

## **RISK ASSESSMENT FINDINGS**

<b>Risk</b>	<b>Return to School – Covid-19</b>
<b>Date</b>	<b>04.09.20</b>
<b>Assessor</b>	
<b>Approved By</b>	<b>M. Kent</b>
<b>Review Date</b>	<b>On-going as required</b>

### **Relevant Legislation:**

The Management of Health and Safety at Work Regulations 1999

# RISK ASSESSMENT RECORD

ACTIVITY and/or ENVIRONMENT TO BE ASSESSED: **Return to School (Covid-19)**

DATE: 09.07.20

KEY (People at risk)	Likelihood (L)	Severity (S)	Risk Calculation	Risk Rating
E = Employee P = Public C = Contractors V = Visitors EM = Expectant Mothers	1. Very Low (rare/very unlikely) 2. Low (unlikely) 3. Medium (could occur/possible) 4. High (likely to occur/probable) 5. Very High (near certain to occur)	1. Insignificant (nuisance/discomfort) 2. Minor (no lost time) 3. Moderate (time loss) 4. Significant (serious/incapacity to work) 5. Major (Death)	Likelihood x Severity = Rating	1-6 <b>LOW RISK</b> Monitor 8-12 <b>MEDIUM RISK</b> Monitor, review & reduce risk where possible 14-25 <b>HIGH RISK</b> Further Action Required

1. Hazards Identified and potential harm it could cause	2. People At Risk	3. Controls in Place	Risk				5. Further Action Required/ Recommendations	6. Target Date for Completion
			L	S	Score	Risk		
Spread of Vovid-19 Coronavirus	E, YP, P, C, V, EM	<p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>Hand washing facilities with soap and water in place.</li> <li>Stringent hand washing taking place.</li> <li>See hand washing guidance.</li> <li><a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>Gel sanitisers in any area where washing facilities not readily available</li> </ul> <p>Help will be available for any Students who have trouble cleaning their hands independently.</p> <p>Supplies for soap, hand sanitiser and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues, preferably operated by a foot pedal, will be emptied throughout the day.</p> <p>Posters, leaflets and other materials are available for display.</p>	3	4	12		<p>Staff, Students and Visitors to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the School for staff <u>and students</u>.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme</p> <p><a href="https://www.hse.gov.uk/skin/professional/health-surveillance.htm">https://www.hse.gov.uk/skin/professional/health-surveillance.htm</a></p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p>	
Contact with someone suffering from coronavirus	E, YP, P, C, V, EM	Everyone will be asked not to come into school if they or anyone they live with is experiencing coronavirus	3	4	12		The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from	

		<p>symptoms, and instead follow official <a href="#">self-isolation guidance</a>. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access <a href="#">testing</a>, and the school will help them do this.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. If the person needs to be isolated at school until being picked up this will be in the 1<sup>st</sup> aid room at reception and the hygiene room. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic Student who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> <li>• If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask</li> <li>• If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron</li> <li>• If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection</li> </ul> <p>Supervising staff will wash their hands thoroughly for 20 seconds after the Student has been picked up.</p> <p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> <li>• The driver and passenger will maintain a distance of 2m from each other; or</li> <li>• The driver will use PPE (the same PPE as when supervising a symptomatic Student, as explained above) and the passenger will wear a face mask if they are old enough and able to do so</li> </ul> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following <a href="#">decontamination guidance</a>.</p> <p>If cases are detected at school, the local health protection team from Public Health England will be in touch to advise on appropriate action, such as asking people to self-isolate.</p>					<p>others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> <li>• children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</li> <li>• if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</li> </ul>	
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Contact with coronavirus when getting to and from school	E, YP, P, C, V, EM	<p>Everyone will be encouraged to walk, cycle or drive to school, and warned to avoid taking public transport where possible.</p> <p>For anyone who needs to take public transport, they'll be referred to <a href="#">government guidance</a>.</p> <p>For Students that will need to be dropped off and picked up, parents will be told through messages and signage:</p> <ul style="list-style-type: none"> <li>• To alert reception as appropriate.</li> <li>• The protocols for minimising adult to adult contact. We ask that no parents wait on the school grounds to collect their child and adhere to social distancing guidelines.</li> <li>• Parent cannot attend school and will not be allowed entrance to reception unless invited in for a meeting</li> <li>• That only one parent should attend</li> <li>• Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment</li> </ul> <p>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day.</p>	3	4	12		
Spreading infection through contact with coronavirus on surfaces	E, YP, P, C, V, EM	<p><b>Cleaning</b></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> <li>• Banisters</li> <li>• Classroom desks and tables</li> <li>• Bathroom facilities (including taps and flush buttons)</li> <li>• Door and window handles</li> <li>• Furniture</li> </ul>	3	4	12		<p>Rigorous checks will be carried out by the Site manager to ensure that the necessary procedures are being followed</p>

		<ul style="list-style-type: none"> <li>• Light switches</li> <li>• Reception desks</li> <li>• Teaching and learning aids</li> <li>• Computer equipment (including keyboards and mouse)</li> <li>• Sports equipment</li> <li>• Hard toys</li> <li>• Telephones</li> <li>• Fingerprint scanners</li> </ul> <p>Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <p>Areas of the school that are used by Students will be cleaned thoroughly each morning before School is permitted to open to students</p> <p>Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Unnecessary items, soft furnishings, soft toys and other toys that are hard to clean will be removed from areas being used and stored elsewhere.</p> <p>Any equipment that is shared will be cleaned between groups of children using it and multiple groups won't use it simultaneously.</p> <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following <a href="#">decontamination guidance</a>.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling Students' books.</p>						
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Spreading infection due to excessive contact and mixing between Students and staff in classrooms	E, YP, P, C, V, EM	<p>Students will be kept wherever possible in year group bubbles,</p> <p>Staggered break time and lunchtime will be deployed for each bubble.</p> <p>Space will be maintained between Students, 1m apart where possible, with seats and desks arranged to allow this.</p> <p>The amount of take-home resources will be limited, and the sharing of stationery and other equipment will be prevented where possible. If shared equipment is used, it will be cleaned thoroughly between each group using it.</p> <p>The one way system in school will support bubble isolation but staff will cross bubbles in order to deliver specialist teaching.</p>	3	4	12		<p>Staff, Students and Visitors to be reminded on a daily basis of the importance of social distancing both in the School and outside of it.</p> <p>Management checks to ensure this is adhered to</p>	
Spreading infection due to excessive contact and mixing between Students and staff around the school	E, YP, P, C, V, EM	<p>Assemblies will be delivered on a class basis rather than a year group basis.</p> <p>Students will be supervised wherever possible to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>Rooms will be accessed directly from outside where possible, and any corridors will have one-way circulation.</p> <p>A new outdoor dining facility will support bubbles and increase capacity and social distancing.</p> <p>Toilets will be assigned to year group bubbles.</p> <p>Staff use of staff rooms and offices will be staggered to limit occupancy.</p> <p>Staff and contractors not working with Student groups will be asked to maintain 2m distances from each other and from the Student groups.</p>	3	4	8			
PPE use	E, YP, P, C, V, EM	<p><b>PPE</b></p> <p><i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are</i></p>	3	4	12		<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always</p>	

		asked to observe social distancing measures and practice good hand hygiene behaviours					<p>able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> <li>• children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</li> <li>• if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</li> </ul>	
Spreading infection due to the school environment	E, YP, P, C, V, EM	<p>Checks to the premises will be done to make sure the school is up to health and safety standards before reopening.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>The use of lifts will be avoided unless essential.</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p>	3	4	12		<p>All premises issues should be reported via <a href="mailto:Ainleyj@nlconline.org.uk">Ainleyj@nlconline.org.uk</a></p> <p>where they will be prioritised according to health and safety issues</p>	

		Outdoor space will be used for exercise and breaks, and for education where possible.					
Deliveries to the School	E, YP, P, C	Any parcels or deliveries should be accepted, but no signatures or use of PDA's should be carried out. Deliveries should be handled with gloves and unpacked immediately. All packaging should be removed from the premises and disposed of in the usual channels	2	4	8		Disposable gloves and sanitising wipes are provided for this purpose
Mental Health	E, YP, P, C, V, EM	Leaders will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - <ul style="list-style-type: none"> <li><a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a></li> <li><a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a></li> </ul>	2	2	4		Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.
Spreading infection due to excessive contact and mixing in meetings	E, YP, P, C, V, EM	Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents, visitors and governors.  Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.	2	2	4		
Individuals vulnerable to serious infection coming into school	E, YP, P, C, V, EM	Shielding ended on the 1 <sup>st</sup> August 2020.  From the 1 <sup>st</sup> August staff and students who are either clinically extremely vulnerable (as defined <a href="#">here</a> ) or are clinically vulnerable (as defined <a href="#">here</a> )  Should attend school and follow all of the guidance for social distancing.  If they live with someone who's clinically extremely vulnerable, they should attend following social distancing,	2	2	4		Where individual guidance has been sought and medical advice given (by a medical professional) the school will put an Individual Risk Assessment in place.  The school will ensure this plan adheres to the guidance received from the medical professional.

		If a staff member believes themselves to be clinically extremely vulnerable or clinically vulnerable they must seek advice from a doctor/medical professional and follow the guidance suggested. If this guidance was to impact the daily running of school then they should inform the Head immediately.						
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