



Risk Assessment for Covid-19 September 2021

Risk Assessment Completed By:	Glenn Young and Sarah Armitage	Risk Assessment Reviewed & Accepted By:	
Risk Assessment Completed On:	31.8.21	Review Date for Risk Assessment:	

Due to the changing circumstances of Covid-19, this risk assessment should be reviewed regularly and updated in line with any new guidance and in line with outbreak management plan.

Risk Matrix

	Unlikely (1)	Possible(2)	Likely (3)	Highly Likely (4)
Minor (1)	1	2	3	4
Serious (2)	2	4	6	8
Major (3)	3	6	9	12
Death/Full Loss (4)	4	8	12	16

Risk Level	Actions & Timescales
1 - 2	Low risk. Proceed with the activity but consider whether risks could be further controlled or eliminated. Monitor to ensure controls are maintained
3 - 4	Medium risk. Risk reduction measures should be implemented within a defined period. Monitor to ensure measures are taken.
6 - 8	High risk. Activity cannot proceed without reducing or removing the risk. This should be prioritised.
+9	STOP. Activity cannot even be considered until risk reduction measures are implemented and the risk is reduced to an acceptable level.

Risk Assessment Sections

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Buildings, Visitors, Parents, and 3rd Party Deliveries

What are the hazards?	Who might be harmed and how?	Existing control measures (what do we already do to control the risk?)	Current risk level			Further action necessary? By whom? When?	Date completed	New risk level		
			Likelihood	Severity	Total			likelihood	Severity	Total
Communal areas	Risk of contamination to pupils and staff from germs not being cleaned from touch points.	<ul style="list-style-type: none"> Cleaning products provided in all staff toilets with a safety data sheet and basic instructions displayed. Cleaning protocols include staff spraying and wiping all touch points periodically. Pupil toilets to be cleaned more frequently ensuring that touch points are prioritised. Year groups will have designated male / female toilet blocks. (excl OIA) 	2	2	4	<ul style="list-style-type: none"> Nick Morrow/ Andrew McGinn to maintain the daily cleaning schedule. Monitor weekly by SLT 		2	2	4
Staff Rooms	Risk of contamination to pupils and staff from germs not being cleaned from touch points.	<ul style="list-style-type: none"> Cleaning products provided in staff rooms with a safety data sheet and basic instructions displayed. Social distancing encouraged in break and staff areas to maintain protection. Face coverings are optional Staff emptying dishwasher to wash hands and sanitise cupboard handles etc before handling clean items. Windows opened and doors propped open (where safe to do so) to ensure adequate ventilation throughout rooms. 	2	2	4	<ul style="list-style-type: none"> Assess daily and review with immediate changes. Monitor weekly by SLT 		2	2	4
Classrooms	Risk of contamination to pupils and staff from germs from touch points.	<ul style="list-style-type: none"> Hand sanitisers used on entry and exit to classrooms Antibacterial products will be available for use in class. Table and shared resources regularly cleaned with cleaning products. Children to use 'Catch it, bin, kill it' approach. Bins and tissues in every classroom. Children to then wash hands afterwards. Windows opened and doors propped open (where safe to do so) to ensure adequate ventilation throughout rooms. 	2	2	4	<ul style="list-style-type: none"> Nick and Andrew to ensure sanitiser and cleaning products available Monitor weekly by SLT 		2	2	4
Classrooms	Contamination from items introduced by third parties.	<ul style="list-style-type: none"> To minimise the risk only lunch boxes, water bottles and reading books / folders will be allowed to be brought into school. PE kit will be worn to school on PE days. 	2	1	2	<ul style="list-style-type: none"> Monitor weekly by SLT 		2	1	2
Staircases (OMS)	Risk of contamination to pupils and staff from germs not being cleaned from touch points such as the handrails	<ul style="list-style-type: none"> Regular cleaning of the handrails is required before and throughout the day. 	2	2	4	<ul style="list-style-type: none"> Nick to maintain the daily cleaning schedule. Monitor weekly by SLT 		2	2	4

Reception and Visitor Areas	Risk of contamination to pupils, staff and third parties from germs not being cleaned from touch points such as the handrails	<ul style="list-style-type: none"> The office and visitor area will be open to essential visitors or enquiries when phone and email isn't an option. All visitors (inc governors) are required to book in advance via telephone and email where arrangements can be scheduled in advance. Peripatetic lessons to be booked on scheduled timetable and specific rooming 	2	1	2	<ul style="list-style-type: none"> Monitor weekly by SLT 		2	1	2
Fruit and Veg deliveries	Risk of contamination to pupils and staff from germs not being cleaned fruit/veg coming from an external source.	<ul style="list-style-type: none"> All fruit and veg to be washed and dried in class or area before use. 	2	1	2	<ul style="list-style-type: none"> Monitor weekly by SLT 		2	1	2
General Deliveries	Risk of contamination to pupils and staff from germs not being cleaned from items coming from an external source.	<ul style="list-style-type: none"> Driver to offload and leave deliveries in an agreed drop point. Nominated school staff to move delivery to store. Staff to follow handwashing protocol after handling deliveries. 	1	1	1	<ul style="list-style-type: none"> Monitor weekly by SLT 		1	1	1
Contact with Parents	Risk of contamination to staff through close contact.	<ul style="list-style-type: none"> Meetings with parents must be scheduled in advanced and entry into the school buildings will be denied without a prior arranged meeting. Meetings to be held in an area compatible with social distancing if possible. 	1	1	1	<ul style="list-style-type: none"> Monitor weekly by SLT 		1	1	1

School Day Operations, SEN, First Aid and Mental Health

What are the hazards?	Who might be harmed and how?	Existing control measures (what do we already do to control the risk?)	Current risk level			Further action necessary? By whom? When?	Date completed	New risk level		
			Likelihood	Severity	Total			likelihood	Severity	Total
Group Sizes	Risk of contamination to pupils and staff from inability to social distance due to group sizes if cases in areas start to increase.	<ul style="list-style-type: none"> Follow public health advice as appropriate. See outbreak management plan 	2	2	4	<ul style="list-style-type: none"> Monitor weekly by SLT and contact pupil health should any child / staff have a positive test result. 		2	2	4
Break Times	Risk of contamination to pupils and staff from close contact	<ul style="list-style-type: none"> Regular cleaning of outdoor equipment 	2	2	4	<ul style="list-style-type: none"> Monitor weekly by SLT 		2	2	4
Lunch Times	Risk of contamination to pupils and staff from close contact	<ul style="list-style-type: none"> 2 year groups in the hall at a time Cleaning between change over Regular cleaning of outdoor equipment 	2)	4	<ul style="list-style-type: none"> Lunch time supervisor 		2	2	4

						manage cleaning rota				
						<ul style="list-style-type: none"> Monitor weekly by SLT 				
Mental health and wellbeing of staff	Staff are displaying levels of anxiety over the practicalities of the workplace.	<ul style="list-style-type: none"> All risk assessments and procedures shared with staff to ensure they are fully aware of procedures 	2	2	4	<ul style="list-style-type: none"> SLT carrying out daily check in with staff. Individual support may be needed depending on the needs of a staff member. Staff to raise concerns about themselves or colleagues. 		2	2	4
Special Education Needs	Please refer to individual risk assessments for our children with EHCP's when appropriate									
First Aid	Contamination through possible direct transfer of open wounds or injuries.	<ul style="list-style-type: none"> Where possible older children will be encouraged to clean their own injuries under direct supervision and apply simple items like plasters themselves. PPE will be made available in designated locations throughout the school for situations where this is required. Smaller bum bag first aid kits will be supplied to each year area to limit the potential of cross contamination. PPE equipment available when required. 	2	2	4	<ul style="list-style-type: none"> First aid recorded and monitored by SLT 		2	2	4
Wrap around care including after school clubs.	Risk of contamination to pupils and staff from close contact	<ul style="list-style-type: none"> Additional cleaning in place Use of hand sanitiser on entry 	2	2	4	<ul style="list-style-type: none"> GY/SA to monitor 		2	2	4
After school clubs	Risk of contamination to pupils and staff from close contact.	<ul style="list-style-type: none"> Interventions to be run within year groups where possible Sports clubs to provide risk assessment and ensure additional cleaning of resources Clubs to be outside where possible 	2	2	4	<ul style="list-style-type: none"> Class teacher to monitor. LC to monitor 		2	2	4

General Risks

What are the hazards?	Who might be harmed and how?	Existing control measures (what do we already do to control the risk?)	Current risk level			Further action necessary? By whom? When?	Date completed	New risk level		
			Likelihood	Severity	Total			likelihood	Severity	Total
Virus spread by pupils	Risk of contamination to pupils and staff from poor hygiene or awareness of symptoms.	<ul style="list-style-type: none"> Pupils and parents aware of enhanced hygiene requirements 	2	2	4	<ul style="list-style-type: none"> Monitor weekly by SLT 		2	2	4

		<ul style="list-style-type: none"> Pupils displaying symptoms of Covid-19 do not enter the school site and self-isolate until they have a negative PCR test result and are well. Any child who displays symptoms in school, is sent to the designated area in main reception to await pick up from parents/carers. This designated area is then cleaned by designated member of staff and a checklist of cleaning is completed When a case is confirmed, school to contact local health protection team (who will engage with NHS Test & Trace) 								
Virus spread by staff and visitors	Risk of contamination to pupils and staff from poor hygiene or awareness of symptoms.	<ul style="list-style-type: none"> All staff to take LFD test twice weekly until at least the end of September 21 Staff aware of enhanced hygiene requirements Staff displaying symptoms of Covid-19 do not enter the school site until they have a negative result or if positive isolate for 10 days. Any member of staff who displays symptoms in school, is sent straight home. If a case is confirmed, school to contact local health protection team (who will engage with NHS Test & Trace) Staff to follow the test at home strategy twice a week, and inform NHS, and IFTL of outcome of tests. GY/SA to respond on the outcome of a positive test (see outbreak management plan) Governors and visitors to organise meetings in advance for effective procedures to be put in place 	2	2	4	<ul style="list-style-type: none"> Respond immediately if a staff member or child displays symptoms. Monitor weekly by SLT SP/ LE to ensure adequate supply of tests 		2	2	4
Personal contamination	Risk of contamination to pupils and staff from being in the same environment.	<ul style="list-style-type: none"> Staff to wear a face covering is optional. PPE provided for a child displaying symptoms of Covid-19 whilst in school. PPE provided for staff supporting intimate care for a child. 	2	2	4	<ul style="list-style-type: none"> Monitor weekly by SLT 		2	2	4
Waste disposal following a suspected or confirmed case of Covid-19	Risk of contamination to pupils and staff from waste.	<ul style="list-style-type: none"> Waste generated from the cleaning process is double bagged and stored for 72 hours prior to being disposed of with the general waste. 	2	2	4	<ul style="list-style-type: none"> Nick/Andrew to report back any issues with waste disposal to GY/SA immediately. Monitor weekly by SLT 		2	2	4

Review Date	SLT Signature	Updates to be shared

