

Risk Management - Assessment Report

Work Area or Activity: Reopening School following Closure due to COVID-19
Risk Area: Management and Site Maintenance
Assessment Framework: Re-Opening Schools - COVID-19
Competent Person: Helen Ward
Assisted by: Becky Culver
Groups Affected: all pupils, staff, parents & anyone entering school site
Notes: This is a review of an assessment carried out on 26/06/20.

Risk Assessment to be formally reviewed weekly but adjustments may be made more frequently in response to issues identified.

This is a review of an assessment carried out on 19/05/2020

This is a review of an assessment carried out on 16/06/2020

09/07/2020

16/07/2020

Risk Rating:	Below 9 - Low Risk 9 to 14 - Medium Risk 15 or above - High Risk
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Assessed on:

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.	We are in the process of completing the re-opening checklist. Any issues arising will be sanctioned.	Yes	Severity:1 Likelihood:1 Risk Rating:1
Lack of up-to-date information for Staff	Staff are fully informed of actions that need to be taken before opening. There are daily updates provided where they are needed. Once open, continual communication will take place.	Yes	Severity:4 Likelihood:1 Risk Rating:4
Lack of up-to-date information for students and parents/guardians	There have been weekly updates to parents and carers throughout closure. These will continue. There will be direct contact with families opting into the provision.	Yes	Severity:4 Likelihood:1 Risk Rating:4
Failure to maintain supervision levels if staffing levels drop.	Daily staffing levels check before 8am. As staffing is skeleton, the likelihood is that that group would have to remain at home if a staff member was off ill, with something other than COVID-19.	Yes	Severity:4 Likelihood:2 Risk Rating:8
Staff who are identified as clinically extremely vulnerable coming into contact with Coronavirus	All staff within this category are to remain working from home.	Yes	Severity:4 Likelihood:1 Risk Rating:4
Students who are identified as shielded or clinically vulnerable coming into contact with Coronavirus	All pupils identified as clinically extremely vulnerable and those living with household members in this category are to continue with their learning from home.	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.	These staff members have been given roles that do not involve any direct contact with pupils. A minimum of 2m social distancing will take place between said staff members and all pupils and adults on site.	Yes	Severity:4 Likelihood:2 Risk Rating:8
Member of staff displaying symptoms of Coronavirus	Leave the school site immediately, if in school when symptoms start. Group to be sent home. Staff member to be tested as soon as possible. The group that the staff member has been operating in will all self isolate until the results of the test are returned. If negative, the group will return to school (staffing levels permitting). If positive, the rest of the group should be tested if showing symptoms within their 7 days of isolation.	Yes	Severity:4 Likelihood:2 Risk Rating:8
Student displaying symptoms of Coronavirus	An isolated area to be set aside for any pupils displaying symptoms (accessible toilet). Pupil to be collected from school as soon as possible. and the area thoroughly cleaned after use. Staff providing support for pupil to wear full PPE (visor, face mask, apron, gloves). The same steps will then be taken as for staff member displaying symptoms - see above.	Yes	Severity:4 Likelihood:2 Risk Rating:8
Social distancing not observed in staff areas	Only 5 members of staff to be in staff room at any one time. One by sink area, one at window table, one on table by board, one in top corner and one in HW area. Wipe down area after use. Break times and lunchtimes are staggered. Any brief meetings that do take place will do so in the largest classroom (1) at a minimum 2m distance from each other. Staff to avoid mixing with colleagues working in other contained groups.	Yes	Severity:4 Likelihood:1 Risk Rating:4
Social distancing not maintained at school gate or drop-off/pick-up point	There is a staggered start and end to the school day. Parents have been requested to drop older children at the gate. Younger children can be taken to the external class door but parents cannot enter the building. There are 3 separate entrances, one into each class. There are two entrances onto the site. Parents have been asked to utilise a different entrance depending which class their child is in.	Yes	Severity:4 Likelihood:1 Risk Rating:4

Social distancing not maintained by students before school starts	Parents will be asked to ensure pupils come straight into school. Staff with visibility will enforce social distancing on the school site.	Yes	Severity:4 Likelihood:1 Risk Rating:4
Social distancing not maintained in school corridors	Markings on floor will indicate the 2m distance. Groups will not come into contact with each other.	Yes	Severity:4 Likelihood:1 Risk Rating:4
Social distancing not maintained in classrooms	<p>Class sizes are 9 or lower at present. Children are to be seated as far away as possible in both Class 1 and Class 2 but this might not be quite 2m in some incidences. Only one child will be permitted to move at any one time, for example, to go to the toilet.</p> <p>The overall risk rating is a 12 which is medium risk.</p> <p>Class 3, despite not being expected to socially distance, will be seated apart whilst we have the space to do so. There will inevitably be social interaction as they play throughout the day. The overall risk rating is a 20 which is very high risk.</p> <p>The risk rated to the right is an average risk.</p>	Yes	Severity:4 Likelihood:4 Risk Rating:16

Changes awaiting implementation/ verification	Date to be implemented	Days to Monitor		
<i>There are now up to 13 children in each class bubble.</i>	09/07/2020	7	Severity	
			Likelihood	
			Risk Rating	
			Acceptable?	UnValidated

Social distancing not maintained during break-times and lunchtimes	Outside area to be zoned for different groups. Older children encouraged and reminded to maintain a distance. Break times to be staggered. All children to eat in their own classrooms or outside.	Yes	Severity:4 Likelihood:2 Risk Rating:8
Social distancing not maintained during meals	See above.	Yes	Severity:4 Likelihood:2 Risk Rating:8
Social distancing not maintained during physical activities (PE etc)	Staff to choose activities that allow for social distancing.	Yes	Severity:4 Likelihood:3 Risk Rating:12

Changes awaiting implementation/ verification	Date to be implemented	Days to Monitor		
<i>Since the government have told schools that there is no need for pupils of any age to social distance, social distancing outside has been relaxed, especially amongst the younger children.</i>	09/07/2020	7	Severity	
			Likelihood	
			Risk Rating	
			Acceptable?	UnValidated

Moving and handling of furniture to facilitate social distancing	Staff have safely re-arranged classrooms to allow for social distancing (as much as possible).	Yes	Severity:4 Likelihood:2 Risk Rating:8
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Storage of furniture or equipment removed from classrooms workspaces and other areas.	Equipment has been reduced to a minimum. Furniture has been moved where possible.	Yes	Severity:2 Likelihood:1 Risk Rating:2
Lack of hand-washing facilities.	Class 1 does not have handwashing facilities within the room. They do however have their own toilets which are adjacent. Class 2 and Class 3 have sinks within the rooms. Hand sanitiser will be used at the beginning and end of the schoolday, issued under supervision from staff. Hand washing will be hourly at least.	Yes	Severity:4 Likelihood:2 Risk Rating:8
Over-use or mis-use of hand sanitiser	See above - issued by staff.	Yes	Severity:3 Likelihood:2 Risk Rating:6
Staff and students not washing hands frequently	Staff will use hand sanitiser or soap regularly throughout the day. See above for children.	Yes	Severity:4 Likelihood:2 Risk Rating:8
Cross-contamination from used tissues etc.	Catch it, kill it, bin it signs will be displayed around the school. All tissues to be disposed of in the lined pedal bins provided.	Yes	Severity:4 Likelihood:2 Risk Rating:8
Disposal of potentially contaminated waste.	Bins emptied regularly and new liners installed. Bin liners double bagged and stored for disposal.	Yes	Severity:4 Likelihood:2 Risk Rating:8
Cross-contamination from sharing equipment	Equipment sharing discouraged as much as possible. Each child has their own equipment for their use on their desk. If a laptop is used it will be wiped down with sanitising wipes.	Yes	Severity:4 Likelihood:2 Risk Rating:8
Cross-contamination from sharing personal possessions (water bottles, toys. Etc.)	Pupils will not be allowed to share personal possessions. They will not be permitted to bring items from home.	Yes	Severity:4 Likelihood:2 Risk Rating:8
Cross-contamination from contact with frequently touched surfaces (door handles, hand-rails, tables, etc)	All frequently touched surfaces to be cleaned at least twice a day. Each class will have their own cleaning station containing anti-bac spray, wipes and cloths.	Yes	Severity:1 Likelihood:1 Risk Rating:1
Cross-contamination from use of welfare facilities ? toilets, sinks, water fountains etc.	Wach group of children have their own toilets, which will be wiped down by a staff member each lunchtime. Cleaning products within the staff toilets will be used after each use.	Yes	Severity:4 Likelihood:2 Risk Rating:8
Cross-contamination from food served on premises	Advice from Brett Reid at Aspens: * Training for all staff following furlough. * Risk assessments carried out prior to opening. * Additional deep clean to take place. Cl 1 to eat in their room. Cl 2 and Class 3 to eat spaced out in the hall.	Yes	Severity:4 Likelihood:2 Risk Rating:8

Lack of appropriate cleaning materials and personal protective equipment for cleaning and catering staff	Stock to be closely monitored. We have visors, aprons, face masks and glove for all staff to use as required. Supplies of spray, wipes and cloths to be maintained.	Yes	Severity:4 Likelihood:2 Risk Rating:8		
Visitors to the school site.	Only essential visitors will be permitted - usually health and safety related. All visitors to use hand sanitiser.	Yes	Severity:4 Likelihood:2 Risk Rating:8		
Provision of first aid (including paediatric first aid where appropriate) support to students	At the very least, gloves will be used but full PPE is available should staff choose to use it.	Yes	Severity:4 Likelihood:2 Risk Rating:8		
Providing care (dispensing medicines etc.) for students with medical needs	Currently no children attending will be requiring this care. This will be constantly under review taking into account the latest guidance.	Yes	Severity:4 Likelihood:3 Risk Rating:12		
Changes awaiting implementation/ verification		Date to be implemented	Days to Monitor		
<i>There are still no children requiring this level of care.</i>		<i>09/07/2020</i>	<i>7</i>	<i>Severity</i>	
				<i>Likelihood</i>	
				<i>Risk Rating</i>	
				<i>Acceptable?</i>	<i>UnValidated</i>
Providing care for students with specific care needs (support for toileting etc.)	Full PPE will be worn by staff if pupils are unable to manage the situation themselves. Arrangements will be made for parents for them to come to the school to collect their child.	Yes	Severity:4 Likelihood:3 Risk Rating:12		
Changes awaiting implementation/ verification		Date to be implemented	Days to Monitor		
<i>A staff member helping a child with toileting wears full PPE when assisting. No changes need to be made at present.</i>		<i>09/07/2020</i>	<i>7</i>	<i>Severity</i>	
				<i>Likelihood</i>	
				<i>Risk Rating</i>	
				<i>Acceptable?</i>	<i>UnValidated</i>
Providing care for students with specific emotional or behavioural needs	We have one child with such needs attending for 1hr a week. JB will be his 1:1 and will endeavour to maintain a distance. As the timing is so short we don't anticipate any intimate care will need to take place. If it does, mum will be called to take child home. All staff are trained to deal with general emotional and behavioural needs.	Yes	Severity:4 Likelihood:2 Risk Rating:8		
Evacuation procedures during reduced occupancy of the school	We will be following the same evacuation procedures as previously, although children will be distanced from each other within the same group and significantly so, between groups. This will be practiced during the first day back.	Yes	Severity:4 Likelihood:2 Risk Rating:8		
Virus being transmitted via clothing between home and school	Families and staff are advised to wash clothing and shower each day on returning from school	Yes	Severity:4 Likelihood:2 Risk Rating:8		

Lack of ventilation resulting in infected airborne particles lingering	Windows and doors to remain open (whenever possible) to allow movement of air.	Yes	Severity:4 Likelihood:2 Risk Rating:8
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Helen Ward Signed Dated

Co-ordinator Signed Dated

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