

## RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<b>Academy:</b> The St. Bart's Academy Trust – Trust Wide Risk Assessment					<b>Completed By:</b> Chris Leech (APT Health & Safety)			<b>Date:</b> 28.05.2020				
<b>Activity Workplace:</b> Novel Coronavirus (COVID-19) <b>Revision:</b> 5 28-05-2020 Whole assessment revised for opening of schools <b>Information Source:</b> GOV.UK Staying alert and safe (social distancing) Updated 22 May 2020 Coronavirus (COVID-19): implementing protective measures in education and childcare settings Updated 12 May 2020 Actions for education and childcare settings to prepare for wider opening from 1 June 2020 Updated 12 May 2020					<b>Manager:</b> The St. Bart's Academy Trust					<b>Review Date:</b> Ongoing		
Hazard		Initial risk			Action plan				Residual risk			
Details of hazard	Who is affected and how?	Likelihood	Consequence	Risk L/M/H	What controls are already in place	Further action required	By whom	By when	Likelihood	Consequence	Risk L/M/H	
<b>General transmission</b>  Transmission / Spread of Germs and Novel Coronavirus (COVID-19)  Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating	<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Visitors</li> <li>Public</li> <li>Contractors</li> </ul> Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell  Affects Mild flu symptoms Respiratory infection Breathing difficulties	<b>4</b>	<b>4</b>	<b>HIGH</b>	1. Persons that have symptoms of coronavirus (COVID-19, MUST not attend the school and self-isolate and stay at home. Follow PHE self-isolation guidance. 2. Persons who have household members with symptoms of coronavirus (COVID-19), MUST not attend the school and self-isolate and stay at home. Follow PHE self-isolation guidance. 3. PHE testing available for	2 staff maximum in staffroom to reduce likelihood of transmission.  Pupil and staff – allocated toilets to reduce cross contamination of bubble groups.  Staggered playtimes/ lunches across school to avoid transmission between groups			<b>1</b>	<b>4</b>	<b>LOW</b>	

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with contaminated hands.	Asthma Fatality				<p>staff, children aged 5+ and household.</p> <p>4. Infrared temperature checks for staff, pupils, visitors, contractors.</p> <p>5. Social distancing guidance maintain a 2-meter minimum distance from all adults and pupil groups.</p> <p>6. Regular washing hands for at least 20 seconds using soap and water.</p> <p>7. Hand sanitiser gel (60% alcohol) if soap and water are not available.</p> <p>8. Anti-bacterial cleaning products available.</p> <p>9. Increased cleaning and disinfecting of regime.</p> <p>10. Personal Protective Equipment and user training.</p> <p>11. Waste bins and disposable tissues</p> <p>12. PHE and GOV.UK hygiene and social distancing signs and information posters displayed in key locations.</p> <p>13. PHE and GOV.UK hygiene and social distancing information for staff, pupils, parents, visitors, contractors.</p>	<p>Staggered start and end times for the school day to avoid large groups of people gathering. 2m markings and one-way system for drop off/ pick up to reduce likelihood of transmission. Parents not to enter school premises. Staff present on gates to enforce one way system.</p> <p>Closing of site at 1pm each Friday to allow for a deep clean of the site (staff PPA) including fogging machine to sanitise the areas</p> <p>Lidded box of PPE for staff to use in the case of a child becoming ill with Covid19 type symptoms. Procedure and</p>						
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						<p>area for isolation communicated with all staff and parents.</p> <p>One-way system and social distancing markers, marked out around the inside and outside of the building.</p> <p>Pupil and staff allocated bubble groups and will not mix with others outside of their bubble to avoid transmission of infection between groups.</p> <p>Children's desks arranged apart in classrooms. Child to remain working at the same desk. Parent/ carer to provide a small food bag for lunch and their own water bottle for the sole use of</p>					
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					their child, to remain at school.  Outdoor play/climbing equipment not to be used.						
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<p><b>Awareness and understanding</b></p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul> <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	4	HIGH	<ol style="list-style-type: none"> <li>1.Regular GOV.UK Coronavirus (COVID-19) latest information and advice briefings to all staff.</li> <li>2. Sign at all entry gates and doors advising all persons with COVID-19 symptoms continuous cough, high temperature (over 37.8 degrees) and/or breathing difficulty and/or loss of or change to the sense of smell to stay away.</li> <li>3. Sign at all entry gates and doors advising all persons of 2-meter social distancing rule</li> <li>4. Latest PHE Coronavirus (COVID-19) posters displayed in staff areas and entrances.</li> <li>5.Latest PHE Coronavirus (COVID-19) leaflets distributed to staff. <a href="https://coronavirusresources.phe.gov.uk/">https://coronavirusresources.phe.gov.uk/</a></li> <li>6.Staff, parents and visitors informed of the measures in place to reduce transmission</li> <li>7.Pupils reminded regularly to tell a member of staff if they feel unwell.</li> <li>8.<a href="#">e-Bug</a> resources to teach pupils and parents about</li> </ol>	<p>Staff, parents and pupils - revised code of conduct – detailing Covid19 safeguarding measures.</p> <p>Weekly staff meetings via Zoom to ensure social distancing.</p> <p>SBMAT handwashing/ social distancing posters displayed around the site and referred to by staff when talking to children.</p> <p>Bubble/ room procedures displayed within each classroom detailing 1 way routes around the site. toilets, break/lunchtimes and routines, start/ end day procedures, cleaning procedures &amp; frequency,</p>		1	4	LOW
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					hygiene. 9.Talks given to children about coronavirus (COVID-19) and social distancing.	emergency procedures.  Staff/ office procedure to follow if a child becomes unwell with Covid19 symptoms during the school day – shared with all staff					
<p><b>People with weakened immune systems</b></p> <p><b>Long-term conditions like diabetes, cancer and chronic lung disease.</b></p> <p><b>Underlying health problems</b></p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus.</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul> <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	<b>4</b>	<b>5</b>	<b>VERY HIGH</b>	<p>1.Staff and pupils, in the clinically extremely vulnerable health groups, at very high risk of severe illness from coronavirus (COVID-19), to rigorously follow shielding measures and not attend the school. Follow PHE “Shielding Guidance”.</p> <p>2.Staff who live with someone in the clinically extremely vulnerable health groups, at very high risk of severe illness from coronavirus (COVID-19), work from home where possible.</p> <p>3.Children who live with someone in the clinically extremely vulnerable health groups at very high risk of</p>				<b>2</b>	<b>5</b>	<b>HIGH</b>

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<p>Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>				<p>severe illness from coronavirus (COVID-19), only attend the school if stringent social distancing can be adhered to, and the child is able to understand and follow those instructions.                      4. Staff with other conditions that mean they are in the clinically vulnerable health groups and are at a higher risk of serious illness as a result of coronavirus (COVID-19) work from home where possible. Follow PHE "Social Distancing Guidance".                      5. Children attending the school with other conditions that mean they are in the clinically vulnerable health groups and are at a higher risk serious illness as a result of coronavirus (COVID-19) Care Plans reviewed and amended to ensure child is not put at risk of coronavirus (COVID-19) infection.                      6. Children or staff who live with someone in a clinically vulnerable health group, including those who are pregnant, attend the school so long as social distancing</p>						
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					and good hand hygiene is being practised. 7. Staff with conditions that mean they are at higher or increased risk of serious illness as a result of coronavirus (COVID-19) do not supervise children who have been isolated at school for showing coronavirus infection (COVID-19) symptoms.						
<p><b>Staff travel to work</b></p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> <li>Staff</li> </ul> <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	<b>4</b>	<b>4</b>	<b>HIGH</b>	<p>1. Staff that have symptoms of coronavirus infection (COVID-19), MUST self-isolate and stay at home.</p> <p>2. Staff MUST self-isolate and stay at home when one or other household members have symptoms of coronavirus infection (COVID-19).</p> <p>3. Non-essential use of public transport avoided when possible.</p> <p>4. Travel to place of work alone using own transport / cycle or walk when possible</p> <p>5. When the use of shared transport is unavoidable a. travel with as few people as possible b. travel with the same persons each day</p>				<b>1</b>	<b>4</b>	<b>LOW</b>



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					<p>when possible c.wash hands with soap and water or hand sanitiser before using transport d.wear latex free gloves e.wear face coverings over the nose and mouth f.sit as far away from other persons as possible g.try to face away from other persons h.open windows to give good ventilation i.avoid touching anything j.cough or sneeze into a tissue and put it in a bin k.wash hands with soap and water or hand sanitiser after using transport</p> <p>6.Cleaning and disinfecting of shared vehicle interiors carried out on a regular basis using standard cleaning products.</p>					
<p><b>Hand hygiene</b></p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the</p>	<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Visitors</li> <li>Public</li> <li>Contractors</li> </ul> <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell</p>	<b>4</b>	<b>4</b>	HIGH	<p><b>Provision</b></p> <ol style="list-style-type: none"> <li>1.Hand wash facilities stocked with soap</li> <li>2.Hand dryers or disposable paper towels for drying hands</li> <li>3.Contactless hand sanitiser gel dispensers where sinks are not available e.g. shared spaces, entrance and exit points.</li> <li>4.Taps/soap dispensers</li> </ol>	<p>Pupil code of conduct powerpoint to be communicated to all pupils on the first day back at school and periodically as a reminder.</p> <p>SBMAT posters displayed around school re:</p>	<b>1</b>	<b>4</b>	LOW	

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<p>virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>				<p>operated by hand cleaned after each use. Taps can be covered with a disposable paper towel when being turned off. 5.Cleaning and disinfecting of hand wash facilities after busy use periods. 6.Bins with remote/foot operated lids lined with a bin bag and emptied frequently to suit usage. 7.Supply of disposable tissues available in classrooms, offices, halls. 8.PHE "Wash your hands" signs posted in pupil, staff and visitor toilets. 9.COSHH Assessment for hand sanitiser communicated to staff</p> <p><b>Washing</b></p> <p>1.Use of hand sanitiser gel on entry to the school grounds. 2.Staff who dispense hand sanitiser gel to pupils wear disposable latex free gloves and fluid resistant surgical mask face 3. Washing of hands for at least 20 seconds using soap</p>	<p>handwashing, social distancing to be referred to by staff when communicating with children.</p> <p>Frequent handwashing throughout the day</p>					
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				<p>and water on entry to the school building.</p> <p>4.Washing of hands after using the toilet, before and after breaks and sporting activities, before food preparation, before eating any food, including snacks and before leaving school promoted to pupils and staff.</p> <p>5.Supervision of young children to ensure they wash their hands for 20 seconds with soap and water or hand sanitiser.</p> <p>6.Pupils and staff to cover their mouth and nose with a tissue or their sleeve (not their hands) when they cough or sneeze, put tissues in a bin and wash hands promoted</p> <p>7.Supervision to remind pupils to catch coughs and sneezes in tissues, put tissues in a bin and wash hands</p> <p>8.Supervision to remind young children they should avoid touching eyes, nose, and mouth with unwashed hands</p>							
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<p><b>Cleaning</b> <b>Classrooms</b> <b>Shared spaces</b> <b>Offices</b> <b>Staffrooms</b> <b>Meeting rooms</b></p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Visitors</li> <li>• Public</li> <li>• Contractors</li> </ul> <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell</p> <p>Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p> <p>Effects of using hazardous cleaning substances Irritation of skin and respiratory system, damage to eyes and internal organs</p>	4	4	HIGH	<p><b>Classrooms</b> <b>Shared spaces</b></p> <ol style="list-style-type: none"> <li>1.Unnecessary items and those items hard to clean removed</li> <li>2.Cleaning schedules reviewed and increased cleaning implemented</li> <li>3.Clean and disinfect where surfaces pupils and staff touch e.g. handrails, door handles, tables, chairs, toys and equipment before, during and after school</li> <li>4.Thorough cleaning of rooms at end of the day.</li> <li>5.Deep clean using Preventative Fogging and Decontamination solution and equipment weekly or following an outbreak of COVID-19.</li> </ol> <p><b>Offices, Staffrooms, Meeting Rooms</b></p> <ol style="list-style-type: none"> <li>1.Carry out daily cleaning and disinfecting of surfaces such as keyboards, desks, equipment, tables.</li> <li>2.Equipment controls such as printers, ink cartridge compartment covers and paper trays to be cleaned</li> </ol>				1	4	LOW
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				<p>before and after use. 3.Clear shared areas of waste and belongings after use.</p> <p><b>General</b></p> <p>1.Anti-bacterial wipes/sprays situated in classrooms and staff occupied rooms. 2.Bins with remote/foot operated lids lined with a bin bag and emptied frequently to suit usage. 3.Staff to wear latex free gloves when cleaning and disinfecting and handling waste such as used tissues, used gloves. 4.Staff using cleaning and disinfecting products to read and follow COSHH Assessments and wear PPE specified. 5.Cleaning contractor provide COVID-19 Risk Assessment to School Principal</p>						
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<p><b>Pupils and staff access and egress and moving around the school</b></p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus.</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Visitors</li> <li>• Public</li> <li>• Contractors</li> </ul> <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	4	HIGH	<ol style="list-style-type: none"> <li>1. Staggered start and finish times for staff and pupils.</li> <li>2. Inform parents of arrangements for drop off and collection procedures to reduce adult to adult contact including 1 parent drop off, not gathering at gates or doors</li> <li>3. Segregated entrance and exit gates and doors.</li> <li>4. Social distancing (2-meter) markings at queuing locations (school gates, entry and exit doors)</li> <li>5. Infrared temperature checks for staff, pupils on arrival and again during the day. Staff wear a fluid resistant surgical mask and disposable latex free gloves whilst testing. Persons with high temperature readings are isolated and sent home for PHE COVID-19 testing.</li> <li>6. Signing in and out devices disabled and contact free method of recording attendance in place.</li> <li>7. One-way circulation routes inside buildings signposted appropriately to inform staff and pupils.</li> </ol>				1	4	LOW
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					<p>8. Adequate segregation of circulation spaces using barriers or floor markings to allow social distancing.</p> <p>9. Timetable reviewed to reduce movement around the building.</p> <p>10. Staggered break and lunch times.</p> <p>11. Accessing rooms from outside where possible.</p> <p>12. Entrance and exit doors and internal doors held open without compromising pupil or staff safety. Fire doors held open using automatic release devices that release on the sounding of the fire alarm.</p> <p>13. Managing numbers using toilets to prevent overcrowding.</p> <p>14. Pupils coats stored on back of chairs.</p> <p>15. Staggered assembly groups maintaining social distancing</p>						
<p><b>Use of learning spaces</b></p> <p>Transmission /</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Visitors</li> <li>• Public</li> <li>• Contractors</li> </ul>	<b>4</b>	<b>4</b>	<b>HIGH</b>	<p>1. Classes split into groups of no more than 15 pupils with one teacher (and TA where available)</p> <p>2. Rooms arranged to maintain 2-meter social</p>				<b>1</b>	<b>4</b>	<b>LOW</b>



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<p>Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>			<p>distancing space between pupils where possible. Desk should be as far apart as possible.</p> <p>3. Use floor tape to mark areas to help workers to keep 2-meter distance.</p> <p>4. Groups use the same classroom or area throughout the day.</p> <p>5. Different groups do not mix during the day or on subsequent days.</p> <p>6. Outside space used for education where possible.</p> <p>7. Ventilation in the building maximised by using ventilation units and or opening windows, doors without compromising staff or pupil safety</p> <p>8. Pupils provided with own stationery to prevent sharing</p> <p>9. Lessons organised so that the shared use and passing of work equipment is limited – equipment cleaned before and after use and shared space cleaned between groups.</p> <p>10. Contactless drop off points used for issue of materials such as stationery</p>						
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				supplies 11.Where possible actions taken for behaviour management will not involve touching a pupil. 12.Behaviour management plans and procedures reviewed						
<p><b>Use of offices</b> <b>Staffrooms</b> <b>Meeting rooms</b></p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Visitors</li> <li>• Public</li> <li>• Contractors</li> </ul> <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	<b>4</b>	<b>4</b>	<p><b>General</b></p> <p>1.Rooms arranged to maintain 2-meter social distancing space between chairs and tables. 2.Staggered use of staff rooms and offices to reduce contact with colleagues. 3.Ventilation in the building maximised by using ventilation units and or opening windows, doors without compromising staff or pupil safety. 4.Good hygiene control measures followed 5.Small offices and storerooms and cupboards accessed by one person at a time. 6. Locker rooms, changing areas and toilets avoided when occupied by other persons. 7.Floor tape to mark areas to</p>				<b>1</b>	<b>4</b>	<b>LOW</b>

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				<p>help workers to keep 2-meter distance.</p> <p>8. Use of hot desks and workspaces avoided</p> <p>9. Meetings / discussions with others held when it is necessary and remote contact cannot be used. Meetings/discussions held either outdoors or in open spaces with good ventilation with open windows for short durations whilst maintaining social distancing.</p> <p>10. Screens used to protect reception staff</p> <p>11. Contactless drop off points used for deliveries and issue of materials such as stationery supplies</p> <p>12. Equipment not shared unless unavoidable.</p> <p>13. Shared equipment cleaned before and after use.</p> <p>14. Solid screens used to segregate workers in close proximity.</p> <p>15. Staff rotation in offices avoided</p> <p>16. Restrict movement around the school between departments and rooms and</p>						
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				<p>use of electronic devices to communicate.</p> <p><b>Staffrooms</b></p> <ol style="list-style-type: none"> <li>1.Using appliances such as kettles, microwave ovens and crockery, utensils avoided or handles and controls cleaned before and after use.</li> <li>2.Bring in pre-made hot drinks and wrapped food that does not require warming.</li> <li>3.Sit 2 metres apart from each other whilst eating and avoid all contact.</li> <li>4.Place own food waste and wrappers in waste bins provided.</li> <li>5.Wash own plates cutlery, do not dry and take home each day.</li> <li>6.Use of local shops avoided and remain at workplace until the end of the working day.</li> </ol>						
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<p><b>Lunch service</b></p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Visitors</li> <li>• Public</li> <li>• Contractors</li> </ul> <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	<p><b>4</b></p>	<p><b>4</b></p>	<p style="text-align: center;"><b>HIGH</b></p>	<ol style="list-style-type: none"> <li>1.Lunch times staggered</li> <li>2.Pupils wash hands in their groups before eating.</li> <li>3.When possible lunches delivered to classrooms and all pupils and staff eat in the classrooms</li> <li>4.Pupils who access lunch areas do so in their groups maintaining 2-meter social distancing.</li> <li>5.Groups kept apart in lunch area</li> <li>6.Pre-packaged food served when possible</li> <li>7.Disposable plates and cutlery used</li> <li>8. Re-usable plates and cutlery thoroughly washed at 70°C between use</li> <li>9.Food served by staff at tables to avoid queuing</li> <li>10.Tables cleaned / disinfected by staff between groups</li> <li>11.Staff wear disposable latex free gloves when serving food and cleaning down</li> <li>12.Catering contractor provide COVID-19 Risk Assessment to School Principal</li> </ol>				<p><b>1</b></p>	<p><b>4</b></p>	<p style="text-align: center;"><b>LOW</b></p>
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## RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p><b>Break time</b></p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Visitors</li> <li>• Public</li> <li>• Contractors</li> </ul> <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	<b>4</b>	<b>4</b>	<b>HIGH</b>	<ol style="list-style-type: none"> <li>1.Breaks staggered to limit numbers in corridors and circulation routes</li> <li>2.Play equipment cleaned between use by different groups of pupils</li> <li>3.Segregated group areas using barriers/fencing</li> </ol>				<b>1</b>	<b>4</b>	<b>LOW</b>
<p><b>Providing personal or intimate care to pupils</b></p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul> <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	<b>4</b>	<b>4</b>	<b>HIGH</b>	<ol style="list-style-type: none"> <li>1.Clinically vulnerable staff do not provide personal or intimate care.</li> <li>2.PPE provided disposable latex free gloves, disposable apron, fluid resistant surgical face mask, face visor, safety goggles.</li> <li>3.Staff providing personal or intimate care instructed on the safe “donning and doffing” of PPE. Putting on PPE video <a href="https://www.youtube.com/watch?v=of73FN086E8">https://www.youtube.com/watch?v=of73FN086E8</a></li> </ol>				<b>2</b>	<b>4</b>	<b>MEDIUM</b>

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<p>touching eyes, nose and mouth and eating with contaminated hands.</p>					<p>Taking off PPE video <a href="https://www.youtube.com/watch?v=PQxOc13DxvQ">https://www.youtube.com/watch?v=PQxOc13DxvQ</a>                      4.Review of personal care plans to assess PPE requirements based on individual circumstances.                      5.Hand washing by staff and pupil receiving support before and after care is provided.                      6.Temperature check of staff and pupil before providing care</p>						
<p><b>Providing first aid</b></p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Casualty</li> </ul> <p>Symptoms                      Continuous cough                      High temperature (over 37.8 degrees)                      Loss of, or change to the sense of smell</p> <p>Affects                      Mild flu symptoms                      Respiratory infection                      Breathing difficulties                      Asthma                      Fatality</p>	<b>4</b>	<b>4</b>	<b>HIGH</b>	<p>1.Clinically vulnerable staff do not provide first aid.                      2.Wash/sanitise hands before and after treating a casualty.                      3.Wear disposable gloves, disposable apron, fluid resistant surgical mask and safety goggles/face visor where there is a risk of respiratory droplets splashing into the eyes due to repeated coughing or vomit.                      4. First aiders instructed on the safe “donning and doffing” of PPE.                      Putting on PPE video <a href="https://www.youtube.com/watch?v=of73FN086E8">https://www.youtube.com/watch?v=of73FN086E8</a>                      Taking off PPE video <a href="https://www.youtube.com/watch?v=PQxOc13DxvQ">https://www.youtube.com/watch?v=PQxOc13DxvQ</a></p>	<p>Packs of First Aid provision provided for each bubble group</p>			<b>2</b>	<b>4</b>	<b>MEDIUM</b>

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				<p>5. When performing CPR phone an ambulance and use compression only CPR until the ambulance arrives.</p> <p>6. If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available.</p> <p>7. Assessment of First Aid requirements reviewed.</p>						
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## RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p><b>Staff administration of medicines or supervision of pupils who self-administer.</b></p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul> <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	<b>4</b>	<b>4</b>	<b>HIGH</b>	<ol style="list-style-type: none"> <li>1. Temperature check of staff and pupil before providing administer medication</li> <li>2. Supervising staff maintain 2m social distance from pupil and other staff assisting.</li> <li>3. Staff wear disposable latex free gloves, disposable apron, fluid resistant surgical mask when in close proximity to a pupil</li> <li>4. Review medication plans to assess if additional PPE requirements for staff administering medication are required.</li> </ol>				<b>2</b>	<b>4</b>	<b>MEDIUM</b>
<p><b>Visitors Delivery drivers Contractors</b></p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close</p>	<ul style="list-style-type: none"> <li>• Staff</li> </ul> <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell</p> <p>Affects Mild flu symptoms</p>	<b>4</b>	<b>4</b>	<b>HIGH</b>	<p>Secure gates and access doors outside of start and finish times to control access by visitors, delivery drivers and unauthorised persons.</p> <p><b>Contractors</b></p> <ol style="list-style-type: none"> <li>1. Contractors delivering services using school facilities, such as catering and cleaning asked to provide copies of their risk</li> </ol>				<b>2</b>	<b>4</b>	<b>MEDIUM</b>

RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



<p>contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<p>Respiratory infection Breathing difficulties Asthma Fatality</p>				<p>assessment for managing exposure to COVID-19. 2.Information sharing with contracted catering and cleaning services to reduce exposure to COVID-19. 3. Arrange times that contractors are on site to minimise numbers at any one time. 4. Contractors attend outside of school times or during school holidays where possible.</p> <p><b>Visitors</b> 1.Meetings / discussions with others held when it is necessary and remote contact cannot be used. Meetings / discussions held either outdoors or in open spaces with good ventilation with open windows for short durations whilst maintaining social distancing with the least amount of people. 2.Try to arrange meeting off-site. 3.Visitors to site allowed by prior appointment 4.Visitors on site limited and access to building controlled. 5.Separate access and</p>						
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## RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>egress door for visitors.</p> <p>6. Signing in and out devices disabled and contact free method of recording attendance in place.</p> <p>7. Visitors to follow hand washing arrangements on arrival.</p> <p>8. Guidance on social distance and hygiene given to visitors.</p> <p>9. Additional COVID-19 control measure training given to visitor hosts</p> <p><b>Delivery drivers</b></p> <p>1. Times arranged so that minimum amount of delivery drivers are on site to at any one time.</p> <p>2. Additional COVID-19 control measure training and guidance on social distancing and hygiene given to staff who meet with delivery drivers.</p> <p>3. Delivery drivers to remain in vehicles where it is safe to load/unload vehicles or staff to wear fluid resistant surgical mask and latex free gloves if unable to maintain social distancing from drivers during unloading.</p>						
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					4.Reduced delivery frequencies by ordering larger quantities less often 5. Contactless drop off points for deliveries available 6.Delivery notes left unsigned							
<p><b>Staff and pupils showing coronavirus infection (covid-19) symptoms whilst at school</b></p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> <li>Staff</li> <li>Casualty</li> </ul> <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	<b>5</b>	<b>4</b>	<b>VERY HIGH</b>	<p>1.Staff at school who develop symptoms of coronavirus infection (COVID-19), MUST inform a member of the SLT and self-isolate at home and make arrangements for testing.</p> <p>2.Pupils at school who develop symptoms of coronavirus infection (COVID-19) are placed in a safe isolation location and parents informed.</p> <p>3.Staff with conditions that mean they are in a clinically vulnerable health group do not supervise children who have been isolated at school for showing coronavirus infection (COVID-19) symptoms.</p> <p>4.Should staff or children develop coronavirus (COVID-19) symptoms whilst at school and experience breathing difficulties call an ambulance, dial 999 and</p>	Area allocated for pupils developing symptoms. Box of PPE within the area and procedure				<b>2</b>	<b>4</b>	<b>MEDIUM</b>

## RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

				<p>inform the call handler or operator that the person has coronavirus (COVID-19) symptoms.</p> <p>5. Isolation locations are at least 2 metres away from other people and where possible in a room or area behind a shut door, such as a staff office or meeting room.</p> <p>6. Isolation locations have a window that can be opened to provide ventilation.</p> <p>7. Isolation locations have a supply of disposable tissues, foot operated bin with bin bag, anti-bacterial wipes, sink with soap and disposable hand towels or hand sanitiser 60% alcohol, face masks with an FFP2 or FFP3 or N95 rating, latex free disposable gloves, disposable aprons, face visor or safety goggles</p> <p>8. Staff instructed on the safe “donning and doffing” of PPE.</p> <p>Putting on PPE video  <a href="https://www.youtube.com/watch?v=of73FN086E8">https://www.youtube.com/watch?v=of73FN086E8</a></p> <p>Taking off PPE video  <a href="https://www.youtube.com/watch?v=PQxOc13DxvQ">https://www.youtube.com/watch?v=PQxOc13DxvQ</a></p>						
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				<p>HSE guidance – using disposable respirators</p>  <p>disposable-respirator.pdf</p> <p>9.Consideration given to using first aiders to supervise to reduce numbers of staff who need access to PPE.</p> <p>10.Staff supervising isolated children remain at least 2 meters from the child.</p> <p>11.When a 2-meter safe distance cannot be maintained staff to wear PPE (face mask, visor or goggles, gloves, apron).</p> <p>12.Users of FFP2, FFP3 or N95 tight fitting face mask should be face fit tested for compatibility and clean shaven were the mask seals to the face. Fit testing video <a href="https://youtu.be/iVVITBcN5eA">https://youtu.be/iVVITBcN5eA</a></p> <p>13.Isolated children advised not to touch people, surfaces and objects.</p> <p>14.Isolated children advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin or in a bag or their pocket for</p>						
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				<p>disposing in a bin later.</p> <p>15.If tissues are not available, children advised to cough and sneeze into the crook of their elbow.</p> <p>16.Isolated children use a separate bathroom if available.</p> <p>17.Once vacated places of isolation and bathrooms used by the isolated person will be cleaned in accordance with PHE “Decontamination in non-healthcare settings guidance”.</p> <p>18.All waste that has been in contact with the individual, including used tissues, and PPE, put in a plastic rubbish bag and tied when full. The plastic bag then placed in a second bin bag and tied. Waste is put in a secure safe place and marked for storage for at least 72 hours before putting into usual external household waste bin.</p>						
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p><b>Availability of Equipment and PPE</b></p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul> <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	<p><b>5</b></p>	<p><b>4</b></p>	<p style="text-align: center;"><b>VERY HIGH</b></p>	<ol style="list-style-type: none"> <li>1. Alcohol-based hand sanitiser containing at least 60% alcohol available where hand wash sinks are not available such as isolation rooms, first aid rooms, shared spaces, entrance and exit points.</li> <li>2. Latex free gloves available in classrooms and isolation locations and first aid rooms.</li> <li>3. Face masks with an FFP2 or 3 or N95 rating available in isolation rooms.</li> <li>4. Fluid resistant surgical mask available in first aid rooms and classrooms.</li> <li>5. Face visors or safety goggles available in isolation locations and first aid rooms.</li> <li>6. Disposable aprons available in isolation locations and first aid rooms.</li> </ol>				<p><b>2</b></p>	<p><b>4</b></p>	<p style="text-align: center;"><b>MEDIUM</b></p>
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					7.Replenishment of stocks of hand sanitising gel, soaps and PPE.							
<p><b>Transport of pupils and staff using school minibus and coach travel.</b></p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Vehicle drivers</li> </ul> <p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	<b>4</b>	<b>4</b>	<b>HIGH</b>	<p>1.Transport arrangements discussed with providers, SBMAT and parents.</p> <p>2.Reduction in any unnecessary travel on coaches and minibuses for children and staff.</p> <p>3.Checks carried out with transport providers that they do not work if they or a member of their household are displaying any symptoms of coronavirus</p> <p>4.Checks carried out to ensure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers.</p> <p>5.Substitution of vehicle for larger vehicles or running 2 vehicles rather than one,</p> <p>6.Reduction in the number of passengers per vehicle and increase the amount of space between passengers</p> <p>7.Seats cordoned off and the elimination of face-to-face seating, where vehicle</p>	To be completed by School Principal				<b>2</b>	<b>4</b>	<b>MEDIUM</b>

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				<p>capacity allows, to help passengers spread out</p> <p>8. Thorough clean of vehicle interiors before and after use and clean of frequently touch items during use.</p> <p>9. Infrared temperature checks of pupils and staff before travel. Staff wear a fluid resistant surgical mask and disposable latex free gloves whilst testing. Persons with high temperature readings are isolated and sent home for PHE COVID-19 testing.</p> <p>10. Hand washing/use of hand sanitising gel before entering vehicle and again after travel.</p>						
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**The level of risk is calculated by:**

**The likelihood**

x

**The Consequence**

- 1- Very unlikely
- 2- Unlikely
- 3- Fairly likely
- 4- Likely
- 5- Very likely

- 1- Insignificant (no injury)
- 2- Minor (minor injury needing first aid)
- 3- Moderate (up to 3 days absence)
- 4- Major (more than 3 days absence)
- 5- Catastrophic (death)

**Risk rating:**

1 – 4

**Low** (acceptable)

No further action required

5 – 9

**Medium** (adequate)

If risk cannot be lowered any further, consider risk against benefit. Monitor and look to improve at next review

10 – 16

**High** (tolerable)

Identify further control measures to reduce risk rating. Seek further advice e.g. line manager, H&S team, etc.

17 - 25

**Very High** (unacceptable)

Do not undertake the activity. Implement immediate improvements