



RISK ASSESSMENT

COVID19 Risk Assessment for Reopening school from 1st September 2020



A. Outline of activity or task to be assessed: Re-opening of school from September 2020

Form No.
Aug 2020

Group/Service Area:

Work Activity

Working in school during coronavirus (COVID-19), from 1st September

Workplace/Team: Mary Webb School and Science College

Date of Assessment: 14/09/2020

Date for re-assessment:
28/09/2020

Name of Assessors: PLW (GD+PS) on previous versions

Signature:

Manager: Peter Lowe-Werrell

Signature:

Hazard is something with the **potential** to cause **harm**. **Risk** is the **likelihood** of someone being hurt multiplied by the **severity** of the occurrence.

Level of risk = likelihood x severity

PRIORITY OF ACTION

High 17 - 25 Unacceptable – Stop work or activity until immediate improvements can be made.

Medium 10 – 16 Tolerable but need to improve within a reasonable timescale, e.g., 1-3 months depending on the situation.

Low 5 - 9 Adequate but look to improve by next review.

Very Low 1 – 4 Residual risk acceptable and no further action will be required all the time the control measures are maintained.

B. Risk Matrix – This section is used for guidance to complete section C.

5 x 5 RISK ASSESSMENT MATRIX

Increasing consequence or severity ↑	5	5 low	10 med	15 med	20 high	25 high
	4	4 very low	8 low	12 med	16 med	20 high
	3	3 very low	6 low	9 low	12 med	15 med
	2	2 very low	4 very low	6 low	8 low	10 med
	1	1 very low	2 very low	3 very low	4 very low	5 low

1

2

3

4

5

Increasing likelihood or probability →

Score	Likelihood / Probability	Description	Score	Consequence/Severity	Description
5	Very likely / Almost certain	Event is expected to occur in most circumstances	5	Catastrophic / Severe / Fatality	Death or permanent disability to one or more persons
4	Likely	Event will probably occur in most circumstances	4	Major injury / ill health	Hospital admission required, eg, broken arm or leg
3	Fairly likely / Possible	Event could occur at some time	3	Moderate (over 7-day injury)	Medical treatment required, over 7-day injury
2	Unlikely	Event is not likely to occur in normal circumstances	2	Minor injury / ill health	First aid is required
1	Very unlikely	Event may occur only in exceptional circumstances	1	Insignificant / no injury	Injuries not requiring first aid treatment

C. Use information from section B to identify level of risk for each hazard

What are the Hazards?	Who might be harmed and how the hazard could cause harm	What are you already doing? (Existing Controls)	Risk Level Low/Med/High	What further actions are necessary	Residual Risk Level Low/Med/High	Action	
						Who	When
1 Catching or spreading Coronavirus – General considerations, which are managed through hierarchy of protective measures (1-4)	Staff including cleaning and catering staff, students, visitors and contractors	<ul style="list-style-type: none"> • Suitable levels of staff are in place • No individual diagnosed with, or showing symptoms of, coronavirus (COVID-19) will be allowed entry to the school. (log of student absence maintained by attendance officer includes date of first symptoms and all symptoms recorded) • No individual who shares a household with a person diagnosed with, or showing symptoms of, coronavirus (COVID-19) will be allowed entry to the school. • Individuals developing/showing symptoms during the school day will be sent home at the earliest opportunity and isolated in a well-ventilated designated area until they can leave. <ul style="list-style-type: none"> ○ A check should be made to confirm whether the individual showing symptoms has other household members in school, as they need to be sent home ○ When an individual is sent home, due to symptoms, they will be advised to get tested and for their household to begin self-isolation 	Low	<p>Rota for duties</p> <p>Reminders to staff</p> <p>Visitors and contractors must sign to confirm</p>	V Low	GD/PLW	Ongoing

			<ul style="list-style-type: none"> Engagement with NHS Test & Trace process as a school and active promotion of individual engagement <ul style="list-style-type: none"> If student or staff member develops symptoms in school, identify in school contacts to ascertain whether 'direct' or 'proximity' contact, as per Public Health England resource pack, issued by Shropshire Council Headteacher maintains database of those taken ill, during the school day. Promoting and actively encouraging the cleaning hands more often than usual – students are required to bring their own hand sanitiser and there are hand sanitisers in every classroom Proactive good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach – bins in all rooms emptied immediately after the room has been in use Cleaning frequently touched surfaces often using standard products, such as detergents and bleach. All products have a COSHH risk assessment 				PLW/ SP/ MJ	Ongoing
					Posters and reminders		PS FTs	Ongoing
					Sanitising stations/ products at entry points and in classrooms		PS	Done
					Timetable of classroom usage provided to those tasked with cleaning		GD/ PS	Done
					Cleaning products in every class for teacher use			
2	Contact between individuals – overarching principle to reduce the	Staff including cleaning and catering staff,	<ul style="list-style-type: none"> Two timetables provide staggered break and lunch times, year groups assigned to effectively split the school in half. (1:2:2 – Yrs 7 and 10, 2:2:1 – Yrs 8, 9 and 11) Naturally staggered start to school due to buses arriving. Students go straight to 	Low	Students briefed on different timings	V Low	GD	Done
					Teachers		GD	Done

	<p>number of contacts between children and staff</p>	<p>students, visitors and contractors</p>	<p>tutor rooms upon arrival in school</p> <ul style="list-style-type: none"> • One way systems introduced for movement around main building, through canteen and when leaving break/lunch time areas • Prompt and quiet movement around school encouraged and managed to reduce the time students spend within 2 metres of each other • Additional signage around school to support quick adaptation to new routines • Students granted immediate access to classrooms – queueing significantly reduced/eradicated. • Direct access to and exit from classrooms, where possible (Science, Technology and Art) • Classrooms and other learning environments (including workshops and science labs) have seating plans. • Use plastic screens in front of teacher desks when 2 metre distance is not possible (due to class size or class arrangement) between student and teacher desks. • Students permitted to leave class to use toilet facilities once during lesson time • CLEAPSS advice for practical lessons, contained in guidance documents GL344 for D&T (including food Tech) and GL345 for science departments will be adhered to. • Subject specific advice and guidance to be followed in other practical subjects, such as PE and music • External education providers to share risk assessments with SLT • Break and lunch time rotas and slots for canteen use created • Yrs 8, 9 and 11 sent off for lesson 3 and 		<p>know lessons students have before and after their lesson</p> <p>Students know their timetables</p> <p>Subject leaders to check classrooms are set out appropriately</p> <p>Timetable issued to all staff so they know when to expect students moving in corridors</p> <p>Line managers to discuss subject specific advice and guidance with subject leaders</p>		<p>FTs</p> <p>MLs</p> <p>MLs/SLT</p> <p>MJ</p>	<p>Done</p> <p>Done</p> <p>Ongoing</p>
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			<p>good handwashing technique and the need to increase handwashing frequency</p> <ul style="list-style-type: none"> • Remind all staff and students to: <ul style="list-style-type: none"> ○ frequently wash their hands with soap and water for 20 seconds and dry thoroughly ○ clean their hands on arrival at the setting, before and after the use of any communal resource (e.g. photocopiers, fridges, etc.) before and after eating, and after sneezing or coughing ○ be encouraged not to touch their mouth, eyes and nose ○ use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') • All student toilet facilities are available, but allocated to specific year groups • Increase use of changing areas for PE, so both changing rooms are in use to reduce numbers of children using the changing rooms • Use of photocopiers restricted (office photocopier to be used by office, support and admin support staff only, staff room photocopier only to be used by teaching staff and teaching assistants) • Targetted enhanced cleaning to be based on usage patterns, as per daily timetable, to ensure high use areas are cleaned in a timely manner • Cleaners follow the COVID-19: cleaning of non-healthcare settings guidance • Where possible, all spaces will be ventilated using natural ventilation (opening windows) • Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation 		<p>Cleaning rota to ensure frequency increased</p>		<p>MJ/ SP VJ</p> <p>PS</p>	
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			<ul style="list-style-type: none"> Supplies for cleaning and hygiene products monitored to ensure there is no shortage, with orders being placed well in advance Report any missing cleaning products, eg soap, to site staff as soon as possible 				PS/ PR	
5	Use of Personal protective equipment (PPE) in School settings against COVID -19	Staff including cleaning and catering staff, students, visitors and contractors	<ul style="list-style-type: none"> Students wearing face masks/coverings on school transport: <ul style="list-style-type: none"> Remove face mask/covering before entering school yard gate Disposable masks should be placed in bin designated for masks, reusable masks should be placed inside a plastic bag Hands should be sanitised after mask removal Face coverings may be worn by students and staff when in corridors and communal areas. The same guidance applies to the use of face coverings (in relation to putting them on and removing them) as for students wearing them on transport to and from school. PPE normally supplied by school, such as goggles for practical science lessons, will have limited use and must be cleaned after use, as per CLEAPPS guidance Staff are not expected to routinely wear face masks/coverings, with the main exception being in first aid situations, however they may do so, if they wish. 	Low	Clear signage above bin and reminder to students about the need for a plastic bag Routines established for practical lesson PPE Staff who administer first aid to view PPE use video and confirm understanding of how to use PPE issued and those choosing to wear a face mask/covering should also confirm they know how to safely put on and remove it	V Low	PS MJ/ SP PS PS/ PLW	
6	Catering facilities	Staff including cleaning	<ul style="list-style-type: none"> Food will be available for all, but packed lunches are permitted, with strict adherence to not sharing food 	Low	Reminder to students and parents	V low	MJ/ SP	

		and catering staff, visitors and students.	<ul style="list-style-type: none"> • Social distancing is achieved in the dining hall through marking of which seats can be used and markers for queuing • Staggered break and lunch reduces mixing and numbers in the dining hall • Cleaning time between uses • Water fountain not in use, students to ensure adequate personal provision brought in to school • Strict adherence to 'pathways' in canteen area • Separate eating areas for those purchasing food and those with packed lunch to increase distance between students • Increased seating capacity in main hall to accommodate year groups on break and lunch during bad weather 		Cleaning rota		PS	
					Increase signage	V low	PS	
							PS	Oct
7	First Aid	Staff including cleaning and catering staff, students, visitors and contractors	<p>First aid administered for minor injuries should observe social distancing. This may include first aid trained staff providing verbal instructions to those with minor injuries on appropriate treatment. First aiders should not feel their safety is compromised and should refer situations to their line manager or the Headteacher, should they feel uncomfortable administering first aid.</p> <p>Additional considerations</p> <ul style="list-style-type: none"> • First aid and associated provision is made at all times • Adequate PPE is provided for use by staff in all first aid emergencies • Equipment which would not normally be disposed of after use should be cleaned as normal • Whilst it is possible to guide recipients of first aid through appropriate self-treatment in the first aid room, whilst 	Low/med	Staff who administer first aid to be view PPE use video and confirm understanding of how to use PPE issued	Low/ V Low	PS	

			<p>observing social distancing, there may be a need to use other areas, such as the reception area or cloakroom area outside the first aid room</p> <p>CPR</p> <ul style="list-style-type: none"> • All occasions when CPR is required this will be carried out in accordance with current protocols from the Resuscitation Council the F/A needs assessment will identify any additional equipment and training needs • Where there is a possible risk of infection all necessary precautions must be followed face and eye protection should be used and contact with the casualties airway must be avoided. Chest compressions and defibrillations must be applied while waiting for the ambulance and advance lifesaving care • For a Paediatric casualty – There is an acceptance that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child. The advice from the Resuscitation Council (UK) is that rescue breaths should be undertaken as ventilations are crucial to the child’s chances of survival 					
8	Emotional distress of the staff - including anxiety	Staff including cleaning and catering staff.	<ul style="list-style-type: none"> • SLT members of staff on site every day for staff to share concerns with • Open door policy with all SLT • Mental health first aiders to support staff – Assistant Headteacher • Staff to be included with the decision making, risk assessments • Regular briefings to discuss issues and 	Low			PLW	

			<p>the need for potential changes to processes. Consultation with staff to address concerns</p> <ul style="list-style-type: none"> • Additional staff work and rest rooms to ensure social distancing can be adhered to • Teaching staff to use their subject areas as an allocated space to relax and rest when not face to face with students, in lesson. • Teaching Assistants and support staff should use staff room in accordance with number limits specified • Use conference room as additional staff room and allocate it to certain teams • Staff timetables are updated and annotated to show when they have their break and lunch times on staggered timetable • Details of counselling available to all staff e.g. NOSS (Network of Staff Supporters), see Assistant Headteacher and Headteacher for details • Occupational Health referrals can be made, upon request, to support employees • Staff to speak to line managers or directly to headteacher about concerns. Where possible work place adaptations should be considered to support staff member 					
9	Emotional distress of the pupils	Students and parents	<ul style="list-style-type: none"> • Pupils to be supported by staff, with first point of contact being form tutors • Phased return of students to school to enable new systems to be introduced over time • Additional parent contact evening to discuss issues parents want to bring to school's attention • Additional support for students 	Low	Teachers pass on concerns to form tutors	V low		

			<p>coordinated by Assistant Headteacher</p> <ul style="list-style-type: none"> • SEN students - assessments of additional support need in light of current situation will be reviewed regularly in order to ensure students are properly supported. 					
10	Transport Arrangements	Students	<p>Staff, parents and children:</p> <ul style="list-style-type: none"> • Parents will notify the school of their child's intended means of transportation to school • Students who use school transport will be asked to familiarise themselves (with the support of their parents/carers) with the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel • Students using school transport should also follow guidance issued directly to them by the school transport team 	Low			MJ/SP	
11	Fire evacuation		<p>Muster points, in the main school yard, have not changed. Students and staff will be directed to use the markings on the yard, with form group lines being longer than usual to enable distance between students. Students not lined up facing each other.</p>	Low	Form tutors to maintain 2m distance once returning to front of their tutor group	V Low	PLW/PS	

If more hazards are identified please add more boxes

D. Safe Systems of Work to be outlined below by using the information in Section C once completed:

Operational procedures document supports above
 One way map of school
 List of all school staff kept with NM to confirm receipt and read of all documents

