

Risk Management - Assessment Report

Work Area or Activity:	Re opening the school
Risk Area:	Management and Site Maintenance
Assessment Framework:	Re-Opening Schools - COVID-19
Competent Person	Nick Illsley
Assisted by:	Julie Bingham
Groups Affected:	All Staff Pupils Visitors
Notes:	

This is a review of an assessment carried out on 18/05/2020

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Assessed on:	18/05/2020	Risk Rating:	Below 9 - Low Risk 9 to 14 - Medium Risk 15 or above - High Risk
To be Reviewed on:			

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.	The school site is checked and ready for the children to return. The classrooms are re-organised to allow for distancing of pupils and the classrooms are cleaned and ready for use.	Yes	Severity:2 Likelihood:2 Risk Rating:4
Lack of up-to-date information for Staff	The staff have all received the risk assessments and operational protocols for the return of pupils for Reception, Year 1 , Year 6 and Key worker / vulnerable children.	Yes	Severity:4 Likelihood:2 Risk Rating:8
Lack of up-to-date information for students and parents/guardians	The parents are able to gain information via the school website and all communication is relayed via email for those who are on our system. The code of conduct, start time, finish times, behavioural expectations will be highlighted to parents prior to them returning.	Yes	Severity:4 Likelihood:2 Risk Rating:8
Failure to maintain supervision levels if staffing levels drop.	The class sizes will be no more than 15. If we are unable to staff this the number of pupils will be reduced accordingly. Each class will have a teacher (might not be their own teacher) and at least 1 TA. Children with EHCPs will be supported as necessary - while staffing levels allow.	Yes	Severity:4 Likelihood:2 Risk Rating:8

Staff who are identified as clinically vulnerable coming into contact with Coronavirus	No staff with pre existing conditions or self isolating due to shielding will attend school.	Yes	Severity:4 Likelihood:1 Risk Rating:4
Students who are identified as shielded or clinically vulnerable coming into contact with Coronavirus	No pupils with pre existing conditions or self isolating due to shielding will attend school.	Yes	Severity:4 Likelihood:1 Risk Rating:4
Staff or students who live with someone who is identified as shielded or clinically vulnerable to Coronavirus attending site.	Pre existing medical conditions are known by the school - staff have been asked about their availability and have stated if they are able to work. Parents will be required to fill in a form, disclosing if their child has a pre existing condition, prior to returning to school.	Yes	Severity:4 Likelihood:1 Risk Rating:4
Member of staff displaying symptoms of Coronavirus	Any one displaying symptoms of COVID 19 will be isolated and sent home. The staff on site will wear PPE whilst supervising a child who has symptoms until the parent arrives to pick up. They will then be directed to a testing station to establish if they are positive. they cannot return to school until the result is negative.	Yes	Severity:4 Likelihood:2 Risk Rating:8
Student displaying symptoms of Coronavirus	Any one displaying symptoms of COVID 19 will be isolated and sent home. The staff on site will wear PPE whilst supervising a child who has symptoms until the parent arrives to pick up. They will then be directed to a testing station to establish if they are positive. they cannot return to school until the result is negative.	Yes	Severity:4 Likelihood:2 Risk Rating:8
Social distancing not observed in staff areas	Staff will be aware that the communal areas are also on a rota basis to avoid contact with other class groups. Staff meetings will be held in the hall as necessary to allow for social distancing. Break times and lunchtimes are staggered to avoid mixing of pupils and staff. the use of the outside area is to be time slotted or sectioned off to reduce / avoid class mixing.	Yes	Severity:4 Likelihood:2 Risk Rating:8
Social distancing not maintained at school gate or drop-off/pick-up point	Dropping off and collection of pupils will be staggered. Each group of pupils will have a 15 minute slot to arrive and be picked up. Both gates will be open and a one way system will operate. Rubber discs will be placed on the collection area to demarcate social distancing for parents.	Yes	Severity:4 Likelihood:2 Risk Rating:8

Social distancing not maintained by students before school starts	The staggered starts to the school day should reduce the need for waiting outside. the school will use rubber discs to demarcate positions for pupils and their parents to wait. Parents will be encouraged to bring their children at the designated time to avoid a bottle neck and maintain social distancing	Yes	Severity:4 Likelihood:2 Risk Rating:8
Social distancing not maintained in classrooms	The children will be in groups of no more than 15. they will operate within their own class base and have staggered arrivals, breaks, lunchtimes and departures. They will each have an individual work space away from their nearest neighbour and social distancing will be encouraged. Hand washing and working area cleaning will be regular and monitored.	Yes	Severity:4 Likelihood:2 Risk Rating:8
Social distancing not maintained during break-times and lunchtimes	Dinner times are staggered to avoid class groups mixing. Social distancing will be encouraged but this will be difficult to enforce because of the age of the pupils.	Yes	Severity:4 Likelihood:2 Risk Rating:8
Social distancing not maintained during meals	Meal times will be within the classrooms - supervision will be by MMS or TAs for the separate classes.	Yes	Severity:3 Likelihood:2 Risk Rating:6
Social distancing not maintained during physical activities (PE etc)	PE activities will be non contact type - athletics, throwing/jumping, Tennis Equipment will be cleaned after use.	Yes	Severity:3 Likelihood:2 Risk Rating:6
Moving and handling of furniture to facilitate social distancing	This will be done prior to the children returning - classes will be set up to allow 15 pupils to socially distance.	Yes	Severity:3 Likelihood:2 Risk Rating:6
Lack of hand-washing facilities.	The school has a wash basin in each class. The toilets have sinks and soap. The management of toileting and hand washing will need supervision and monitoring. Each class will have hand sanitizer for adults to dispense and each class will also have anti bacterial wipes for hands and surfaces.	Yes	Severity:3 Likelihood:2 Risk Rating:6
Over-use or mis-use of hand sanitiser	The hand sanitiser will be dispensed by the adults in each class to avoid over use.	Yes	Severity:3 Likelihood:2 Risk Rating:6
Staff and students not washing hands frequently	Pupils will be encouraged to wash their hands frequently within the classroom where it can be easily monitored by staff. A rota within the classroom will ease congestion.	Yes	Severity:3 Likelihood:2 Risk Rating:6

Cross-contamination from used tissues etc.	There are bins in each class which will be emptied twice a day. The children will be encouraged to catch it, bin it then wash hands. Each class will have access to their own tissues.	Yes	Severity:3 Likelihood:2 Risk Rating:6
Disposal of potentially contaminated waste.	Each class has a bin which will be emptied twice a day by staff. Children will be taught to use tissues to catch it bin it and then wash / sanitize hands.	Yes	Severity:4 Likelihood:2 Risk Rating:8
Cross-contamination from sharing equipment	We have class sets of cleaning materials in addition to the current cleaning materials. Regular usage areas will be wiped regularly by office staff and the classrooms will be wiped regularly during the day and have their daily clean. Computers will be cleaned by each class as they access them. We will try to avoid using shared resources.	Yes	Severity:4 Likelihood:2 Risk Rating:8
Cross-contamination from sharing personal possessions (water bottles, toys. Etc.)	Pupils will bring their own water bottles and not share with classmates. Sharing of personal possessions is not allowed - pens, pencils etc	Yes	Severity:3 Likelihood:2 Risk Rating:6
Cross-contamination from contact with frequently touched surfaces (door handles, hand-rails, tables, etc)	Frequently touched surfaces will be cleaned regularly by office and cleaning staff using gloves and aprons	Yes	Severity:3 Likelihood:2 Risk Rating:6
Cross-contamination from use of welfare facilities ? toilets, sinks, water fountains etc.	Toilets and sinks will be cleaned twice a day by cleaning staff	Yes	Severity:3 Likelihood:2 Risk Rating:6
Cross-contamination from food served on premises	Caterlink will have updated risk assessments and procedures for the serving and cleaning of surfaces	Yes	Severity:3 Likelihood:2 Risk Rating:6
Lack of appropriate cleaning materials and personal protective equipment for cleaning and catering staff	The school has ordered PPA and cleaning materials for the classrooms and cleaners cupboard. Gloves, aprons, masks (if needed) wipes, sanitiizer,	Yes	Severity:3 Likelihood:2 Risk Rating:6
Visitors to the school site.	Only essential visitors will be allowed into school. They will need to hand sanitize at the entrance.	Yes	Severity:3 Likelihood:2 Risk Rating:6
Provision of first aid (including paediatric first aid where appropriate) support to students	Each class will have their own first aid kit within their class. First Aiders will always be on site.	Yes	Severity:2 Likelihood:2 Risk Rating:4
Providing care (dispensing medicines etc.) for students with medical needs	Disposable gloves etc available with the first aid kits - Medicine dispensing continues as before - sign medicine in at the front desk	Yes	Severity:2 Likelihood:2 Risk Rating:4
Providing care for students with specific care needs (support for toileting etc.)	PPE available as required - lack of social distancing will require PPE to be worn by staff - gloves, apron, mask	Yes	Severity:3 Likelihood:2 Risk Rating:6

Providing care for students with specific emotional or behavioural needs	Teachers, SENDCo available as is Head teacher and TA's to support pupils	Yes	Severity:3 Likelihood:2 Risk Rating:6
Evacuation procedures during reduced occupancy of the school	Evacuation plans will be revised for children who are not in the same class as before lock down or with a different teacher.	Yes	Severity:2 Likelihood:2 Risk Rating:4

Nick Illsley Signed Dated

Co-ordinator Signed Dated

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