



RISK ASSESSMENT FORM

Assessors name: C. Fox S. Adams	Date of Assessment: September 2020	Activity/Task: Using School, Post COVID-19 Pandemic Lockdown, in September
Directorate: Education	Service: Schools Group:	Headteacher: Mrs C. Fox

Hazards	Who may be harmed & How	Existing Controls	Risk Rating	Further Controls	Residual Risk	Actions by whom & when	Actioned Y/N
Exposure to COVID-19	Anyone exposed to the virus or an infected person. May contract Covid-19 – with associated range of health outcomes	SLT to check latest Government guidance on a daily basis. https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings	Likelihood: 2 Consequence: 4 Risk Level: 8	All required safety control measures put in place as per central government guidance, reviewed and updated on a regular basis.	Likelihood: 1 Consequence: 4 Risk Level: 4	SBM SLT Site Team	Y
Shortage of staff	Pupils & Staff	Staff to be able to park on site (using non-designated parking areas if necessary [e.g. grass/ part of playground etc.]) Review absence-reporting procedures to ensure sufficient time to notify parents of affected group. Staff may only transfer from one-year group to another if necessary. Consider the health risks of anyone in the group or their households who have any underlying health conditions, which put them especially at risk.	Likelihood: 3 Consequence: 3 Risk Level: 9	All staff to park on site. Extent of provision adjusted to match available staff. Contingency for staff absences included within planning. Areas to be used are re-arranged to permit any required distancing.	Likelihood: 2 Consequence: 2 Risk Level: 4	SBM SLT Site Team	Y

		If the staff member tests positive for Covid-19, the year group bubble would then be required to isolate for a period of 14 days.					
Virus entering premises	Staff, Pupils, Contractors and their families.	Parents & staff issued with guidance on daily checks to undertake before bringing their child to school. Contractors asked health check questions on arrival.	Likelihood: 4 Consequence: 4 Risk Level: 16	Parents are discouraged from entering the school building unless absolutely necessary or in an emergency situation. Contractors only permitted to enter buildings at planned times, other than in an emergency situation.	Likelihood: 3 Consequence: 3 Risk Level: 9	SBM Site Team	Y
Reception	Staff, Pupils, Parents, Contractors & Visitors	Communicate electronically rather than face to face. Use cashless payments where possible. If cash handling or handling of deliveries takes place staff must wash their hands after handling. If handwashing facilities are not available in the immediate vicinity then gloves to be worn and disposed of correctly. Covid-secure reception (e.g. screened-off) Mark out any required distancing, where possible, and as age appropriate Restrict numbers in reception to enable required distancing	Likelihood: 3 Consequence: 3 Risk Level: 9	Where possible late pupils should be admitted into the school as quickly as possible to prevent congestion at any time. Identify a space in the public part of reception where deliveries and “forgotten” items (e.g... packed lunch or PE kit) brought in by parents can be left for the pupil to collect. Continue with single use visitor ID stickers, as per current school policy. See also contractors’ section See also ventilation section	Likelihood: 2 Consequence: 2 Risk Level: 4	SLT	Y

Clothing	Staff, Pupils, Contractors and their families.	Develop work wear policies which allow for daily laundering of clothing where possible, taking account those who may need to travel on public transport on a daily basis. Staff offered the provision to change their clothing before leaving school. Clothes to be bagged for transport and washed at 40°C immediately once at home (can be washed with other clothes).	Likelihood: 3 Consequence: 4 Risk Level: 12	All pupils to resume wearing full school uniform, school to recommend frequent laundering of uniform items, including PE kits. PE kits to be worn to school on PE days. All staff to be able to change clothes before leaving work, if preferred. Disposable gloves, face masks and protective aprons offered to staff who wish to use these for any part of their duties. Hand sanitiser available in classrooms.	Likelihood: 2 Consequence: 3 Risk Level: 6	SBM SLT Site Team Duty Staff	Y
Arrival & Departure	Staff, Pupils, Parents, Carers	Compliance with health check questions to be included in school guidance. If no agreement is in place then compliance with checks should be asked at the gate. Year groups to arrive and depart at designated gates, at staggered set time. Year groups to be staggered at 15min intervals at start of day. Staff, parents and pupils to be directed to relevant markings. Signage displayed.	Likelihood: 4 Consequence: 3 Risk Level: 12	Holding areas to be designated for each year group, for parents to be able to wait at a distance until their child is handed over to them (maps to be provided). Markings outside each year group for parents to stand apart Pupils must be handed over in an order, which will allow social distancing, of parents and children who are leaving, to be maintained.	Likelihood: 2 Consequence: 2 Risk Level: 4	SBM SLT Site Team Duty Staff	Y

		One-way entry and exit system to be set up on both school sites (map to be distributed).					
Classrooms (Y3 upwards)	Staff/Pupils	Teachers to ensure a reasonable distance from the pupils. Pupils to be allocated set desks spaced out as far as possible. Pupils sitting side by side. Staff members to maintain social distancing, including with break out groups. Shared equipment needs to be suitable for disinfection between users and groups. Windows and doors (where appropriate) to be opened and kept open to maximise ventilation. If marking is required encourage self-marking by pupils/verbal teacher feedback Disinfection/cleaning – see section on Surface Transfer.	Likelihood: 4 Consequence: 4 Risk Level: 16	HLTAs/Cover Supervisors used in year group/phase bubbles. Individual resources allocated (e.g. personal stationery packs) Pupils are only allowed to bring in book bags, packed lunches & PE kits. If homework is to be transported to and from school, plastic envelope wallets will be provided for this purpose. A system is in place to manage the storage and collection of coats on coat pegs Books used by pupils must be placed in quarantine for 3 days before being returned for use by another pupil. (e.g. put books into a box and store securely for 3 days). Lunches to be eaten in classrooms, with MDAs allocated to a specific year group. Cold service only to be provided initially.	Likelihood: 3 Consequence: 3 Risk Level: 9	SBM SLT Site Team Duty Staff	Y

				Lunch break to be timetabled. To be used for food and exercise.			
Early Years (Nursery, Reception, Year 1, Year 2)	Staff/Pupils	Equipment available must be capable of being quickly disinfected. Remove all fabrics etc. from area. Disinfection of all surfaces & equipment is undertaken between sessions. Hands must be washed immediately after contact with a child. Apply moisturiser to hands. Staff to carry disinfectant wipes to clean handles on discarded equipment (e.g. trikes etc.). Pupils to be encouraged to wash hands regularly and apply moisturiser (to be provided by parents for allergy reasons). Staggered break times will ensure a minimum number e.g. each year group, in playground. Lunches to be eaten in classrooms, with MDAs allocated to a specific year group. Cold service only to be provided initially. Lunch break to be timetabled. To be used for food and exercise.	Likelihood: 3 Consequence: 3 Risk Level: 9	Outdoor play to be encouraged. Play equipment where hand contact is required and many Pupils can use in turn (e.g. slides) should be removed. Water play equipment – chlorinated water to be used. Water to be discarded after each session. No sand is to be used for sand play or as a learning resource in any year group until further notice. Playdough – If playdough is being used it should be issued individually and not shared. Lego – Quarantine the Lego after group use for 72 hours before next use. (e.g. divide the stock of Lego into 1/3 and use a separate stock each day). Lego tables should be disinfected daily.	Likelihood: 2 Consequence: 3 Risk Level: 6	SBM SLT Site Team Duty Staff	Y

				Home Corner – to be disinfected during lunch break and end of day. Items must be capable of being disinfected.			
Transmission between groups	Everyone	Classes will remain in designated room at all times unless it is their allocated break-time or for toilet use. Supervisors will continue to supervise the same groups throughout the time covered by this assessment. Cover staff will maintain required distancing.	Likelihood: 3 Consequence: 3 Risk Level: 9	Pupil regularly prompted to wash hands – songs and games used for EYFS/KS1 pupils. Briefing for KS2 pupils.	Likelihood: 2 Consequence: 3 Risk Level: 6	SBM SLT Site Team Duty Staff	Y
Staff & student competence	Anyone in building	Staff to receive briefing and complete hand washing e-learning. Pupils to receive briefing and watch handwashing e-learning.	Likelihood: 3 Consequence: 4 Risk Level: 12	Staff providing 1:1 support e.g. intimate care, first aid etc. to use additional PPE e.g. aprons/visors. All staff who wish to use PPE, including masks to undergo relevant training.	Likelihood: 3 Consequence: 3 Risk Level: 9	SBM SLT Site Team Duty Staff	Y
Competence of any staff wearing PPE	Staff using PPE & anyone exposed following onward transmission	In addition to general items listed in section above. Staff to complete: • Infection Prevention & Control e-learning; • Putting on and taking off PPE e-learning; • Competence Quiz. • Staff to achieve 80% pass rate in the quiz to undertake work using PPE. One re-sit is allowed before all the training must be repeated.	Likelihood: 4 Consequence: 4 Risk Level: 16		Likelihood: 3 Consequence: 4 Risk Level: 12	SBM SLT Site Team Duty Staff	Y

Play/Sport/ Exercise	Staff/Pupils	Required distancing to be maintained during all play/sport/exercise sessions. Year Groups will be rostered so access to outside areas is restricted to one group at a time. Any equipment used must be capable of being easily sterilised (e.g. plastic). Sterilisation must take place after each session. If balls are used they must only be kicked or used by one student and then sterilised (no hand contact in any games). If team sports are to be played, then a separate risk assessment must be carried out.	Likelihood: 3 Consequence: 4 Risk Level: 12	All break times used for allocated exercise rather than free play e.g. running the daily mile etc. No two year groups in the same area at any one time. No fabric or wooden resources to be used. Specific care to be taken with metal resources re contamination. No hand ball games until further notice.	Likelihood: 2 Consequence: 3 Risk Level: 6	SBM SLT Site Team Duty Staff	Y
Lunch	Staff/Pupils/ Catering staff	Pupils to wash hands before eating. Lunches to be staggered to include inside/outside time. Catering to provide cold service initially to classrooms in disposable packaging. Lunch to be eaten in classroom/ or outside if weather suitable. Take into account pupils with allergies. Consider menu options for the group concerned. Advice to be given to parents on allergies.	Likelihood: 3 Consequence: 3 Risk Level: 9	Revised fire drill procedures to be shared with staff, including PEEPS where required. Fire drill practice undertaken with each school early in the autumn term.	Likelihood: 2 Consequence: 3 Risk Level: 6	SBM SLT Site Team Duty Staff	Y
Emergency Evacuation	Staff/Pupils/ contractors	Where practicable maintain social distancing on evacuation routes. If impracticable priority is evacuation.	Likelihood: 3 Consequence: 4 Risk Level: 12	PEEPS should be reviewed and amended accordingly.	Likelihood: 3 Consequence: 3 Risk Level: 9	SBM SLT Site Team Duty Staff	Y

First Aid & Administration of Medicines	Staff/Pupils	Pupils to be directed to undertake own first aid where applicable (e.g. washing grazes, application of self-adhesive dressings). If first aider needs to get closer to injured party/suspected infection with Corona Virus to assess or treat they are to wear disposable aprons, gloves, face shield and RPE (FFP2). (see also PPE competence, hand to mucous membrane transfer, and PPE transfer sections of r/a) Temperature checks with disposable forehead thermometers. A separate quarantine area to be identified within the school, for any children with suspected symptoms to wait for parental collection, with a rostered member of staff.	Likelihood: 4 Consequence: 4 Risk Level: 16	Older pupils to be encouraged to carry out own first aid, under adult supervision. Younger pupils to be administered first aid, with appropriate PPE used. Temperature checks undertaken before first aid commenced. Allergy declaration form sent to all relevant parents. Pupils with allergies to wear masks with parental consent Parents to be advised.	Likelihood: 1 Consequence: 4 Risk Level: 4	SBM SLT	Y
Student Behaviour	Anyone in building	Review risk assessments relating to individual behaviour and introduce controls to prevent the spread of virus through various transmissions routes.	Likelihood: 3 Consequence: 4 Risk Level: 12	Trust Behaviour Policy amended to reflect COVID-related incidents of inappropriate/unsafe behaviour.	Likelihood: 2 Consequence: 3 Risk Level: 6	SBM SLT Site Team Duty Staff	Y
Access/ Egress in Building	Staff/Pupils/Contractors	Access & Egress through common areas to be kept to minimum.		A one-way pedestrian system set up. Back gate opened.		SBM SLT Site Team	Y

		External routes to be used whenever practicable. One-way systems to be introduced where internal routes have to be used.	Likelihood: 4 Consequence: 4 Risk Level: 16	Staff to remind children to walk at distanced intervals. Corridors and stairways to be monitored by senior staff.	Likelihood: 3 Consequence: 3 Risk Level: 9	Duty Staff	
Toilets	Staff, Pupils, Contractors	Year Groups to be allocated a set of toilets for their use. In shared toilets consider allocating particular cubicles and basins to particular groups. When groups have to share toilet facilities, allocate staggered timings wherever possible for different groups. Control access to ensure distancing between groups Look at capacity of the toilet area to identify how many can safely use the area. Liquid anti-bacterial soap and paper towels to be provided.	Likelihood: 3 Consequence: 4 Risk Level: 12	Toilets restricted to one pupil per use to ensure distancing. Intra-cleaning of toilets to be undertaken during the school day. Everyone to wash hands and apply moisturiser (Pupils' parents to supply for allergy reasons) upon return to classroom.	Likelihood: 3 Consequence: 3 Risk Level: 9	SBM SLT Site Team Duty Staff	Y
Hand to Mucous Membrane Transfer (Eyes, Nose, Mouth)	Staff, Pupils, Contractors	Regular hand washing - in particular: On arrival/before leaving; Before eating; Before donning PPE/after removing PPE; After using the toilets. Cold/warm running water available for hand washing, with liquid detergent and paper towels at easily accessed areas.	Likelihood: 4 Consequence: 4 Risk Level: 16	All pupils reminded of need for regular hand washing on entry, after toilet breaks, before food. Hot water, soap dispensers and paper towels always available for use. Tissues promptly disposed of and not kept about the body or person or left on	Likelihood: 3 Consequence: 4 Risk Level: 12	SBM SLT Site Team Duty Staff	Y

				any surface.			
Surface Transfer	Staff, Pupils, Contractors	Cleaning schedule in place which details all items/areas to be cleaned/sanitised/disinfected and the frequency. Method statements to be used for each item of equipment. This includes • Product to be used; • Method of application; including dwell time; • Cleaning order; • Disposal of product; • PPE. Interim spot cleaning of highly used areas e.g. handles, hand rails, toilet areas, recorded on displayed cleaning logs.	Likelihood: 4 Consequence: 4 Risk Level: 16	A regime of interim cleaning introduced to include toilet areas, food areas, bins etc using recommended disinfectant products. Classrooms allocated only to dedicated groups of children and adults. Cleaning logs to be displayed in each main building e.g. EYFS Unit/Infant School/Junior School/Upper School Block/Nursery.	Likelihood: 3 Consequence: 4 Risk Level: 12	SBM SLT Site Team Duty Staff	Y
Contractors Working On Site	Staff, Pupils & contractors	Only essential maintenance work or essential repairs (e.g. school has no lighting) or work in segregated compounds to be undertaken. Contractors to work out of school hours where possible. Contractors not to work in spaces when occupied by class/year groups. Contractors' operatives to use social distancing, or appropriate PPE, if tasks being undertaken cannot be completed whilst maintaining required distancing.	Likelihood: 4 Consequence: 3 Risk Level: 12	Where possible, all contractors and maintenance visits to be scheduled for out of school hours. No contractors to have any contact with pupils or staff, in emergencies only at the required distance.	Likelihood: 3 Consequence: 3 Risk Level: 9	SBM SLT Site Team Duty Staff	Y

Transfer of Virus Onto/Off PPE	Staff and potential onwards transfer	Wash hands before handling PPE. Don & remove PPE in specified order. After use double bag disposable PPE, storing securely (dry) for 72 hours and then add to normal rubbish arrangements. Re-usable PPE (e.g. rubber gloves used for general disinfection tasks) should be immersed in disinfectant, rinsed in clean running water and left to dry. Wash hands at end of processes.	Likelihood: 4 Consequence: 4 Risk Level: 16	All staff to be trained in the use of PPE. Double bagging of all PPE compulsory, plus safe disposal of this waste ensured. No PPE is re-used, all PPE to be disposed of after use.	Likelihood: 3 Consequence: 4 Risk Level: 12	SBM SLT Site Team Duty Staff	Y
Suspected case of COVID-19 in School	School staff/parents/visitors to school	Identify a quarantine room where the staff/pupil/visitor etc. can be isolated whilst waiting for collection. Ideally with a window that can be opened to provide ventilation. If masks are available and the person is an adult a mask should be put on the person who is suspected of Covid-19. If a pupil/child, the mask should be worn by the supervising adult in the isolated area. Required distancing should be in place. Isolation of the area where the person has been in contact and deep cleaning of the area (specialised with viruscide).	Likelihood: 4 Consequence: 5 Risk Level: 20	If one confirmed case within a year group bubble, the person to be immediately sent home and the area deep cleaned/the LA to be advised. If two confirmed cases within a year group bubble all persons within that bubble to self-isolate for 14 days. The LA/Public Health England to be advised, as per LA Outbreak Management Plan. LA mobile testing kits to be provided, if required.	Likelihood: 3 Consequence: 3 Risk Level: 9	SBM SLT Site Team Duty Staff	Y
Those with Specified	Staff/pupils	Those with specified medical conditions which make them		Children with underlying conditions should follow		SBM SLT	Y

Health Conditions		more vulnerable to COVID-19 should follow Government advice. Appropriate individual controls will be introduced.	Likelihood: 4 Consequence: 5 Risk Level: 20	any advice issued by their medical practitioner relating to their attendance.	Likelihood: 1 Consequence: 5 Risk Level: 5	Site Team Duty Staff	Y
Communal Areas e.g. halls, staff areas, reprographics areas	Staff/Pupils/visitors	Minimise the use of communal areas. Assessment of how the transmission risk will be managed and ventilation will be maximised for each area.	Likelihood: 3 Consequence: 4 Risk Level: 12		Likelihood: 2 Consequence: 3 Risk Level: 6		Y
The Use of Volunteers	Staff/Pupils/volunteers	The use of volunteers should be restricted to essential needs. Should stay with allocated group at all times. Ensure volunteers health allows.	Likelihood: 3 Consequence: 4 Risk Level: 12	Complete the same training as employees. Volunteers must remain at the required distance. Activities to be modified e.g. both child and volunteer have a copy of the same book to read.	Likelihood: 2 Consequence: 4 Risk Level: 8		Y
Educational Visits	Staff/Pupils/volunteers/ members of the public	All educational visits risk assessments must consider risks from Corona Virus.	Likelihood: 3 Consequence: 5 Risk Level: 15	Any educational visits which score at an unacceptable level to be postponed and reviewed.	Likelihood: 2 Consequence: 3 Risk Level: 6		Y
Airborne Transfer Risk	Staff/Pupils/visitors	Open windows and doors to create an airflow. .	Likelihood: 2 Consequence: 4 Risk Level: 8	Fire doors will only be held open by automatic release devices	Likelihood: 2 Consequence: 3 Risk Level: 6		Y

Review date:
October 2020

Date communicated to staff: September 2020

If a new activity/equipment/any changes have been identified then Risk Assessment must be reviewed otherwise it should be reviewed annually.

Risk Matrix

The matrix below is designed to help you in identifying a risk level for a given task or activity. Using your experience, the available evidence and existing precautions/ control measures in place you will have already determined the consequence of harm, and the likelihood of the harm being realised. The level of risk for the respective task or activity can now be determined using the following matrix.

CONSEQUENCE	Catastrophic	5	5	10	15	20	25	17-25 Unacceptable Stop activity and make immediate improvements
	Major	4	4	8	12	16	20	10-16 Tolerable Look to improve within specified timescale
	Moderate	3	3	6	9	12	15	5-9 Adequate Look to improve at next review
	Minor	2	2	4	6	8	10	1-4 Acceptable No further action, but ensure controls are maintained
	Insignificant	1	1	2	3	4	5	
			1	2	3	4	5	
			Very unlikely	Unlikely	Fairly likely	Likely	Very likely	
			LIKELIHOOD					