
RISK ASSESSMENT

Risk assessment for: Brakenhale School - Coronavirus (COVID-19): risk assessment for pupils and staff at school

Location/site: The School Site

Activity: Pupils and Staff at School

Name of person

carrying out assessment: Jane Coley

Designation of person

carrying out assessment: Headteacher

Date of risk assessment: 1/06/2020

Review Interval: In line with Government Updates, Weekly

This booklet contains:

- one scoring and timescales guidance sheet,
- three assessment sheets, and
- One continuation sheet.

See Section 5 (hard copy only) for pro-formas to copy.

Related documents

SEND Policy, Health and Safety Policy, First aid Policy, Infection Control Policy, Safeguarding Policy, Staff Handbook.

DFE guidance documents: Coronavirus : guidance for schools, Corona virus: implementing protective measures in education settings, Coronavirus: Actions for education settings to prepare for wider opening from 1 June 2020

Risk Assessment Scoring

C Consequences - most probable result of the potential accident

<u>Consequences</u>	<u>Score</u>
Death	100
Permanent disability (including amputation or impairment of any function)	50
Temporary disability	
for more than 3 weeks	25
for 3 days to 3 weeks	5
for less than 3 days	3
Minor ailment (cuts, bruises, bumps and no lost time)	

E Exposure - the frequency of occurrence of the hazard event

<u>Exposure</u>	<u>Score</u>
Hazard present:	
many times daily	10
once a day	6
once a week to once a month	3
once a month to once a year	2
less often than once a year	1

P Probability - likelihood of accident sequence following to completion

<u>Probability</u>	<u>Score</u>
Very likely	10
Likely to occur	6
Possible	3
Very unlikely	0.5

A multiplication of the three values will give an overall risk score. This will enable a judgement to be made as to action required.

Score	Judgement	Classification
0 - 100	risk could be acceptable	LOW
100 - 200	hazard requires attention	MEDIUM
200 +	hazard requires urgent attention/action control measures	HIGH

Timescales for action

Following risk assessment, the assessor must evaluate the need for action, taking account of the classification. The timescales below are suggested.

- Low** Ongoing monitoring required. Any action deemed necessary should be taken within 12 months.
- Medium** Action required within 1 to 6 months, dependent on the hazards identified.
- High** Immediate action may be appropriate. Steps must be taken to reduce risk within a maximum of 1 month.

<p align="center">WHAT ARE THE HAZARDS WHICH MAY BE CAUSED?</p>	<p>Who/what may be harmed? (Give specific groups of people eg staff, visitors, contractors, pupils, residents, cleaners, disabled, etc and estimate numbers; include significant property damage)</p>	<p>What is done now? (ie provision of training, corporate and local standards complied with, existing codes of safe working practice, protective equipment, guarding, supervision, monitoring systems, specific assessments under health and safety regulations eg COSHH, DSE, noise, manual handling, fire etc)</p>	<p>How bad is the risk? (It may help to use the risk assessment scoring system. Evaluate the risk as LOW, MEDIUM or HIGH)</p>	<p>What needs to be done? (What action should be taken or needs to be considered in order that the risks identified are effectively controlled?)</p>	<p>By when? (What is the target date for completion?)</p>
<p>Awareness of policies and procedures</p>	<p>Staff and Pupils</p>	<ul style="list-style-type: none"> ●All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> -Student instructions regarding return to school -Return to school plan ●All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> -The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 -The Health Protection (Notification) Regulations 2010 -Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' -DfE and PHE (2020) 'COVID-19: guidance for educational settings' ●The relevant staff receive any necessary training that helps 	<p align="center"> C=100 E=6 P=0.5 300= High </p>	<ul style="list-style-type: none"> ● All government and school policies to be communicated to staff, students and parents to ensure a safe working environment for staff and pupils. ● Children, young people, parents, carers or any visitors, such as suppliers, are told 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) ● https://www.hse.gov.uk/riddor/ ● https://www.legislation.gov.uk/uksi/2010/659/contents/made 	<p>By Tuesday 1st September</p>

		<p>minimise the spread of infection, via staff meetings</p> <ul style="list-style-type: none"> •The school keeps up-to-date with advice issued by, but not limited to, the following: -DfE -NHS -Department of Health and Social Care -PHE 		<p>https://www.gov.uk/government/publications/health-protection-in-schools-and-other-child-care-facilities</p> <p>https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19</p> <ul style="list-style-type: none"> • Social distancing must be adhered to as much as possible. • Ensure all staff training required for this is completed and up to date. 	
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<p>Poor hygiene practice</p>	<p>Staff and Pupils</p>	<ul style="list-style-type: none"> ● Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school. ● Pupils to sanitise their hands on arrival and encouraged to bring personal sanitiser to school. Sanitiser units located at movement points (Product will be available when and where possible) ● Antibacterial wipes provided for cleaning devices after each individual use. ● All classrooms to be cleaned between each lesson and after school (daily) <p>All offices to be cleaned daily and wiped down with Antibacterial wipes throughout the day.</p> <ul style="list-style-type: none"> ● Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. ● Sufficient amounts of soap (or hand sanitiser where possible), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas. ● Bar soap is not used ● Cleaners are contracted by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH 	<p>C=100 E=10 P=6</p> <p>6000 =High</p>	<ul style="list-style-type: none"> ● Staff and Students must adhere to strict hygiene rules at all times ● Staff must remind students of handwashing procedures- they will read out the requirements daily to all students on staff and sign to say they have completed this. 	<p>Daily checks</p>
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		<p>Policy and the Health and Safety Policy.</p> <ul style="list-style-type: none"> ●Each classroom will be equipped with antibacterial spray when possible ●Doors to be left open where safe to do so ●Guidance issued to parents and pupils regarding expectations 			
Ill health	Staff and Students	<ul style="list-style-type: none"> ●Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. ●Any pupil who displays signs of being unwell is immediately referred to the on duty first aider. ●Any unwell pupils are moved to the Hygiene room while they wait for their parents to collect them. ●Pupils displaying symptoms of coronavirus will go to the hygiene room so they do not come into contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. ●The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen. ●The parents of an unwell pupil are informed as soon as possible 	<p>C=100 E=6 P=3</p> <p>1800= High</p>		Daily Checks

		<p>of the situation by a relevant member of staff.</p> <ul style="list-style-type: none">●Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others.●Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated.●If unwell pupils are waiting to go home, they are instructed to use the hygiene room toilet to help minimise the spread of infection.●Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.●Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy.●School day to have staggered start and finishes each day.●All staff expected to be available for the start of the autumn term.●School break and lunch to also be staggered throughout the day and designated areas to be assigned to years.●Staff to report to the HRwManager immediately if they become unavailable to work and staffing plan revisited to ensure requirements			
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		<p>Priority given to staffing of classes of vulnerable children / children of critical workers</p> <p>Awareness of critical staff needed on site - SLT/DSL/ First aid etc.</p>			
<p>Spread of infection</p>	<p>Staff and Pupils</p>	<ul style="list-style-type: none"> ●Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately using PPE at all times. ●Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units. ●Pupils clean their hands after they have coughed or sneezed. ●Parents are informed via letter not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. ●Children who have displayed symptoms of coronavirus must self-isolate for 14 days before returning to school. Pupils queue 2 metres apart at entrances and exits to avoid risks of transmission. ●Desk and chairs arranged to face forward where possible ●Pupil attendance recorded to support track and trace 	<p>C=100</p> <p>E=6</p> <p>P=3</p> <p>1800=</p> <p>High</p>	<ul style="list-style-type: none"> ● Staff to only to be on site when absolutely required and then working from home when not at school. ● Staff and pupils must leave site immediately after the end of their lessons. 	<p>Daily Checks</p>

		<ul style="list-style-type: none"> ●School back up to 100% school population in all years from start of autumn term ●Staff only on site when needed otherwise working from home 			
Management of infectious diseases	Staff and Students	<ul style="list-style-type: none"> ●Staff are vigilant and report concerns about a pupil's symptoms to the reception. ●The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. ●Social distancing measures are implemented ●The facilities manager and the school cleaner monitor the cleaning standards of school cleaning contractors and discuss any additional measures required with regards to managing the spread of coronavirus. ●Clear guidance given to parents regarding keeping students at home should they or someone in the house have any symptoms ●All classrooms that are in use will have daily cleaning sign off sheets attached to the doors. All toilets to be checked and signed off regularly throughout the day 	<p>C=100 E=3 P=0.5</p> <p>150 =Medium</p>	<ul style="list-style-type: none"> ● Ensure that contracted cleaning staff are always adhering to safe practices and are wear the correct PPE 	Daily Checks
Lack of communication					

	Staff, Students, Parents	<ul style="list-style-type: none"> •The school's Lead First Aider reports immediately to the Headteacher about any cases of suspected coronavirus, even if they are unsure. •The Headteacher contacts The LA and GLT Director of Education and the CoG immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. •Schools put into place any actions or precautions advised by the LA and GLT. •Schools keep pupils and parents adequately updated about any changes to infection control procedures as necessary. •Parents who are unable to receive communications electronically to be contacted by phone or by mail when appropriate. 	<p>C=100 E=3 P=0.5</p> <p>150 =Medium</p>		Updated when required
Emergencies	Staff, Students, Parents	<ul style="list-style-type: none"> •All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. 	<p>C=100 E=3</p>	<ul style="list-style-type: none"> • Double check that all staff and pupil contact details are up to date • All calls home are logged 	Updated when required

		<ul style="list-style-type: none"> ●Pupils' parents are contacted as soon as practicable in the event of an emergency. ●Pupils' alternative contacts are called where their primary emergency contact cannot be contacted. ●The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. 	<p>P=0.5</p> <p>150</p> <p>=Medium</p>	
Physical and Emotional wellbeing	Staff and Pupils	<p>Staff have access to the EAP Service.</p> <ul style="list-style-type: none"> ●.The school is working on a mental health program, this includes training through MIND to help support themselves and colleagues. ●Students have access to SSC and trained staff if they need emotional support. ● Staff are identifying vulnerable students and maintaining open lines of contact with students and parents. ● Staff are emailing and communicating virtually, to raise morale and sharing ideas to keep physically active. ● Students and parents are encouraged to take regular exercise breaks ● Line managers are constantly in contact with their team to ensure staff wellbeing. 	<p>C=100</p> <p>E=10</p> <p>P=10</p> <p>10,000</p> <p>=HIGH</p>	01/06/2020 and then weekly

	Shielded Workers, previously categorised as 'clinically extremely vulnerable'			From 1st August Headteachers must discuss working arrangements with staff who have previously been shielding. In accordance with guidance, where possible, these staff should be allowed to work from home. If shielding is paused or where it is not possible for these staff to work from home, risk assessments must be reviewed and Headteachers must do everything that is 'reasonably practicable' to protect these staff from harm.	01/08/2020
	Pregnant staff			Headteachers must put in measures to ensure that new or expectant mothers are not at any significant health and safety risk. All pregnant staff are provided with a risk assessment and this should be adapted to include Coronavirus. If measures cannot be put into place, then pregnant staff should work from home. • If you have a pregnant worker who is a greater risk of severe illness, they should have received a shielding letter from the NHS. These staff should work from home and are not expected to be in the workplace.	
	Anxious staff			If a member of staff expresses concerns about returning to work, it is important that the Headteacher ascertains and seeks to address the reason for the concerns and carries out an individual risk assessment. Concerns raised by the employee could include, but are not limited to, their BAME background, race, gender, age, physical or mental health conditions, other caring responsibilities, vulnerable members of the	

				household or practicalities of uncertain childcare arrangements. Staff members may also have concerns about using public transport to get to and These staff remain on full pay. These staff remain on full pay from work, so consideration should be given to staggered start and finish times to help avoid having to travel at peak times. If everything reasonable has been done to address concerns but staff still refuse to attend work, this will be classed as unauthorised absence.	
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