

Risk Management - Assessment Report

Work Area or Activity: School Opening
Risk Area: Management and Site Maintenance
Assessment Framework: Maintaining Educational Provision in Primary Schools - COVID-19
Competent Person: Nick Illsley
Assisted by: Amanda Foster
Groups Affected: All staff and Pupils
Notes:

This is a review of an assessment carried out on 15/05/2020

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

Assessed on: 04/06/2020
To be Reviewed on: 25/06/2020

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| Risk Rating: | Below 9 - Low Risk 9 to 14 - Medium Risk 15 or above - High Risk |
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| What are the Hazards? | What is already being done? | Is this considered satisfactory? | Risk Findings |
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| Leadership - No identified site lead (Safeguarding, SEN or Health and Safety). | There is always a safeguarding Lead on site - either Mr Illsley or Mr Manley | Yes | Severity:3 Likelihood:2 Risk Rating:6 |
| Supervision - New operating location, days and hours not understood by staff or parents. | The pupils who are on school are taught by one teacher, one or two TA's depending on numbers. If the number of pupils rose above 15 then additional staff would be deployed. All staff work on a rota basis during lockdown | Yes | Severity:3 Likelihood:2 Risk Rating:6 |
| Safeguarding/Emergency - Not knowing who is on site (pupils/staff/visitors/contractors). | There is a register of pupils and staff on site at all times. Parents need to book their child into school if they are not coming everyday so we can organise and plan staffing levels. Contractors are kept separate from the pupils and adhere to Social distancing. They also perform their own risk assessment. | Yes | Severity:3 Likelihood:2 Risk Rating:6 |
| Safeguarding/Supervision - Inadequate ratios (this would be a dynamic assessment based on available staff and numbers of pupils as it changes daily - there are no set guidelines from government introduced for the Pandemic). | The staff pupil ratios are always appropriate to the number of pupils on site on a daily basis. The numbers are adjusted accordingly | Yes | Severity:3 Likelihood:2 Risk Rating:6 |

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| Safeguarding - Pupil not picked up at end of day. | Pupils are picked up by their parents daily at the normal finish time - if a child was not picked up staff would wait and contact parents or social worker if necessary | Yes | Severity:3 Likelihood:2 Risk Rating:6 |
| Safeguarding - Pupils being collected by those who do not usually collect them. | Pupils are only handed over to parents or another by parental consent - and social worker consent if required | Yes | Severity:3 Likelihood:2 Risk Rating:6 |
| Premises - Internal and external premises hazards and defects arising from reduced maintenance regime, inspections (equipment/play areas/classrooms) or environmental factors such as weather. How will these be identified and made safe? | The premises are checked daily to ensure they are safe to use by pupils | Yes | Severity:3 Likelihood:2 Risk Rating:6 |
| Supplies - Inadequate supplies or access to contractor services (catering/cleaning/waste/maintenance). | We will try to access all the cleaning and PPE needed as and when it becomes available | Yes | Severity:3 Likelihood:2 Risk Rating:6 |
| First Aid - reduced numbers of first aid trained staff on-site. | There is always a first aid trained person on site | Yes | Severity:3 Likelihood:2 Risk Rating:6 |
| Fire: Increased fire hazard due to rubbish, packaging or litter accumulating in or around buildings | The school has maintained it's rubbish collections during this period and the cleaners come in daily to empty bins and store rubbish | Yes | Severity:3 Likelihood:2 Risk Rating:6 |
| Emergency Evacuation - people not knowing procedures or where to assemble especially if they are working at or attending a different site than their usual school. Review Personal Evacuation Plans for those who require assistance. | There are currently no children with Personal Evacuation Plans. Teacher, TA's and pupils are aware of the evacuation procedures and assembly points | Yes | Severity:3 Likelihood:2 Risk Rating:6 |
| Infection Control - Inadequate cleaning. (Toilets/shared spaces/waste bins/areas/shared equipment and resources/isolation spaces). Follow the Dept of Education 'Guidelines for schools during COVID-19' including those on cleaning and waste disposal. | The cleaners come into school daily and clean the rooms that have been used, the toilets, the hall and the communal areas. Wiping handles and buttons | Yes | Severity:3 Likelihood:2 Risk Rating:6 |
| Infection Control/Food Hygiene - Spread of infection from inadequately washed cutlery/cups/crockery/food preparation equipment or areas/unwashed or shared food. | Caterlink - our school meal provider will carry out risk assessments and procedures if hot meals are not possible in a staggered way, ll pupils have packed lunches. | Yes | Severity:3 Likelihood:2 Risk Rating:6 |
| Infection Control - Inadequate hand-washing (areas/supplies/key points of the day/technique). | The reduced number of pupils means that access to the toilet and hand washing areas is more than adequate. Sanitizer is used by all when the arrive and leave school. | Yes | Severity:3 Likelihood:2 Risk Rating:6 |
| Infection Control - Inadequate social distancing within school premises and pupil/staff activities including with carers at dropping off/pick-up times. | Social distancing is encouraged with desks being separated but this is very difficult with the age and the school layout | Yes | Severity:3 Likelihood:2 Risk Rating:6 |

