disposable gloves, disposable apron, fluid resistant surgical mask and eye protection. <p>CPR AND EMERGENCY SERVICES</p> <ul style="list-style-type: none"> • When performing CPR phone an ambulance and use compression only CPR until the ambulance arrives. • If the emergency services advise staff to perform mouth-to-mouth ventilation, use a resuscitation face shield located in the first aid room. <p>ADMINISTRATION OF MEDICATION</p>	<p>Classroom staff to monitor content of classroom based first aid equipment and replenish from the first aid room as necessary</p> <p>Classroom staff to monitor classroom based PPE equipment and replenish via request to Business Manager</p>	<p>Classroom staff</p> <p>Classroom staff</p>	<p>Ongoing</p> <p>Ongoing</p>				
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					<ul style="list-style-type: none"> Administration of medication form to be completed as usual at the school office (also available on the school website). Staff administering medicine to wash hands thoroughly prior to and after administering medicines. Medication requiring refrigeration should be stored in the main staffroom Medication Fridge. Any child displaying Covid-19 symptoms to be sent home (and procedure followed). Staff are not to administer medicines to any child displaying symptoms. 								
<p>Exposure to COVID-19</p> <p>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).</p>	<p>Transmission may occur when a pupil/member of staff displays symptoms of COVID-19</p>	4	4	H	<p>VACCINATION OF ADULTS</p> <ul style="list-style-type: none"> National vaccination programme has offered all adults a double dose of a C-19 vaccine. A booster vaccination programme is now underway <p>PUPILS DISPLAYING SYMPTOMS</p> <ul style="list-style-type: none"> Procedure in place – displayed in all classrooms / office (see Office Procedure / Classroom Procedure / SLT Procedure/ Cleaning Procedure) regarding what to do if a child is experiencing symptoms or has been in contact with a positive case. Designated isolation area in place for collection (end of KS1 corridor) Procedure in place for supervising staff member to wipe down surfaces touched by the child displaying symptoms once they have been collected. PPE and contaminated waste bin located in disabled toilet in the KS1 Corridor to support the procedure. 	Maintain stocks of PPE.	ABM	Weekly			2	3	M

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				<ul style="list-style-type: none"> • Designated toilet for children displaying symptoms to use and signage system to show that the toilet is out of order until cleaned if it has been used by a suspected case. <p>STAFF DISPLAYING SYMPTOMS</p> <ul style="list-style-type: none"> • Procedure in place and cascaded to staff regarding what to do if they are experiencing symptoms or have been in contact with a positive case either at home or at work. <p>NOTIFICATION OF A POSITIVE LATERAL FLOW TEST</p> <ul style="list-style-type: none"> • Individual advised to isolate and arrange a follow-up PCR <p>NOTIFICATION OF A POSITIVE PCR TEST</p> <ul style="list-style-type: none"> • Individual advised to follow Track & Trace guidance • If individual has been in school during infectious period. Letter sent to children within class (or year if appropriate) and staff advising precautionary PCR. Staff also advised to lateral flow test daily for a period of ten days from last contact. <p>MONITORING</p> <ul style="list-style-type: none"> • Clear tracking system in place for pupils/staff reporting absence due to either displaying symptoms or testing positive. Pupil tracking system shared with staff to enable swift identification of individuals who should not be attending. 					
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Review annually, or after an incident, or if there are changes to the task, environment, equipment or the people affected.				
Review 1	Review 2	Review 3	Review 4	Review 5
Date & Initial	Date & Initial	Date & Initial	Date & Initial	Date & Initial

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
- 2- Minor
- 3- Moderate
- 4- Major
- 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