

# RISK ASSESSMENT

**A. Outline of activity or task to be assessed: Managers to use these generic controls to assist in documenting their local approach to the use of offices/buildings.**

Form No.  
May 2020

Group/Service Area: St. Andrews

Work Activity

Working in the Schools during Covid19 Pandemic

Workplace/Team

Date of Assessment: 18/05/2020 Updated 20/07/2020 Updated 03/01/2021  
(M Hunt) Updated 01/03/2021 (S Burgoyne)

Date for Re-assessment

Name of Assessors: Nicola Bond / Marilyn Hunt  
Manager: Nicola Bond / Marilyn Hunt

Signature:

Signature:

**Hazard** is something with the **potential** to cause **harm**. **Risk** is the **likelihood** of someone being hurt multiplied by the **severity** of the occurrence.

**Level of risk = likelihood x severity**

**B. Risk Matrix – This section is used for guidance to complete section C.**

**5 x 5 RISK ASSESSMENT MATRIX**

Increasing consequence or severity ↑	5	5 low	10 med	15 med	20 high	25 high
	4	4 very low	8 low	12 med	16 med	20 high
	3	3 very low	6 low	9 low	12 med	15 med
	2	2 very low	4 very low	6 low	8 low	10 med
	1	1 very low	2 very low	3 very low	4 very low	5 low
		1	2	3	4	5

Increasing likelihood or probability →

### PRIORITY OF ACTION

**High 17 - 25** Unacceptable – Stop work or activity until immediate improvements can be made.

**Medium 10 – 16** Tolerable but need to improve within a reasonable timescale, e.g., 1-3 months depending on the situation.

**Low 5 - 9** Adequate but look to improve by next review.

**Very Low 1 – 4** Residual risk acceptable and no further action will be required all the time the control measures are maintained.

Score	Likelihood / Probability	Description	Score	Consequence/Severity	Description
5	Very likely / Almost certain	Event is expected to occur in most circumstances	5	Catastrophic / Severe / Fatality	Death or permanent disability to one or more persons
4	Likely	Event will probably occur in most circumstances	4	Major injury / ill health	Hospital admission required, eg, broken arm or leg
3	Fairly likely / Possible	Event could occur at some time	3	Moderate (over 7-day injury)	Medical treatment required, over 7-day injury
2	Unlikely	Event is not likely to occur in normal circumstances	2	Minor injury / ill health	First aid is required
1	Very unlikely	Event may occur only in exceptional circumstances	1	Insignificant / no injury	Injuries not requiring first aid treatment



**C. Use information from section B to identify level of risk for each hazard**

What are the Hazards?	Who might be harmed and how the hazard could cause harm	What are you already doing? (Existing Controls)	Risk Level Low/ Med/ High	What further actions are necessary	Residual Risk Level Low/Med / High	Action	
						Who	When
1 <b>Catching or spreading Coronavirus – General considerations</b>	Staff, pupils Parents, guardians	<ul style="list-style-type: none"> <li>• contact has been minimised through the introduction of rotas, with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges</li> <li>• if a child shows symptoms all staff and children within the bubble will need to self isolate for 10 days – <b>staff and children will need to self isolate if a child tests positive (not for symptoms)</b></li> <li>• if/when a child shows symptoms in school they will be placed in the GP room with a member of staff until they are picked up by their parents. The staff member will wear PPE and the room will be ventilated.</li> <li>• where practicable keeping a social distance of 2 metres – <b>guidance is now 1m but we would like staff to try and keep to 2m where they can</b></li> <li>• cleaning hands more often than usual - hands will be washed thoroughly for 20 seconds with running water and soap and dried thoroughly. Alcohol hand rub or sanitiser will also be used ensuring that all parts of the hands are covered</li> <li>• the ‘catch it, bin it, kill it’ approach is used by everyone</li> <li>• cleaning will occur frequently on all surfaces that have been touched often using viacidal cleaning spray</li> <li>• <b>KS2 children</b> will remain at their own work station</li> </ul>	25	<p>Minimal amount of people on site will result in less cross contamination/sp reading of germs</p> <p><b>All children and staff will be returning to the school site from 8<sup>th</sup> March. This will increase the amount of people on site at all times.</b></p> <p><b>Children will now be in class bubbles of no more than 30 pupils.</b></p> <p><b>Staff will still maintain social distancing where they can.</b></p> <p><b>Children are NOT</b></p>	10		

			<p>throughout the day unless working outside</p> <ul style="list-style-type: none"><li>• fire safety arrangements including emergency evacuation routes to maintain social distancing where practicable have been reviewed and evaluated</li><li>• Reading books will be sent home then put in a sealed box on the day of return for 72 hours – each class to have a box for each day of the week</li><li>• Children will use exercise books for all lessons and staff will mark – marking will be kept to a minimum and Seesaw will still be used to offer written and verbal feedback</li><li>• Staff will be given Lateral Flow Testing kits and expected to test at home twice weekly and report the result to SLT.</li><li>• All staff are to wear face coverings in communal areas outside of their classrooms.</li><li>• Parents and staff are to wear face coverings during pick-up and drop-off times.</li></ul>	<p>to sit in a circle.</p> <p>Children will not participate in singing indoors or in close proximity to each other.</p> <p>Staff are to spend no longer than 15 minutes working with any one child. After 15 minutes the member of staff must walk away and maintain social distancing.</p> <p>Social distancing adhered to by everyone and monitored by ALL members of staff as numbers increase in the school</p> <p>Staff will remain in their 'bubbles' at all time, except to use the toilet</p> <p>Certain staff members will cross bubbles to deliver PPA cover and intervention from September 2020 – this will be</p>			
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monitored and all safety/cleaning precautions will be adhered to

Some members of staff will be able to cross bubbles to carry out intervention

Welfare facilities have been set up in every classroom to accommodate staff and their needs

Welfare facilities will now be shared and staff are to follow social distancing and cleaning measures at all times

Limit of 4 members of staff in the staff room at any one time. Face coverings to be worn in all communal areas other than when eating. Hall to be used for staff breaks / lunches as required.

2	<b>Maintaining Social Distancing at School</b>	Staff including cleaning and catering staff, pupils, Visitors, contractor s	<ul style="list-style-type: none"> <li>class groups will be capped at 8 for EYFS and 11 for KS1 and KS2 depending on the size of the classroom – <b>this has now increased to full classes up to 30 children from September 2020</b></li> <li>classroom layout has been adapted to meet social distancing guidance where possible</li> <li>space between seats and desks has been maintained</li> <li>blankets/soft toys/cushions/dressing up clothes have all been removed – <b>this will still stand in September</b></li> <li>upholstered chairs have been removed for children – adult chair will be sprayed and cleaned daily</li> <li>Welfare facilities for staff are in place – new kettles purchased – <b>Welfare facilities will now be shared and staff are to follow social distancing and cleaning measures at all times. Limit of 4 members of staff in the staff room at any one time. Face coverings to be worn in all communal areas other than when eating. Hall to be used for staff breaks / lunches as required.</b></li> <li>Office space adapted – only one member of staff working in the offices at any one time – no movement between offices/bubbles – <b>the office bubbles will become one but social distancing is still to be adhered to at all times. Face coverings to be worn by all staff visiting admin offices for any reason.</b></li> <li>Staff have planned the curriculum to meet the needs of social distancing and learning will be taking place outside as much as possible</li> <li>Classrooms have <b>1m/2m</b> distance at the front for staff</li> <li>A <b>new</b> plan has been sent home to parents on where to drop off and pick up.</li> <li><b>Siblings – drop off 8.30am-8.40am/pick up 3.15pm</b></li> <li><b>Diamonds – 8.40am-8.50am/pick up 3.10pm</b></li> <li><b>Emeralds – 8.50am-9am/Pick up 3pm – 3.05pm</b></li> <li><b>Rubies – 9.05am-9.15am/Pick up 2.45pm-2.55pm</b></li> </ul>	25	Only children to handle their own sandwich bags and water bottles.  Face coverings to be worn at morning drop off and afternoon collection by parents / carers and staff members  Parents will use a one way system if they are using a car  Parents who walk to school will be allocated a drop off zone that they do not enter  No siblings to be brought on site	17		
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			<ul style="list-style-type: none"> <li>All pupils dropped off 8:45-9am and collected at 3:15pm from two allocated gates.</li> </ul>					
3	<b>Reduce mixing within education or childcare setting by:</b>	Staff, pupils,	<ul style="list-style-type: none"> <li>rooms will be directly accessed from outside</li> <li>breaks and lunchtimes will be staggered – staff have arranged this themselves – <b>this will continue in September</b> Limit of 4 members of staff in the staff room at any one time. Face coverings to be worn in all communal areas other than when eating. Hall to be used for staff breaks / lunches as required.</li> <li>only one child in the toilets at a time</li> <li>there will be no resources from home allowed on the school site, this includes: toys/pencil cases/books</li> <li>Each child to have their own workstation that they remain at each day</li> <li>Each child has been allocated an Individual set of resources</li> <li>Shared resources have been limited in each classroom and will be washed at the end of every day</li> <li>Children to eat at their workstations</li> <li>Staff have welfare facilities provided for them</li> <li><b>Pregnant member of staff has a separate risk assessment – guidance from the LA HR Team and the College of Nursing</b></li> </ul>	25	<p>Outside space will be utilized</p> <p>Zoned/designated areas for each group have been allocated – <b>gazebos purchased to provide extra outside learning space</b></p> <p><b>Risk assessment will need updating regularly to meet the changes in legislation</b></p>	17		
4	<b>Managing Customers, Contractors and visitors</b>	Staff including cleaning and catering staff, pupils, Visitors. contractor	<p><b>Contractors</b></p> <p><b>Customers and Visitors-</b></p> <ul style="list-style-type: none"> <li>Only emergency work to be allowed on site to reduce the risk of spreading the virus</li> <li>PHS/Water Chem are the only 2 contractors allowed on site</li> <li>Planned PAT testing will take place but a clear risk assessment and PPE will be provided – this will</li> </ul>	25		17		

		s	take place at 7am to reduce risk of cross contamination					
5	<b>Workplace and furniture contamination</b>	Staff including cleaning and catering staff, pupils, Visitors. contractors	<ul style="list-style-type: none"> <li>All unnecessary items from classrooms and other learning environments have been removed and put in to storage where there is space to store it elsewhere</li> <li>All soft furnishings, soft toys and toys that are hard to clean have been removed</li> <li>Sand trays have been removed <b>Sand trays have been returned – hands to be washed before and after use and no more than two children using sand tables at a time.</b></li> </ul> <p><b>Hygiene: handwashing, sanitation facilities and toilets</b></p> <ul style="list-style-type: none"> <li>Signs and posters to maintain personal hygiene standards and build awareness of good handwashing technique have been put up around the school site including at welfare facilities for staff</li> <li>adults and children will be reminded to: <ul style="list-style-type: none"> <li>frequently wash their hands with soap and water for 20 seconds and dry thoroughly.</li> <li>clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing</li> <li>are encouraged not to touch their mouth, eyes and nose</li> <li>use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> </ul> </li> <li>There are handwashing facilities available in every area.</li> <li>Hand sanitiser is readily available in classrooms and other learning environments</li> <li>Cleaning will take place through out the day in all areas of the school site by school staff</li> <li>Cleaners will also clean daily – <b>toilets will now be cleaned during the day by staff on a rota basis</b></li> </ul>	25	Purchase of automatic soap dispensers – <b>these will be fitted during the Summer holidays</b>	17		



			<ul style="list-style-type: none"> <li>• Deep cleans will take place twice a week (Wednesday and Saturday)</li> <li>• Carpets will be deep cleaned twice a week</li> <li>• Surfaces that staff, children and young people are touching will be regularly cleaned</li> <li>• Staff will help children and young people who have trouble cleaning their hands independently</li> <li>• All spaces will be well ventilated using natural ventilation (opening windows) at all times <b>Doors opened to allow complete exchange of air when classrooms are unoccupied.</b></li> <li>• Doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.</li> <li>• Gloves to be worn once then binned.</li> <li>• Gloves will be worn at all times when accepting and moving deliveries</li> </ul>					
6	<b>Use of Personal protective equipment (PPE) in School settings against COVID -19</b>	Staff including cleaning and catering staff, pupils, Visitors. contractors	<ul style="list-style-type: none"> <li>• <b>The majority of staff in education settings will not require PPE beyond what they would normally need for their work</b>, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</li> <li>• Staff who are working with children who have complex needs and spit, will be accessing PPE. This will include visors</li> <li>• Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs will 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. PPE will be worn and is available.</li> </ul>	25		10		

7	Catering facilities		<ul style="list-style-type: none"> <li>Only grab bags will be provided limiting spread</li> <li>Hot meals will be provided from September – they will be served in the designated serving area in the Hall and delivered to each bubble</li> <li>FSM children will still receive a voucher and a grab bag – children will have a hot meal from September so no vouchers will be purchased</li> <li>Tables will be cleaned throughout the day to limit the spread – children will continue to eat in their classrooms</li> </ul>	16		12		
8	First Aid		<ul style="list-style-type: none"> <li>First aiders are available in each bubble</li> </ul>	20		10		
9	Accidents\ incidents		<ul style="list-style-type: none"> <li>Normal reporting to various parties e.g. Reporting to Governors / Trustees / Local Authority.</li> <li>Reporting of COVID-19 cases to Health &amp; Safety Team will be done. (RIDDOR 2013 requirements for HSE reporting) and PHE</li> </ul>	5	Continue using Business world and school procedures	3		
10	Emotional distress of the staff - including anxiety  Emotional distress of the pupils		<ul style="list-style-type: none"> <li>At least one SLT member of staff on site every day for staff to share concerns with</li> <li>Staff have been included with the decision making, risk assessments.</li> <li>Details of counselling available for staff if needed</li> <li>ELSA trained staff available to support children</li> <li>Well Being champions in each school to focus on staff wellbeing</li> </ul>	20		16		
11	Transport arrangements	All	<p><b>Staff, parents and children:</b></p> <ul style="list-style-type: none"> <li>Designated one way system to drop off and pick up has been set up – this will continue in September</li> <li>Parents have been asked not to congregate if walking to school – maintain social distancing at all times – reminder letter sent in June</li> </ul>	25		10		

			<ul style="list-style-type: none"> <li>• Parents / carers and staff to wear face coverings at morning drop off and afternoon collection</li> <li>• Taxis have been arranged for children who have SEN needs</li> <li>• Covid-19 action plans requested from transport providers</li> <li>• Liaised with the LA with regards to SEN transport</li> </ul>					
12	<b>Use of Car park for cars, and other forms of transport</b>	All	<ul style="list-style-type: none"> <li>• Car parking – staff to gauge when it is clear to get out of cars and walk in to the building</li> </ul>	16	Staff to maintain social distancing when arriving on site	10		
13	<b>When schools reopened other areas will need consideration. e.g. building related hazards - e.g. fire safety management, building evacuation, equipment checks Legionella, etc.</b>		<p>Please see appendix A a separate risk assessment for Premise building related issues for inspections, maintenance checks etc. required.</p> <p>Fire Risk Assessment will need reviewing in light of the control measures implemented due to staff shortage, alterations of evacuation routes, different exits used to maintain social distancing.</p>	18	<p>Staff allocation has been planned to ensure safety of ratios</p> <p>Fire risk assessment has been reviewed June 2020</p>	10		

**If more hazards are identified please add more boxes**

**D. Safe Systems of Work to be outlined below by using the information in Section C once completed:**

- All staff to be given sufficient information\training to be able to work safely and where practicable maintain the 2m distancing protocol.
- Additional measures will be necessary if dealing with shielded and clinically vulnerable children and young people see [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#) for more advice.

- Or clinically vulnerable adults see [Staying at home and away from others \(social distancing\) guidance](#)
- Continue monitoring and review risk assessments and other health and safety advice for children, young people and staff in light of recent government advice, identifying protective measures (such as the things listed above)
- Ensure that all health and safety compliance checks e.g. premise, safety and security systems have been undertaken before opening and sufficient staff are available to undertake these tasks See Appendix A for Premise checklist.
- All building equipment is deemed safe to use and has received appropriate checks by competent persons. Including all fire safety related equipment (emergency lights, fire detection equipment, fire extinguishers etc.) passenger lifts, etc.
- Site staff to manage the risk from legionella on site before schools open and then continue the test regimes.
- Lone working in parts of the building is managed – use of radios and regular check in etc etc. No higher risk activities e.g. work at height to be undertaken unless necessary.

**Communication to all parties is essential:**

- tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the [COVID-19: guidance for households with possible coronavirus infection](#))
- tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend
- tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)
- make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)
- also think about engaging parents and children in education resources such as [e-bug](#) and [PHE schools resources](#)
- ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the [Coronavirus \(COVID-19\): safer travel guidance for passengers](#)
- talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful
- communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers
- discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this

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## Appendix A

The following checklist has been prepared to guide premise managers. It is aimed at identifying actions that need to be taken to make the building and site safe. Within the checklist are items that have statutory duties attached such as examination, inspection, maintenance, servicing and testing. All of these will have been managed before the lockdown and should have been continued even though buildings have been closed or partially open.

It is essential that compliance is achieved before reoccupation.:

Each building should have an identified person responsible for premise management.

Building / Infrastructure / Systems	Action	Checked	Comments / Defects / Damage
<b>Site:</b> <ul style="list-style-type: none"> <li>• Perimeter fencing, hedges, gates etc.</li> <li>• Trees</li> <li>• Waste storage areas and waste bins</li> </ul>	<ul style="list-style-type: none"> <li>• Boundary integrity</li> <li>• Risk assessments up-to-date; no damage</li> <li>• Secure – waste collection still occurring</li> </ul>		
<b>Building:</b> <ul style="list-style-type: none"> <li>• Roof (inc. chimneys)</li> <li>• Facias, gutters, downpipes</li> <li>• Walls</li> <li>• Windows</li> <li>• Exterior doors</li> <li>• Door canopies</li> <li>• Paths</li> <li>• Roads, car park, gates / barriers</li> </ul>	<ul style="list-style-type: none"> <li>• Defects or damage</li> <li>• Doors opening properly with no restrictions</li> <li>• No defects or damage; in working order</li> <li>• Slip or trip hazards (uneven, holes etc.)</li> <li>•</li> </ul>		
<b>Interior:</b> <ul style="list-style-type: none"> <li>• Ceilings</li> <li>• Walls</li> <li>•</li> <li>• Doors – final exits open (fire, emergency)</li> <li>• Fire doors (close and fit as intended)</li> <li>• Stairs / steps / ramps</li> <li>• Handrails</li> <li>• Floors (floor coverings)</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• No defects or damage likely to affect building users</li> <li>• Fire Doors checked for fit and opening</li> <li>•</li> <li>• No slip or trip hazards</li> </ul>		
<b>Infrastructure:</b> <ul style="list-style-type: none"> <li>• Gas (turned on, no leaks)</li> </ul>	<ul style="list-style-type: none"> <li>• Gas supply confirmed; no smell of gas on entering building / room</li> </ul>		

<ul style="list-style-type: none"> <li>• Electricity (CB / RCD checks, sockets)</li> <li>• Water system</li> <li>• Heating (boiler etc.)</li> <li>• Ventilation</li> <li>• Kitchens</li> <li>• Toilets / showers</li> <li>• Swimming pools / hydrotherapy pools</li> </ul>	<ul style="list-style-type: none"> <li>• Check circuit breakers to see if any have tripped; Operate RCD(s) to confirm operation; inspect sockets for damage / overload</li> <li>• Ensure supply; check for leaks; legionella controls (see below)</li> <li>• Boiler operational (heating and hot water) – maintenance and servicing carried out according to schedule</li> <li>• Check system operation; change filters</li> <li>• Check all equipment; inspect kitchen and food storage areas for insects / vermin; dispose of food past sell-by date; enhanced cleaning</li> <li>• Enhanced cleaning; legionella controls</li> <li>• Cleaning regime</li> <li>• Follow <a href="#">PWTAG guidance</a></li> </ul>		
<p><b>Systems:</b></p> <ul style="list-style-type: none"> <li>• Fire detection and alarm (see below)</li> <li>• Emergency lighting (see below)</li> <li>• Security</li> <li>• Communications - telephony</li> <li>• IT – WiFi</li> <li>• Pressure systems</li> </ul>	<ul style="list-style-type: none"> <li>• All detectors, call points and detectors operational; weekly testing performed</li> <li>• Battery test to check e-lighting operational</li> <li>• Alarm system working</li> <li>• Phone lines operational</li> <li>• WiFi working</li> <li>• Statutory examination, maintenance and servicing undertaken according to schedules</li> </ul>		
<p><b>Equipment:</b></p> <ul style="list-style-type: none"> <li>• IT – computers, monitors etc.</li> <li>• OHP / Whiteboards</li> <li>• Fire extinguishers</li> </ul>	<ul style="list-style-type: none"> <li>• All IT equipment operational and without faults</li> <li>• Equipment in good working order</li> <li>• Serviced annually</li> </ul>		

<ul style="list-style-type: none"> <li>• Access equipment / ladders</li> <li>• Kitchen equipment – kettles, microwaves etc.</li> <li>• Lifts (see below) / lifting equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Visual inspections for damage / defects</li> <li>• Visual inspections; PAT tests if required</li> <li>• Statutory examination, maintenance and testing completed according to schedule</li> </ul>		
<p><b>Maintenance, testing and servicing:</b></p> <ul style="list-style-type: none"> <li>• Gas safe certificate</li> <li>• EIRC (Fixed wiring) and PAT (electricity)</li> <li>• Water (temperature, flushing, cleaning, disinfecting etc.) – see below</li> </ul>	<ul style="list-style-type: none"> <li>• Gas safe certificate within date</li> <li>• EIRC within date; PA tests completed according to schedule</li> <li>• Legionella controls undertaken according to schedule. NB. If controls have not been performed during lockdown a separate procedure must be followed before reopening/ reoccupation. Check with Tim Othen IN THIS CASE.</li> </ul>		
<p><b>Other Areas:</b></p> <ul style="list-style-type: none"> <li>• Science and D&amp;T departments need to be checked by experienced staff and follow CLEAPSS Guidance</li> </ul>	<ul style="list-style-type: none"> <li>• Seek further advice from CLEAPSS for practical lessons guidance documents GL344 for further advice on D&amp;T (including food Tech) or GL345 guidance for science departments in a partially re-opened school.</li> </ul>		