

Risk Management – Assessment Report

Work Area or Activity	Whole School		
Risk Area	Management and Site Maintenance		
Assessment Framework	Re-Opening Schools - COVID-19		
Competent Person	Louise Hussey		
Assisted by:			
Groups Affected:	All staff Reception, Year 1 and Year 6 Students Key Worker Children Parents/Guardians Visitors		
Notes	This assessment is for the planned phased reopening of the school for selected year groups		
Assessed on:	17/05/2020	Risk Rating:	Below 9 – Low Risk 9 to 12 – Medium Risk
To be Reviewed on:	08/06/2020		15 to 16 – High Risk 20 to 25 – Very High Risk

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 have completed the reopening checklist and all issues have been actioned	Yes	Severity 4 Likelihood 2 Risk Rating 8
Lack of up-to-date information for Staff.	Weekly staff briefings organised.	Yes	Severity 4 Likelihood 1 Risk Rating 4
Lack of up-to-date information for students and parents/guardians.	Letter sent to all parents/guardians before the school opens. Weekly updates planned on school website, Class Dojo, FB page	Yes	Severity 4 Likelihood 1 Risk Rating 4
Failure to maintain supervision levels if staffing levels drop.	Staff levels checked each day by SLT. Contingency plan in place if staff ratios drop below set levels	Yes	Severity 4 Likelihood 2 Risk Rating 8
Staff who are identified as clinically vulnerable coming into contact with Coronavirus	Vulnerable staff working from home or kept on leave	Yes	Severity 4 Likelihood 1 Risk Rating 4
Students who are identified as shielded or clinically vulnerable coming into contact with Coronavirus	Parents reminded to inform the school of any vulnerable students. Each assessed on a case-by case basis	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.	Assessed on a case-by-case basis and government guidance followed	Yes	Severity 4 Likelihood 1 Risk Rating 4
Member of staff displaying symptoms of Coronavirus	Staff reminded at briefings of the requirements to immediately isolate if displaying symptoms and advised to get tested. Area used by staff member to be thoroughly cleaned	Yes	Severity 4 Likelihood 2 Risk Rating 8
Student displaying symptoms of Coronavirus	Medical room set aside for affected student – and cleaned after use. Staff providing support provided with PPE Area used by student thoroughly cleaned	Yes	Severity 4 Likelihood 2 Risk Rating 8
Social distancing not observed in staff areas	Half of the furniture in staff room moved to promote distancing. Lesson and break times staggered to reduce likelihood of staff all using staff areas at once. Staff briefings held in main hall	Yes	Severity 4 Likelihood 2 Risk Rating 8
Social distancing not maintained during home-to school transport if transport is boarded directly from school premises?	Additional supervision provided at pick-up/drop-off point.	Yes	Severity 4 Likelihood 1 Risk Rating
Social distancing not maintained at school gate or drop-off/pick-up point	Additional supervision provided at pick-up/drop-off point.	Yes	Severity 4 Likelihood 1 Risk Rating 4
Social distancing not maintained by students before school starts	Parents instructed not to allow students to attend before school starts. Students directed straight to classrooms	Yes	Severity 4 Likelihood 2 Risk Rating 8
Social distancing not maintained in school corridors	Signs displayed in corridors instructing students to walk on the LEFT and to keep distance in front and behind. Lesson times staggered to reduce congestion. Staff to supervise	Yes	Severity 4 Likelihood 2 Risk Rating 8
Social distancing not maintained in classrooms	Class sizes reduced to 15 students. Excess tables and chairs removed. Chairs and tables spaced out.	Yes	Severity 4 Likelihood 2 Risk Rating 8
Social distancing not maintained during break-times and lunchtimes	Break and lunchtimes taken in class-groups to minimise	Yes	Severity 4 Likelihood 2 Risk Rating 8

	mixing. Supervision provided		
Social distancing not maintained during meals	Lunch times staggered to reduce numbers. Pupils eat in classrooms or preferably outside.	Yes	Severity 4 Likelihood 2 Risk Rating 8
Social distancing not maintained during physical activities (PE etc)	No activities that require contact or proximity. Equipment cleaned after each use. No sharing of equipment	Yes	Severity 4 Likelihood 2 Risk Rating 8
Moving and handling of furniture to facilitate social distancing	Head and/or class team to move furniture where required.	Yes	Severity 3 Likelihood 2 Risk Rating 6
Storage of furniture or equipment removed from classrooms workspaces and other areas.	Unused classrooms used for extra storage space. All tables and chairs stacked safely	Yes	Severity 4 Likelihood 1 Risk Rating 4
Lack of hand-washing facilities.	Classrooms have sinks. KS1 toilets allocated and labelled. Nursery has own. KS2 has own. All will be provided with soap dispensers and will be checked twice daily Paper towels provided.	Yes	Severity 4 Likelihood 2 Risk Rating 8
Over-use or mis-use of hand sanitiser	Hand Sanitiser available at reception – for visitors In class for adults only. COSh risk assessments made Staff guidance given.	Yes	Severity 3 Likelihood 1 Risk Rating 3
Staff and students not washing hands frequently	Students to be instructed to wash hands at beginning and end of each lesson	Yes	Severity 4 Likelihood 2 Risk Rating 8
Cross-contamination from used tissues etc.	Lidded bins with liners in each classroom	Yes	Severity 4 Likelihood 2 Risk Rating 8
Disposal of potentially contaminated waste.	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 classroom provided sanitising equipment to clean equipment between usage	Yes	Severity 4 Likelihood 2 Risk Rating 8
Cross-contamination from sharing personal possessions (water bottles, toys. Etc.)	Students to bring own water bottles. Sharing of personal possessions not permitted.	Yes	Severity 4 Likelihood 2 Risk Rating 8
Cross-contamination from contact with frequently touched surfaces (door handles, hand-rails, tables, etc)	Frequently touched surfaces will be cleaned twice a day.	Yes	Severity 4 Likelihood 2 Risk Rating 8

Cross-contamination from use of welfare facilities – toilets, sinks, water fountains etc.	Toilets and sinks etc will be cleaned twice a day Water fountains not to be used and covered up.	Yes	Severity 4 Likelihood 2 Risk Rating 8
Cross-contamination from food served on premises	Food not served on premises – all children and staff to bring own lunches.	Yes	Severity 4 Likelihood 1 Risk Rating 4
Lack of appropriate cleaning materials and personal protective equipment for cleaning staff	In house cleaning team provided with disposable gloves and aprons.	Yes	Severity 4 Likelihood 1 Risk Rating 4
Visitors to the school site.	Only essential visitors will be permitted. Visitors required to hand sanitise at reception	Yes	Severity 4 Likelihood 1 Risk Rating 4
Provision of first aid (including paediatric first aid where appropriate) support to students	Disposable gloves etc. available in first aid kit	Yes	Severity 4 Likelihood 2 Risk Rating 8
Providing care (dispensing medicines etc.) for students with medical needs	Disposable gloves etc. available in first aid kit where appropriate. Care plan reviewed where appropriate	Yes	Severity 4 Likelihood 2 Risk Rating 8
Providing care for students with specific care needs (support for toileting etc.)	Individual risk assessment and care plan reviewed and updated. PPE provided where required	Yes	Severity 4 Likelihood 2 Risk Rating 8
Providing care for students with specific emotional or behavioural needs	Individual risk assessment and care plan reviewed and updated. PPE provided where required	Yes	Severity 4 Likelihood 2 Risk Rating 8
Evacuation procedures during reduced occupancy of the school	Fire risk assessment reviewed, and evacuation procedures updated	Yes	Severity 5 Likelihood 1 Risk Rating 5

Laurie Hussey

Headteacher: Signed..... Dated.....17.5.20.....

Co-ordinator:

Signed.....Dated.....

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