



**Newport Primary 2021
(COVID 19 – School's Risk Assessment)**

Names of Assessors:	<u>Patricia Maxwell</u>	Date Completed:	<u>08th March 2021</u>
Activity Being Assessed:	COVID 19 risks associated with employees and relevant others accessing and working from school premises (This supersedes previous school COVID-19 risk assessments).		

Risk Matrix Table					
	Likelihood of harm				
Severity	1 – Very Unlikely	2 - Unlikely	3 - Possible	4 – Likely	5 – Very Likely
1 – Extremely Low (Trivial injury)	1	2	3	4	5
2 - Low (Minor injury)	2	4	6	8	10
3- Medium (Lost Time injury)	3	6	9	12	15
4 - High (Specified injury)	4	8	12	16	20
5 - Extremely High (Fatality)	5	10	15	20	25

- Identify significant hazards and who could be harmed (E – Employees, SU – Service Users, VP - Vulnerable Persons, V – Visitors, P - Members of the Public, C – Contractors, ES - Emergency Services)
- Once the significant hazards and existing control measures have been identified, the remaining risks need to be rated.
- The risk matrix table above can be used to calculate the overall risk rating by multiplying the relevant numbers assigned to the likelihood and the severity of each hazard.
- Once the overall risk rating has been calculated for each hazard, the table below will indicate if further action is required to control the risks.
- The action register should be used to document any additional control measures required.
- Once additional control measures have been implemented the risk rating will need to be reassessed and the additional control measures incorporated into the main assessment.

Overall Risk Rating	Action Required
(1- 5) Low Risk	Maintain existing control measures.

(6 - 12) Medium Risk		Review existing control measures and where possible add additional control measures to further reduce the risk.				
(15 - 16) High Risk		Consideration given to stopping the activity. Additional control measures are required to reduce risks to acceptable level.				
(20 – 25) Extremely High Risk		Stop activity until additional control measures are implemented to reduce risk to an acceptable level.				
Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
1.	Risk of COVID 19 infection or transmission when carrying out activities in Council premises including contact with members of the public	E, VP, C, P	Staff and management to confirm if they have had recent onset of symptoms of coronavirus (COVID-19) including the following: - a new continuous cough - a high temperature - a loss of, or change in, your normal sense of taste or smell (anosmia) All staff and relevant others must comply with the advice set out below: • Wash hands frequently using soap and water or alcohol gel (>70% proof) if available. • Avoid touching eyes nose and mouth • Avoid handshakes • Maintain social distancing • Good hygiene practices implemented in communal areas such as kitchens and high touch areas. • Self-isolate if symptoms present and notify your manager ASAP arrange COVID-19 testing ASAP (Ref 23). Managers to implement arrangements to minimise members of the public accessing buildings where possible. Staff to refuse entry to members of the public showing signs (fever or cough) of COVID 19.	2	5	10

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			When members of the public have to access buildings, arrangements to be put in place to ensure entry is by appointment only in order to manage social distancing requirements. Signage to be produced and displayed at entrances informing members of the public rules around COVID 19 arrangements. Digital communication via Schoolcomms and Facebook page Staff to avoid cash handling where possible, if not possible PPE is to be used.			
2.	Risk of COVID 19 infection or transmission when staff are categorised as clinically vulnerable.	E, VP, C	A report by Public Health England has found that individuals could be at an increased risk from COVID-19 if they are: • Male • From a Black, Asian or minority ethnic background (BAME) • Born outside of the UK or Ireland • Over 60 If a member of staff falls under one of the above categories they should discuss concerns with management as required. Staff to inform managers of any pre-existing medical conditions which could increase their risk of exposure. Managers to consider the risks posed by the activities undertaken and the hierarchy of control measures when making a decision on individuals returning to work: - Working from home - Alternative role (from home) - Workplace must be COVID Secure A separate individual risk assessment must be carried out by management for all individuals categorised as clinically vulnerable (at moderate risk of developing complications from coronavirus (COVID-19)) in the following categories: • aged 70 or over (regardless of medical conditions) • under 70 with an underlying health condition listed below (for adults this is	3	5	15

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			• under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab each year on medical grounds): • chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis • chronic heart disease, such as heart failure • chronic kidney disease • chronic liver disease, such as hepatitis • chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS) or cerebral palsy • diabetes • problems with the spleen • a weakened immune system as the result of certain conditions or medicines they are taking (such as steroid tablets) • being seriously overweight (a body mass index (BMI) of 40 or above) • pregnant			
3.	Risk of COVID 19 infection or transmission when staff are categorised clinically extremely vulnerable.	E, VP, C, P, ES	Staff who are on the shielding list will work from home until at least 31st March. Decision to allow to return to work will be based on medical advice or current government guidance. Staff to inform managers of any pre-existing medical conditions which could increase their risk of exposure. Managers to consider the risks posed by the activities undertaken and the hierarchy of control measures when making a decision on individuals returning to work: - Working from home - Alternative role (from home) A separate individual risk assessment must be carried out by management for all individuals categorised as clinically extremely vulnerable.	4	5	20

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			Expert doctors in England have identified specific medical conditions that, based on what we know about the virus so far, place some people at greatest risk of severe illness from COVID-19. Disease severity, medical history or treatment levels will also affect who is in this group. Clinically extremely vulnerable people include: • solid organ transplant recipients • those with specific cancers: • people with cancer who are undergoing active chemotherapy • people with lung cancer who are undergoing radical radiotherapy • people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment • people having immunotherapy or other continuing antibody treatments for cancer • people having other targeted cancer treatments that can affect the immune system, such as protein kinase inhibitors or PARP inhibitors • people who have had bone marrow or stem cell transplants in the last 6 months or who are still taking immunosuppression drugs • those with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary disease (COPD) • those with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell disease) • those on immunosuppression therapies sufficient to significantly increase risk of infection • adults with Down's syndrome • adults on dialysis or with chronic kidney disease (stage 5) • pregnant women with significant heart disease, congenital or acquired • other people who have also been classed as clinically extremely vulnerable, based on clinical judgement and an assessment of their needs. GPs and hospital clinicians have been provided with guidance to support these decisions			

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4.	Risk of exposure to COVID 19 when carrying out activities in School premises including contact with members of the public and pupils.	E, VP, C, P, ES	Arrange for relevant office and teaching areas to be cleaned using appropriate disinfectant or chlorine based products (kills 99.9%) as per manufacturer's instructions for cleaning workstations. Property Services will provide cleaning / hygiene products for high risk buildings (public interface). If required contact Property Services Help Desk on 01642 727028. Staff to clean work stations prior to and post use with approved cleaning agents in accordance with manufacturer's instructions, or as detailed below: • either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or; • a household detergent followed by disinfection (1000 ppm av.cl.) or; • or if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses.	2	5	10
5.	Risk of exposure to COVID 19 when staff or relevant others working in a school building are confirmed cases of COVID 19	E, VP, C, P, ES	Teachers and teaching assistants to log all instances of staff and pupils self-isolating as a result of suspected or confirmed COVID 19 and forward to the Head Teacher Staff and relevant others displaying symptoms need to self-isolate as per government advice. Arrange for relevant office areas to be cleaned using appropriate disinfectant or chlorine based products (kills 99.9%) as per manufacturer's instructions or as detailed in ref 3: - Desk and workstation of confirmed cases (2 metre radius) - Common contact points within building, e.g. Banisters, door handles, chairs, etc. - Communal areas. E.g. Kitchens, toilets, meeting rooms, etc.	2	5	10
6.	Risk of exposure to COVID 19 when staff or relevant others working in a	E, VP, C, P, ES	Follow Public Health England (PHE) Guidance on the cleaning of non-clinical areas: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings	2	5	10

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	school building with confirmed cases of COVID 19		Minimum PPE to be worn is: - Disposable washing up gloves - Disposable Apron If area has been heavily contaminated such as with visible body fluids then the following additional PPE can be considered: - Disposable surgical mask - Goggles or visor if available – Must be sanitised after use. Nominated staff to carry out deep clean of potentially contaminated areas within the school and follow risk assessment guidance associated with cleaning materials used. Head teacher to ensure relevant areas are kept clear until areas have been deep cleaned with disinfectant. Workstation of confirmed case to be deep cleaned as above and quarantined for 72 hours, so far as is reasonably practicable. On completion of cleaning tasks remove PPE in this order: 1. Remove gloves and sanitise hands. 2. Remove apron & eye protection and sanitise hands 3. Remove mask and sanitise hands Dispose of PPE into bin bag and tie, then double bag and tie again. Wash hands using soap and water or alcohol gel (70%)			
7.	Teacher, staff to pupil ratios for COVID-19 under PHE guidance.	E, VP, C, P, ES	Bubbles will be formed from a class group comprising of pupils, one teacher and two teaching assistants. If there are any shortages of teachers, then teaching assistants can be allocated to lead a bubble, working under the direction of a teacher.	2	5	10

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			Change for COVID-19: Providers should use their “reasonable endeavours” to ensure that at least one member of staff is a school teacher as defined by section 122 of the Education Act 2002. Maintained Nursery Schools and nursery classes in maintained schools caring for children aged three and over Current requirement: • There must be at least one member of staff for every 13 children • At least one member of staff must be a school teacher as defined by section 122 of the Education Act 2002 • At least one other member of staff must hold a full and relevant level 3 qualification. Change for COVID-19: Providers should use their “reasonable endeavours” to ensure that at least one member of staff is a school teacher as defined by section 122 of the Education Act 2002.			
8.	Planning and Organisation controls implemented prior to school reopening to prevent possible spread of COVID-19	E, VP, C, P, ES	Head teacher in conjunction with board of governors must review the R number and regional transmission rate of COVID-19 prior to making any decision on reopening the school. NOTE: the transmission rate will impact upon the overall risk rating of this assessment and must be reviewed on a daily basis. This risk assessment must be reviewed and additional control measures implemented as required If the transmission rate increases to a level which impacts upon the safety of staff and relevant others. School to follow national guidance with relation to school partial closures and opening. Head teacher is to organise classrooms and other learning environments for groups, maintaining space between seats and desks where possible.	3	5	15

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			Head teacher is to refresh the timetable: ○ Decide which lessons or activities will be delivered. ○ Consider which lessons or classroom activities could take place outdoors. ○ Use the timetable and selection of classroom or other learning environment to reduce movement around the school or building. ○ Stagger break times (including lunch), so that all children are not moving around the school at the same time. ○ Separate entrance for drop-off and collection. ○ For self isolating pupils or those unable to attend due to other medical reasons consider how best to supplement remote education for Pupils. ○ Plan parents' drop-off and pick-up protocols that minimise adult to adult contact.			
			Childcare settings or early years groups in school should: ○ Consider how to keep small groups of children together throughout the day and to avoid larger groups of children mixing. ○ Consider how play equipment is used ensuring it is appropriately disinfected between groups of children using it, and that multiple groups do not use it simultaneously.			
			Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere.			
			Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts).			
			Consider how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where possible. Read the Coronavirus (COVID-19): safer travel guidance for passengers .			
			Lateral flow tests to be completed twice weekly by all staff in school, including catering and cleaning staff. (This is optional) Parent/carers have the option to undertake lateral flow tests for themselves as part of a government run initiative.			

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9	Risk of transmission and spread of COVID-19 associated with inadequate arrangements for keeping groups of pupils together.	E, VP, C, P, ES	Head teacher is to ensure that children and young people are in the same groups at all times each day, and different groups are not mixed during the day, or on subsequent days.	3	5	15
			Head teacher is to ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days			
			Head teacher is to ensure that wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning and disinfecting of the rooms at the end of the day.			
			Head teacher to give consideration to seating pupils at the same desk each day if they attend on consecutive days.			
			Head teacher is to ensure that alcohol gel or hand washing facilities to be provided upon entry to classrooms and at strategic locations within schools.			
			Staff and pupils must wash their hands or use alcohol gel upon entering the premises.			
			Robust signing in procedures must be implemented within each school to enable contact tracing of those in contact with confirmed COVID 19 cases.			
			Receptionists to document visitor details to avoid cross contamination and potential spread of virus.			
			Literature racks at reception and other areas within the building to be removed to avoid cross contamination.			
			Visitors to be escorted by host (maintain social distancing) for duration of visit.			
			Visitors will not be given passes on arrival but provided with a Visitor sticker which can be disposed of after use to avoid cross contamination.			

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10	Risk of transmission and spread of COVID-19 associated with poor cleaning and hygiene standards.	E, VP, C, P, ES	Follow the COVID-19: cleaning of non-healthcare settings guidance. Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments. Sanitise surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal. Ensure that all adults and children: - Frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning. - Clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing. - Are encouraged not to touch their mouth, eyes and nose. - Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). Consider how to encourage young children to learn and practise these habits through games, songs and repetition. Ensure that help is available for children and young people who have trouble cleaning their hands independently. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation, consider the use of dorguards for fire doors which can be linked to the fire alarm system. Staff advised to wash clothes following a day in education setting. Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units. Ensure that bins for tissues are emptied as needed throughout the day and at the end of each day.	2	5	10

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11.	Risk of exposure to COVID 19 when staff or pupils or relevant others use staircases	E, VP, C, P, ES	Consideration to introduction of one way systems where possible. Signage to indicate the direction of travel is to be provided on each stairwell entry point. Signage to be provided to detail arrangements and all staff briefed to ensure that they are aware of these controls. All staff to ensure that they do not stop to converse with other members of staff outside of their bubbles Ensure that high touch areas are part of the disinfectant regime for the building, hand washing facilities or alcohol gel provided on each floor and staff to follow good hygiene measures accordingly to prevent potential spread.	2	5	10
12.	Risk of COVID 19 exposure or transmission when staff or relevant others do not wear face coverings.	E, VP, C, P, ES	Staff will be required to wear a face covering on playground at the start and end of the day and in indoor communal areas where social distancing cannot be safely managed. In primary schools where social distancing is not possible in indoor areas outside of classrooms between members of staff or visitors (for example, in staffrooms), head teachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances. This will be explicitly communicated if necessary. There may be occasions where staff feel that it is necessary for them to wear a face covering. In this instance we would ask that they liaise with SLT and when teaching that this be a clear face visor. But children in primary school do not need to wear a face covering. Staff are also strongly encouraged to wear a face covering in any other enclosed public space where there are people they do not normally meet. Guidance can be found at guidance on face coverings.	2	5	10
		E, VP, C, P, ES	Doors kept open where possible to avoid contact with high touch areas.	1	5	5

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13.	Risk of exposure to COVID 19 when staff, Pupils or relevant use corridors within school		NOTE: This does not apply to fire doors unless approved safety mechanisms are used such as dorguards or other hold open devices which release on alarm activation. Fire doors need to be appropriately signed to enable staff to identify fire doors easily. Staff advised to use elbow for opening door release mechanisms where possible. Fire doors must not be wedged open. Vision screens in doors to be kept clear at all times One-way systems to be implemented where possible. If not possible clear instructions regarding usage to be produced and clearly communicated to staff and relevant others. Floor markings/graphics to be provided to provide social distance guidance. Use of photocopiers: Photocopiers to be limited to one person per time. Staff advised to limit use of the photocopier and wash hands after use. Consider the use of touch screen pens when using photocopier. Cleaning regime must be in place for high touch areas on photocopier.			
14.	Risk of exposure to COVID 19 when staff or relevant others use toilets	E, VP, C, P, ES	Restrict the number of people using the toilets at any one time. Maximum occupancies (1 person every 2 metres) identified on the door. Toilets are screened from each other. It must be ensured capacity of toilets is not exceeded. Plan to be put in place by Head Teacher or relevant other to ensure social distancing. Windows opened to allow for natural ventilation where possible. Cleaning regime put in place to ensure high contact points are regularly sanitised. Soap to be provided for hand washing and paper towels/hand dryer for drying	2	5	10
		E, VP, C, P, ES	Access rooms directly from outside where possible.	4	5	20

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15.	Risk of exposure to COVID 19 due to mixing within education or childcare setting.		Considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors. Staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time. Staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms Ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time. Noting that some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules). Arrangements put in place so that areas are regularly cleaned and sanitised after use including high touch points. Use outside space: • For exercise and breaks. • For outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff. • Although outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read COVID-19: cleaning of non-healthcare settings. For shared rooms: • Use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity. If bubbles take staggered breaks between			

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			lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between bubbles is in place, following the COVID-19: cleaning of non-healthcare settings guidance. - Stagger the use of staff rooms and offices to limit occupancy. Reduce the use of shared resources: - Limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff - Seek to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently. - Although practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts.			
16.	Risk of spread of COVID-19 due to transport arrangements of parents and Pupils.	E, VP, C, P, ES	Encourage parents and children and young people to walk or cycle to their education setting where possible. Make sure schools, parents and young people follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel.	3	5	15
17.	Risk of exposure to COVID 19 when staff or relevant others use welfare facilities including; Kitchen facilities and rest areas.	E, VP, C,	Wherever possible stagger breaks to reduce the number using the facilities in order to achieve social distancing (2 metres). Restrict the number of people using kitchens and rest areas at any one time. Vision panels (windows) in doors kept clear at all times to assist staff in identifying visually if the capacity has been exceeded without opening the door. Staff encouraged to use individual travel mugs that school have provided	1	5	5

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			Close off fridges and microwaves where possible to reduce potential spread of virus through high touch areas. Disposable paper towels to be provided only – no multi use towels to be used. All toilets and kitchens provided with hand washing facilities with soap, disposable towels and hot running water. Posters displayed in toilets and kitchens asking staff to wash their hands for twenty seconds using soap and water. Government advice is to Catch Coughs and Sneezes in tissues – Tissues available throughout the workplace. Seating arrangements within kitchens to be arranged so that social distancing can be maintained. Consideration given to temporarily closing small kitchens if required. Water fountain high touch point requires to be added to the cleaning regime and staff reminded of hygiene measures when using the facility.			
18	Communicating the risk of exposure to COVID 19	E, VP, C, P, ES	Head teachers must ensure they introduce documented systems to communicate the requirements of COVID 19 premises risk assessments in the premises where their staff are working or visiting. Head teachers ensure the information includes the control measures which have been implemented and premises specific instructions in order to help protect staff and others whilst in school premises Head teachers ensure that they inform all 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). Head teachers ensure that they inform all parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend. Head teachers ensure that they inform all 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).	3	5	15

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			Head teachers ensure they 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). Signs and notices relating to COVID 19 risks and required precautions to be provided at strategic locations throughout the building. Head teachers ensure that they 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. Head teachers to engage with staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing extra training requirements. Head teachers to communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies and hygiene suppliers. Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this. Use of emails and Microsoft Teams to cascade information as and when required in addition to risk assessment sign off sheets.			
19.	Risk of COVID 19 exposure or transmission as a result of inadequate fire safety and other emergency arrangements.	E, VP, C, P, ES	Review emergency evacuation procedure to ensure that arrangements remain valid for: • Means of escape • Muster points • PEEPS • Number of trained fire wardens Social distancing measure (2 metres) to be maintained for above situations where possible. Updated fire evacuation plan to be communicated to all persons working within the premises or visiting the premises.	2	5	10

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			Updated fire evacuation plan to be maintained for audit and inspection purposes. Consideration given to PEEPS and precautions required to minimise risks associated with COVID 19 when responding to a fire or alarm activation situation. Fire log book to be maintained for all occupied buildings. Fire risk assessment to be reviewed by the relevant Head Teacher as and when required and updated accordingly subject to risk.			
20.	Risk of COVID 19 exposure or transmission as a result of inadequate first aid arrangements.	E, VP, C, P, ES	Head teacher is to review current first aid risk assessment and COVID 19 first aid risk assessment and understand the risk and control measures required for provision of first aid. The written first aid risk assessment should take into account all relevant factors with the aim of enabling the setting to ensure they can provide the safe care needed by children during COVID-19 outbreak, including: • The number of children on the premises. • The staff to child ratios. • The types of activities undertaken with the children on the premises. • The likely need for first aid based on the needs of the children attending the premises. • First aider knowledge among staff on the premises; and • The mitigations available to reduce the risk of such an incident. Monitor arrangements for first aid provision on a regular basis and ensure adequate number of trained first aiders are in place in accordance with relevant risk assessments and government guidance. First aid kits to be updated to include (where already not supplied) surgical masks, eye protection, disposable gloves, disposable aprons and hand sanitisers. Ensure there is a system for communicating the COVID 19 First Aid risk assessment to all First Aiders within the premises and that current government advice is followed when carrying out first aid treatment. Contaminated PPE should be double bagged and disposed of in general waste	2	5	10

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			Managers and first aiders to refer to government guidance regarding expired first aid qualifications and the action to take.			
21.	Risk of exposure to COVID 19 due to ventilation	E, VP, C, P, ES	Ensure ventilation systems are set to nominal speeds, at least 2 hours before the building is occupied and switch to a lower speed 2 hours after the building has closed. Ventilation systems to be kept running at night & weekends, but on a lower speed. Staff are to ensure good use of natural ventilation and open windows to allow for natural air changes where possible. Ventilation in toilets should run 24/7. If windows are present then they should be opened as required to allow for regular air changes. Occupants are asked to flush toilet with the lid closed. Switch air handling units with recirculation to 100% outdoor air where possible. Inspect heat recovery equipment to be ensure that leakages are under control. Review the use of air conditioning units within the buildings. Fire evacuation plans and fire risk assessment to be updated accordingly.	2	4	8
22	Risk of exposure to COVID 19 when staff dispose of PPE, cleaning materials and other contaminated waste.	E, VP, C, P, ES	Internal bin system to be set up to deal with disposal of PPE and cleaning materials. - PPE and contaminated materials to be double bagged and tied. - Contents of bins to be disposed of via general waste - Bins to be sanitised once emptied. - Wash hands using soap and water or alcohol gel (70%) after handling bins.	2	5	10
23	Mental health and wellbeing may be affected due to isolation; workload; lack of exercise; caring responsibilities etc.	E	Management to promote mental health & wellbeing awareness to staff during the COVID 19 pandemic and will offer whatever support they can to support staff and relevant others. - Regular welfare checks by management and staff. - Information available from school mental first aiders. - Weekly offer of free counselling services to all staff	2	5	10
24.	Risks of COVID 19 outbreak associated with	E, SU, VP, P, C	Arrangements put in place for testing in accordance with most up to date government guidance and advice.			

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
	inadequate testing arrangements for COVID 19 within occupied buildings.		Guidance on testing can be sought from HT/DHT. https://www.gov.uk/getting-tested-for-coronavirus			
			Arrangements put in place for appropriate track and trace of confirmed COVID 19 cases as required, depending on stage of pandemic.			
25.	Risk of COVID 19 infection and transmission when reopening a council building after lockdown.	E, SU, VP, P, C	Management will display a “Staying COVID 19 secure in 2020” poster (Appendix A) in a prominent location at the building entrance with up to date contact details. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/903464/staying-covid-19-secure-2020-230720.pdf Management to complete COVID secure checklist on a regular basis and maintain for audit purposes.	2	5	10

Action Register

This action register should be used to document any additional control measures which are required to eliminate or adequately control the risks identified within the assessment.

- Any risks which require additional control measures which cannot be implemented in a timely manner, must be documented within the action register.
- Consideration should be given to the hierarchy of controls when implementing control measures.
- Actions must be assigned to an action owner who is responsible for implementing the required action within the timescales indicated.
- Service Area Managers must escalate any significant risks which cannot be resolved locally to their Head of Service for resolution.
- Heads of Service must escalate any risks which cannot be resolved at Head of Service level to their Director for resolution.
- The action register must be updated once the actions have been completed and the control measures incorporated into the risk assessment.

Ref	Date Assigned	Action Required	Action Owner	Action Taken	Date Completed

Risk Assessment Authorisation & Review

Name of Assessor(s):		Signature of Assessor(s):		Date:	
Name of Authorising Manager:		Signature of Authorising Manager:		Date:	

- This risk assessment is a living document and must be reviewed regularly (at least annually) by the manager responsible for the activity being assessed. It should also be reviewed:
 - If there is reason to doubt the effectiveness of the assessment.
 - Following an accident or other significant incident which could impact upon the safety of employees or relevant others.
 - Following significant changes to the task, process, procedure, personnel or line management.
 - Following the introduction of vulnerable personnel.
- A copy of the updated risk assessment should be maintained and made available for inspection and audit purposes

Review	Name of Manager	Date	Comments
Review 1			
Review 2			

Review 3			
Review 4			
Review 5			
Review 6			
Review 7			
Review 8			

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID19

• FIVE STEPS TO SAFER WORKING TOGETHER •



We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here



We have **cleaning, handwashing and hygiene procedures** in line with guidance



We have taken all reasonable steps to help people work safely from a **COVID-19 Secure workplace** or work from home



We have taken all reasonable steps to **maintain a 2m distance** in the workplace



Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to **manage transmission risk**

Signed on behalf of the employer: _____ **Employer representative signature** _____

Employer: _____ **Employer name** _____ Date: _____

Who to contact: _____ **Your Health and Safety Representative** _____
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)