



## Risk Assessment Form

<b>Location/Dept:</b> Poulton Lancelyn	<b>Date Assessed:</b> August 2020	<b>Assessed by:</b> C Arnold
<b>Task/Activity:</b> Dealing with Coronavirus	<b>Review Date:</b> <b>WB 1/9/2020 –</b> <b>WB 7/9/2020</b> <b>WB 14/9/2020</b> <b>WB 28/9/2020</b> <b>WB 5/10/2020</b> <b>WB 2/11/2020</b> <b>WB 30/11/2020 – no changes</b> <b>WB 4/1/21</b> <b>6/1/2021</b> <b>WB – 11/1/21 – no changes</b> <b>WB – 18/1/21 – see LFD Risk assessment</b> <b>WB – 22/2/21</b>	<b>Reference Number:</b>

Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Minimise contact between individuals and maintain social distancing wherever possible	Contact with persons suffering coronavirus	Employees Pupils Contractors Visitors volunteers	<p>We will apply the principles laid out by the government and reduce the number of contacts between children and staff as much as possible.</p> <p>We will keep groups separate (in ‘bubbles’) and through maintaining distance between individuals.</p> <p>We will maintain distinct groups or ‘bubbles’.</p> <p>If class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, we will look to implement year-group-sized ‘bubbles’.</p> <p>Staff working across different bubbles will be kept to a minimum in order to facilitate the delivery of</p>	3	5		<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p><a href="https://www.gov.uk/guidance/office-of-the-rolling-update">https://www.gov.uk/guidance/office-of-the-rolling-update</a></p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

			<p>the school timetable; however where this does take place, strict social distancing and hygiene will be followed at all times</p> <p>Adults will aim to maintain a two-metre distance from each other, and from children. They will avoid close face-to-face contact and minimise time spent within one metre of anyone.</p> <p>Bubble groups will be kept apart at playtimes and lunchtimes and for lessons.</p> <p>No large gatherings such as assemblies or collective worship with more than one group will take place.</p> <p>Singing, wind and brass playing will not take place.</p> <p>Pupils who are old enough will be instructed and supported to maintain distance and not touch staff and their peers where possible. Pupils will sit at forward facing desks.</p> <p>Parents and staff will wear face coverings at drop off and pick up times when an increased number of adults are on site and when attending the site for meetings and queries</p> <p>Staff will wear face coverings in communal areas such as corridors and office areas. Face coverings will be worn in the staffroom but can be removed for eating/drinking.</p>				<p><a href="https://www.gov.uk/guidance/national-lockdown-stay-at-home">https://www.gov.uk/guidance/national-lockdown-stay-at-home</a></p>
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			<p>Rigorous hand-hygiene systems will be followed frequently by all adults and pupils (eg, leaving or entering classroom and corridor zones)</p> <p>Classrooms, Office areas and the staffroom will be kept well ventilated by opening windows or doors. Ventilation will be increased when rooms are empty for periods of time.</p> <p>Working spaces that are shared between bubbles (intervention rooms/bay areas) must be cleaned between use using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p>				
Contact with persons suffering from coronavirus	Staff Pupils Contractors Visitors	<p>If an employee, pupil or known visitor tests positive for coronavirus, the school Chair of Governors with the Headteacher and CEO of the Trust will decide first course actions and then will report to the LA and the Health Protection Team &amp; NHS Test and Trace Team.</p> <p>Once symptomatic, all surfaces that the person has come into significant contact with must be cleaned, including:</p> <ul style="list-style-type: none"> <li>• All surfaces and objects which are visibly contaminated with body fluids; and</li> <li>• All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc.</li> </ul> <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as</p>	3	1		<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p><a href="https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update">https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update</a></p> <p><a href="https://www.gov.uk/guidance/stay-at-home-guidance-for-households-with-possible-or-confirmed-coronavirus-(covid-19)-infection">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a></p>	

			<p>corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p> <p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p>				<p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
	Contact with persons who may have been exposed to coronavirus	<p>Staff Pupils Contractors Visitors</p>	<p>Employees or pupils who are suspected to have coronavirus are to self-isolate in accordance with the government guidance. <a href="https://www.gov.uk/guidance/stay-at-home-guidance-for-households-with-possible-or-confirmed-coronavirus-covid-19-infection">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a></p> <p>Other persons who may have been exposed to the coronavirus have been instructed by the government guidance to self-isolate.</p>	3	1		<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <a href="https://www.gov.uk/guidance/travel-advice-novel-coronavirus">https://www.gov.uk/guidance/travel-advice-novel-coronavirus</a></p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
	Contact with packages (food, stationary, post deliveries) or items handled by persons who may have been exposed to coronavirus	<p>Staff Pupils Contractors Visitors</p>	<p>All existing risk assessments will be maintained and followed. There is currently no perceived increase in risk for handling post or freight from specified areas. Post and parcels will be delivered into a specified area outside the school office</p> <p>Office staff, Caretakers &amp; cleaners to maintain good hand hygiene in line with Public Health England advice</p>	3	1		<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated daily at 2pm when the latest</p>

			Kitchen staff to maintain good hygiene in line with the school's HACCP. Kitchen opened to provide lunches for critical worker pupils entitled to UFSM and those in KS2 that request. Food Hampers will also be made on request for those that are entitled Posters promoting good hand hygiene displayed in food areas.				government guidance is released.
	Disposal of waste that may be contaminated by a coronavirus sufferer		All waste that has been in contact with the relevant person, including used tissues, and masks if used, and other PPE, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a clinical waste bin. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste. Clinical waste bins are stored in a locked Medical room – clinical waste bins will be collected weekly. Should the person test positive, the Health Protection Team will provide instructions about what to do with the waste.	3	1		
	Contracting and spreading of infection	Staff Pupils Contractors Visitors	<p>Basic infection controls should be followed as recommended by the government:</p> <ul style="list-style-type: none"> <li>• Hands must be washed on entering the school at the start of each day and on exit and re-entry to each room setting. Hands must be washed before eating snacks/lunch</li> <li>• Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.</li> <li>• Put used tissues in the lidded bin allocated for this purpose straight away and wash hands for 20 seconds with soap and water.</li> </ul>	3	1		<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p>

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|  |  | <ul style="list-style-type: none"> <li>• Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.</li> <li>• Hand sanitiser to be available in each classroom, entrances and exits of buildings, school hall and shared areas and near lunchrooms and toilets.</li> <li>• Try to avoid close contact with people who are unwell.</li> <li>• Clean and disinfect frequently-touched objects and surfaces. Clear signage &amp; antibacterial spray are available</li> <li>• Try to avoid touching your eyes, nose or mouth.</li> <li>• Undertake the Ellis Whittam COVID-19 Daily Management Checklist.</li> <li>• Undertake the Ellis Whittam COVID-19 Daily Cleaning Checklist.</li> <li>• Clean the school building(s) on a daily basis, including frequently-touched surfaces (railings, lunch tables, sports equipment, door and window handles, toys, teaching and learning aides). Specific items used in classrooms should be identified by the teacher to cleaning staff.</li> <li>• Sports equipment will be separated for Year group bubbles and cleaned before being re-stored for other groups. Hands should be washed before PE and after PE.</li> <li>• Equipment must be steam cleaned/wiped after use.</li> <li>• Undertake the Ellis Whittam COVID-19 Contractor Checklist – inviting contractors on site.</li> </ul> |  |  |  |  |
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		<ul style="list-style-type: none"> <li>• Undertake the Ellis Whittam COVID-19 Vulnerable Persons Risk Assessment, including for pregnant workers</li> <li>• Pupils desks will be front facing. A 2m distance zone will be demarcated for staff to operate from where possible. Teacher/pupils discussion to be side on and last no longer than 15 minutes. Adaptations made for EYFS. See risk assessment.</li> <li>• Windows should be opened to improve ventilation</li> <li>• ‘Flap your wings’ distancing exercise with Foundation/Year 1 children.</li> <li>• ‘Glitter germs’ exercise / video with primary-aged children.</li> <li>• Community use hire - events/meetings can resume providing all RA’s are in place in line with Government principles and shared.</li> <li>• Governors’ meetings held remotely until further notice.</li> <li>• Staff and phase meetings held remotely until further notice.</li> <li>• SLT meetings held remotely until further notice.</li> <li>• Up-to-date emergency contact details held in the office.</li> <li>• New and expectant mothers risk assessment completed for any employees (where required).</li> <li>• Previously ‘shielding’ staff risk assessments completed</li> <li>• Fire doors must remain closed and wedges not used</li> </ul>				
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			<ul style="list-style-type: none"> <li>• Classroom seating arrangements, environment &amp; housekeeping arrangements monitored daily by SLT.</li> <li>• Discussions with insurer to determine further requirements.</li> <li>• Communication to parents sent out regarding collecting and dropping off children to prevent 'gathering'.</li> <li>• Staff advised to bring their own food/cutlery to work. Toaster and microwave can be used- cleaning after use must be adhered to. Anti-bacterial wipes/spray provided for this.</li> <li>• School kitchen follows guidance of social distancing.</li> <li>• Lunch and breaks staggered to minimise social gatherings.</li> <li>• Signage promoting social distancing to be clearly displayed.</li> <li>• Floor markings to provide clear guidance for pupils and staff.</li> <li>• Classroom equipment tidy and accessible – cleaned daily after use. Shared resources (Eg, PE equipment, Art resources) used and cleaned before replacing into central storage areas</li> <li>• Classroom desks to be sprayed &amp; wiped throughout the day. The end of the day tables should be sprayed and wiped &amp; chairs put up</li> <li>• Start and finish times to be staggered.</li> <li>• Year group bubble break times to be staggered so that only two year groups out at a time in separated areas.</li> <li>• Parents to drop off and pick up where space allows for social distancing (playgrounds, outside school gates). Clearly marked routes</li> </ul>				
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			<p>and signs in place. Parents are not permitted to enter the school building unless by prior appointment. Parents are informed of all arrangements</p> <ul style="list-style-type: none"> <li>• One - way systems of travel in school where possible.</li> <li>• Where pupils bring lunch from home in a lunchbox this is stored next to the pupil.</li> <li>• Pupils &amp; staff will be provided with an individual set of frequently used stationery necessary for tasks. Pupils must not bring equipment from home.</li> <li>• Other classroom-based resources (games, books) will be used and shared within the bubble. These will be cleaned regularly, along with all frequently touched surfaces</li> <li>• Each class group 'bubble' will be provided with a cleaning kit to ensure wipe able surfaces are regularly cleaned. Aprons and gloves are not needed for cleaning within bubbles – good hand hygiene must be followed</li> <li>• Each class 'bubble' will be provided with a basic first aid kit to attend to individual basic First Aid needs. PPE can be worn where deemed necessary.</li> <li>• Staff will wear clean, fit for purpose clothing daily.</li> <li>• Pupils will wear clean fit for purpose school uniform daily</li> <li>• The School Office will have limited access to contractors and staff during the school day. There is no office access to parents without prior arrangement. Telephone and email</li> </ul>				
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			<p>contact will be communicated via letters and signage.</p> <ul style="list-style-type: none"> <li>• Perspex screens will be used where face-face contact cannot adhere to 2m distancing rules</li> <li>• Books can be marked by staff &amp; taken off-site as appropriate – good hand hygiene should be followed</li> <li>• Reading books – children will be allocated a reading book which will be wiped before re-use by another pupils or stored for 72 hours before being returned to the book shelf.</li> <li>• Visitor lanyards will not be used – office staff will sign visitors in and stickers will be worn</li> <li>• Pupils will not wear PPE as per DFE Guidelines</li> <li>• A teacher only zone will be clearly marked in classrooms using floor marking tape to ensure 2m distancing</li> <li>• Telephones in shared spaces will be wiped with antibacterial spray/wipes after use.</li> </ul> <p>Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre.</p> <p><i>Where eligible, employees are strongly recommended to take part in the government’s testing programme for COVID-19 and ensure that the results are communicated to senior management. If the test results reveal that the individual has contracted COVID-19, action will be taken in line with Government guidance.</i></p>				
	Welfare Hand-contact points	Staff Visitors	<ul style="list-style-type: none"> <li>• Staff can be on the school site between 7.45am and 5.45pm.</li> </ul>	3	1		

	<p>Poor hygiene and welfare conditions leading to staff discomfort or illness</p>	<p>Delivery drivers  Pupils</p>	<ul style="list-style-type: none"> <li>• Toilets/Classrooms to have a regular supply of hot and cold water complete with soap and towels.</li> <li>• Toilet use will be carefully monitored to ensure no more than 2 pupils will enter at any one time. Pupils will be given a toilet opportunity before and after scheduled playtimes.</li> <li>• Staff toilets are allocated – main building office toilet for PL staff, toilet near HT office is for Penguins staff, KS2 building toilets for ‘Bay’ staff, toilet in Junior kitchen area for Jumping Jakes staff</li> <li>• Hand dryers will be wiped and cleaned regularly as part of the cleaning protocol</li> <li>• Shared drinking fountains will be closed off – children can fill up water bottles in the classroom. Caretaker to flush systems through weekly &amp; servicing completed in preparation for future use</li> <li>• Cloakroom areas will not be in use – children will place coats, reading folders and lunch under their allocated work station</li> <li>• Hand sanitiser available (where required).</li> <li>• Kitchen area to have a safe supply of mains cold water.</li> <li>• Hand-contact points cleaned frequently/where practicable.</li> <li>• Toilets and kitchen area to be regularly cleaned.</li> <li>• Teaching staff to implement controls to prevent overcrowding and ensure two-metre social distancing where practicable – front facing desks, verbal reminders, maintain Year group bubble registers for activities in groups.</li> </ul>				
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			<ul style="list-style-type: none"> <li>• 3 Staff members working across the Year group bubble where possible to enable welfare breaks</li> <li>• KS2 Pupils will eat lunch in classrooms to reduce numbers in school hall. Staggered lunch breaks reduce numbers on playground at any one time.</li> <li>• Phase leaders to have regular contact with staff members in each phase to check staff wellbeing and welfare</li> <li>• Staff regularly given the opportunity via remote phase meetings to ask questions/share concerns</li> </ul>				
	Infection control		<ul style="list-style-type: none"> <li>• Refer to and ensure all staff are aware of new protocols.</li> <li>• Year group 'bubbles' in place to support effective teaching &amp; learning arrangements</li> <li>• Year groups 'bubble' extra-curricular activity events will resume and will follow all COVID control measures</li> <li>• Wraparound care facilities will resume and will follow all COVID control measures</li> <li>• Active engagement with NHS Test and Trace Team as needed</li> <li>• Records maintained of staff/pupils who have been tested for COVID-19</li> <li>• Close liaison with families regarding symptoms</li> <li>• Regular family contact to ensure that children from families with symptoms do not attend school.</li> <li>• Decontamination – following advice/guidance from the Health Protection Team.</li> </ul>	3	1		

			<ul style="list-style-type: none"> <li>• Refer to guidance and posters (where required).</li> <li>• Education poster on COVID-19 to be displayed at the main entrance to the school building(s).</li> <li>• Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and not go to their GP or other healthcare centre</li> </ul>				
	<p><u>Fire</u> a) Increased fire risk due to doors being propped open to increase air circulation and reduce touching of doors/pushpoints</p>	Staff Pupils	<ul style="list-style-type: none"> <li>• Review school fire risk assessment to reflect any changes that have been made.</li> <li>• Before additional pupils are re-introduced, make sure that fire log book is up to date and all checks have been made, including the fire marshal inspection checklist.</li> </ul>	3	1		
	b) Changes to emergency fire procedures – uncertainty of staff and pupils due to working at different locations to normal and changes in evacuation routes.	Staff Pupils	<ul style="list-style-type: none"> <li>• Communicate with staff any changes to emergency procedures that have been made and make sure that they have understood them. It is not a requirement to maintain 2 metres social distancing in the event of an emergency or unplanned sounding of the fire alarm, however it should be maintained at the muster point, if possible.</li> <li>• Remind all staff of their responsibility not to increase the risk of fire in the workplace: by keeping combustible materials to the minimal, turning off electrical equipment when not in use and at the end of the day.</li> </ul>	3	.1		Conduct a fire drill following revised procedures
	Changes to Administering medicines due to social distancing measures	Staff Pupils	<ul style="list-style-type: none"> <li>• Any medication needed by pupils will have the appropriate signed forms completed by parents, emailed to the school office</li> </ul>	3	1		Ensure parents & all office staff are familiar with policy and procedural changes

			<ul style="list-style-type: none"> <li>Pupil requiring medication will be collected at the appropriate time by the designated office staff member</li> <li>Medicines will be administered by office staff only</li> <li>Disposable measuring cups will be utilised to administer the correct dose – the cup will be disposed of into a clinical waste bin situated in the First aid room.</li> </ul>				when administering medication
	Inadequate building management and routine inspections.	Staff and pupils	<p>All routine inspections should be completed for any school that may have been closed/ partially closed to pupils.</p> <p>Any routine or annual checks should be carried out in their usual time frames. Any contractors that have been expected but not attend - due to school closures should be arranged to attend if required.</p> <ul style="list-style-type: none"> <li>Social distancing and hand hygiene should be observed by all contactors. Contact your asset management provider where assistance is required.</li> </ul>				<p>Increase the staff who know how to check the fire alarm and set and reset in an emergency.</p> <p>All staff continue to carry out pre-use visual checks of their areas.</p> <p>Increase the number of key holders who are familiar with the security alarm</p>
	<p><b>Staff shortages:</b> Illness due to Covid 19 related (short term absence )</p> <p>Illness due to an unrelated health issue.</p> <p>Other Covid health categories eg staff who unlikely to be able to</p>	Staff and pupils	<p>Use existing teaching staff not currently teaching.</p> <p>Bring additional teachers in to help, who may be supply teachers, teachers on temporary agreed loan from other schools, or teachers provided by your trust or local authority (considering the guidance in <a href="#">section 2</a> about consistent staffing across the week</p>				



	attend work in the medium to long term eg Shielded employee / live in household with shielded person./ employee who is clinically vulnerable		Ask suitably experienced teaching assistants who are willing to do so to work with groups under the supervision of a teacher  Use some senior leadership time to cover groups, although you should as headteacher consider your own workload and that of your senior colleagues to make sure this is manageable, and you have sufficient leadership time remaining				
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**Risk/Priority Indicator Key**

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury/damage/interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury/damage, lost time business interruption, disablement)
5. Very High (fatality/business closure)

Likelihood
1. Improbable/very unlikely
2. Unlikely

RISK/PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary	Suggested Timeframe
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3. Even chance/may happen
4. Likely
5. Almost certain/imminent

12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so