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| **Risk Assessment Form** |
| **Activity/ workplace assessed:** | Covid-19 Full Reopening of School Building and Activities. |
| **Location:** | Blackwood Comprehensive |
| **Person(s) conducting or consulted:** | Head Teacher Mrs Jane Wilkie  |
| **Assessment reference number:** | B 2 |
| **Date:** | 22/08/2020 |
| **Review due date:** | 22/08/2021 or in the event of further WG guidance. |
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| **Review on:** | Reviewed date |
| **Reviewed by:** | Reviewer name |

| **Significant** **Hazard** | **People at risk and what is the risk**What is the harm that is likely to result from the hazard | **Existing control measures**What is currently in place to control the risk? | **Risk Rating** | **Further action if required**What, if any is required to bring the risk down to an acceptable level? | **Actioned to:**Who will complete the action? | **Due date:**When will the action be complete by? | **Completion date:**Initial & date once the action has been completed |
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| Likelihood | Severity/ Consequence | Multiply(L) x (SC)to produce Risk Rating (RR) |
| **(L)** | **(S/C)** | **(RR)** | **L/M/H** |
| Statutory and general maintenance of premises and work equipment | Staff, visitors, members of public, contractors.Risk of failure of equipment with subsequent potential to cause serious personal injury or ill health | The business manager manages the schools maintenance and updates RAMIS. The SLA H&S Officer monitors this during visits.RAMIS has been reviewed and all outstanding maintenance or repairs has been actioned. A visual inspection of the premises, inside and within the site grounds has been carried out and will be conducted daily prior to the school opening.  | 2 | 1 | 2 | L | If any hazards identified present an imminent danger, the area should not be used and access prohibited until remedial action can be taken. For changes/damage to asbestos containing materials, the emergency procedures set out in the Corporate Asbestos Management Plan must be followed and the Asbestos Management Team informed - asbestosenquiry@caerphilly.gov.uk  | Head TeacherBusiness ManagerCaretaker | Prior to school opening. | Ongoing |
| Stagnant water – legionella and other harmful bacteria | Staff, visitors, pupils, members of public, contractors.Risk of rapid bacteria proliferation to levels posing risk of causing legionnaires disease and other serious ill health particularly if contaminated water droplets become airborne and are inhaled or the water is consumed. | Water temperatures maintained by the site manager as directed in the summer shutdown guidance.Monthly checking of the temperature of water to ensure it is below 20oC or above 50oC (at sentinel points within 1 minute of running) continued each month. Weekly flushing of little used outlets continued including any outlets that become little used due to reduced school usage on reopening. | 2 | 1 | 2 | L |  | Head TeacherBusiness ManagerCaretaker | Immediately | Ongoing |
| Distribution of air contaminated with covid-19 through air conditioning and ventilation systems | All persons inhaling air contaminated with covid-19 recirculated around the room or building at risk. | The IT suite and LRC are the only rooms with air conditioning. These are fed directly from an external source and do not recirculate any air  | 2 | 1 | 2 | L | Seek specialist advice from a Building Services Engineer of CCBC’s Building Consultancy department, or contractor appointed to maintain the school’s ventilation system if required. | Head TeacherBusiness ManagerCaretaker | Immediately | Ongoing. |
| Spread of COVID -19 Infection – Dropping off/ Picking-Up | Staff, pupils, contractors and visitors at risk of covid-19 transmission from each other and surfaces they contact directly or indirectly | Separate entry/exit points have been established where possible to prevent congestion.Parents, guardians and pupils have been informed of which entry point to use.Parents not permitted onsite without an appointment.On arrival, pupils will go to their designated contact group breakout zone until the bell sounds.Stagger start & finish times to minimise congestion and keep groups apart.Prominent signage has been placed at entry point(s) that entry into school grounds of anyone who is symptomatic is denied access..Arrangements regarding drop-off/pick-up times and locations have been communicated to parents in order to support social distancing.Staff to remind pupils and parents to maintain a social distance whilst waiting to enter the school and all pupils will queue in single file on entry/exit from the school. This has been reinforced with appropriate signage.Lines have been marked on the floor to help ensure that those queuing maintain the 2m social distancing.The school has provided hand sanitiser (min 60% alcohol content) and all persons will be asked to apply sanitiser gel to their hands on their arrival, unless able to wash their hands with soap and running water immediately on entry (preferable but often impractical). Sanitising stations have been placed throughout the school with appropriate signage.General signage has been placed in breakout zones, in reception and throughout the school reinforcing Covid safety measures. | 2 | 2 | 4 | Low | Encourage parents to provide clean clothes for their pupils every day and to ensure that their pupils wear machine-washable clothing.Monitor stock levels of hand sanitisers to ensure supply is available at all times. Signage and social distancing signs to mark out arrangements when queueing for buses/taxis. School staff to supervise.Staff should follow the limited social contact guidance e.g. no handshaking or hugging and activities should be planned to minimise need for contact.Install suitable screen dividers where 2m social distancing is not possible, particularly main entrance reception,.Process in place for staff and learners to remove face coverings communicated to all. Learners instructed not to touch the front of their face coverings during use or when removing, to wash hands immediately, dispose of temporary face coverings in a covered bin or face reusable coverings in a plastic bag before washing hands again. | Head Teacher All Staff | Daily | Ongoing |
| Spread of COVID -19 Infection – entry of Contractors and Visitors | Staff, pupils, contractors and visitors at risk of covid-19 transmission from each other and surfaces they contact directly or indirectly | Where possible visits planned to take place out of hours to minimise contacts. Provision of signage, hand sanitiser etc. as above.Visitors/contractors and others will be notified of the school specific controls e.g. entry/exit points, one way systems, importance of maintaining social distancing and follow hygiene requirements prior to and on their arrival.A visitors register will be maintained of all those visiting and using the school site to enable school to assist ‘Track and Trace’, to identify those who have tested positive with covid-19.Visitors, pupils and staff strongly advised to wear face coverings in communal areas, where social distancing cannot be maintained | 2 | 2 | 4 | L | Provide communication of key messages to contractors and others. | Head TeacherAll StaffFM together with school for work arranged via Property Services. | Ongoing | Ongoing |
| Cross infection of Covid-19 virus general.  | Staff, pupils, contractors and visitors at risk of covid-19 transmission from each other and surfaces they contact directly or indirectly. | Well-publicised Government health campaign that anyone with recognised symptoms of Covid-19 is instructed to self-isolate at home.All but essential face-to-face meetings with contactors, parents and carers cancelled – virtual meetings or telephone calls held instead.Large gatherings such as assemblies, INSET & staff meetings to be held virtually.The 2m social distancing for adults rule is well established nationally and regularly re-enforced in national media, Government communications, internal messages and signage at office.School layout, lessons and activities organised to minimise contacts between and within groups. Resources brought into school by learners to be limited to essential items – coat, bag, food, drinks, books, equipment etc.Symptomatic staff and pupils, and those identified as household contacts of suspected cases are not permitted to return to school until they have completed the isolation period (if non-symptomatic) or contact receives a negative test. Close contacts of confirmed cases as identified by track and trace not permitted to return until the end of their isolation period.Visitors, pupils and staff strongly advised to wear face coverings in communal areas, where social distancing cannot be maintained | 2 | 4 | 8 | L | All staff and pupils adhere to 2m distancing from others where possible, and keep duration of closer proximity to minimum (e.g. to pass in a narrow area).Symptomatic staff, or those contacted by the ‘track and trace’ service, to notify the Headteacher of their absence and requirement to self-isolate. | Head TeacherAll Staff | Ongoing | Ongoing |
| Cross infection of Covid-19 virus – basic hygiene.  | Staff, pupils, contractors and visitors at risk of covid-19 transmission from each other and surfaces they contact directly or indirectly | Well-publicised Government health campaign that anyone with recognised symptoms of Covid-19 is instructed to self-isolate at home.Staff and pupils are reminded to avoid touching their face/nose/eyes with unwashed hands.Remind Staff to “Catch-it, bin-it, kill-it” and to cough or sneeze into their elbow if a tissue is not available, and to place used tissues into the designated refuse bin, then immediately wash their hands.All but essential face-to-face meetings with contactors, parents and carers cancelled – virtual meetings or telephone calls held instead.Staff instructed to ensure their working practices and unstructured time maintain 2m distancing.Staff to promote handwashing/sanitising, and will ensure that pupils are familiar with the correct hand washing techniques and that handwashing is built into routines.Large gatherings such as assemblies, INSET & staff meetings to be held virtuallyRegular staff communication from Headteacher.2m social distancing rule for adults well established nationally and regularly re-enforced in national media, Government communications, internal messages and signage at office.Provide different toilets for use by different contact groups where possible. Hand sanitiser to be used before using the toilet.Provide hand sanitiser for use before using the toilets.All pupils and adults, including staff must wash their hands/use sanitiser (min 60% alcohol) on entry into school. Handwashing is preferable but may be impractical.Hand washing & sanitising has been programmed into the daily school schedule and will take place at regular intervals during the day and be re-enforced including:Before and after snacks/use of toilet/breakout areas/after handling objects that may have been handled by others/after physical contact/after blowing nose/coughing/sneezing/moving between rooms.The site manager/caretaker/ cleaning staff will ensure the availability of soap, warm water and paper towels in all toilets and other areas used for handwashing. Staff to supervise identified pupils and those with additional learning needs with handwashing where required.Posters are displayed in the toilet area supporting good hand washing.Sanitising stations have been placed throughout the school with appropriate signage.Tissues will be provided in each classroom and work area.Classroom and work areas have been rearranged to ensure forward facing desks, with use of screens where this is not possible.Staff desks maintain 2m distancing from pupils or have screens where this is not possible.Staff have been informed that refuse bags of tissues used by anybody with covid-19 symptoms must be double-bagged and kept for 72hrs prior to disposal.Posters in key locations around the school supporting key messages – social distancing, hand-washing, binning etc.Pupils and staff strongly advised to wear face coverings in communal areas, where social distancing cannot be maintained | 2 | 4 | 8 | L | Staff to ensure they wash their hands after any direct contact with a pupil.Ensure pupils are aware of risks associated with sanitiser and are aware and supervised to use safely e.g. avoid contact with eyes and ingestion. Consider suitability of location and supervision.Consider sanitiser location and potential for deliberate fire risk in secondary schools as it is highly flammable if exposed to ignition source.Separate bins for tissue waste in all classrooms will be provided and emptied regularly and at least daily. | Head TeacherAll Staff | Ongoing | Ongoing |
| Spread of COVID -19 Infection – Movement around the school | Staff, pupils, contractors and visitors at risk of covid-19 transmission from each other and surfaces they contact directly or indirectly | Pupils and staff must bring their own food and drink. Pupils to eat in breakout areas or class if weather is inclement.Minimise pupil movement between rooms. Timetable and sets constructed so that teachers move between classrooms instead of pupils, where this is feasibleBreaks will be outside, where possible. Manage the use of toilets and handwashing facilities to support social distancing, where possible, while ensuring pupils are as free as possible to use the facilities as required.Staff have been instructed to minimise their movement between rooms where possible.Signage installed to support movement in corridors, on stairs and entry/exit to main & tech block.Fire exits to be used as entry and exit points in classrooms where possible.Pedestrian movement around the school has been minimised where possible e.g. pupils using one classroom only rather than moving between rooms, and use of external doors that open directly into classrooms rather than main entrance/exit points where possible.A one way system has been implemented in the boys & girls gymsFloor and wall signage has been positioned around the building setting reminding all of key risk-control measures, e.g. the need to socially distance from others.Toilets and handwashing facilities have been managed so that each group uses separate toilets to support social distancing while ensuring pupils are as free as possible to use the facilities as required.No canteen facilities will be available, breaks and movement around school will be minimised and there unnecessary mixing of groups.Doors that are not designated as a fire door where possible will be held open.Visitors, pupils and staff strongly advised to wear face coverings in communal areas, where social distancing cannot be maintainedMasks strongly advised where social distancing is not possible in communal areas, corridors and toilets | 2 | 4 | 8 | L | Restrict use of the lift(s). Install signage to indicate use by one person at a time (plus carer where required) as new maximum lift capacity and floor markings to indicate where users should stand to maintain social distancing while waiting for the lift. | Head TeacherAll Staff | Daily | Ongoing |
| Spread of Covid – 19 infection – classroom/other areas used  | Staff, pupils, contractors and visitors at risk of covid-19 transmission from each other and surfaces they contact directly or indirectly | Split pupils into consistent contact groups and minimise contact and mixing between groups as much as possible. Groups to be kept as small as possible, but will, in the main, consist of year groups.Instruct staff and pupils to avoid mixing of contact groups.Tape line marking around teacher’s desk to reinforce social distancing.Resources permitted to be taken home to be minimised where possible. Resources taken home not to be shared or to be cleaned/rotated between uses.Where staff members are unable to maintain 2m social distancing they will minimise the time spent within 1m and avoid face to face contact where this is practicable.Maintain consistent teacher and teaching assistant(s) where possible.Arrange for tissue only collection bins to be emptied regularly to prevent overflowing and at least daily.Classroom and other areas in use are well ventilated with windows and doors kept open where possible to encourage air flow.Staff and pupils who chose to wear face coverings made aware of how to use them safely:* Hands washed/sanitised before putting on/taking off
* Avoid touching eyes/nose/mouth at all times
* Store reusable face covering in a plastic bag until washed
* Do not touch the front of the face covering or the part that has been in contact with mouth and nose
* Once removed clean any surfaces the face covering has touched
* Wash regularly
* Tuck away any loose ends
* Dispose of responsibly in a covered bin to prevent cross contamination.

Re-set desks so that they are forward facing and/or side by side to support social distancing. Use screens to minimise risk when forward facing desks are not possible.Refuse bags with tissues used by anyone symptomatic of covid-19 are double bagged and isolated for at least 72 hours before disposal.Posters and signage has been installed to remind staff and pupils of social distancing and hygiene requirements in every classroom and strategically around the building. Staff and pupils have been instructed not to share food/ snacks/ drinks/ cups/ bottles/ utensils.Sanitiser is available in classrooms with no handwashing facilities and at strategic points throughout the school.Water fountains have been placed out of use. If required all usage will be strictly supervised and cleaned between use.Staff have been instructed to ensure cleaning of desks & work stations when they have finished their lessons.Staff and pupils have been instructed not to share resources such as pens, scissors etc. and equipment (e.g. iPads).. Where resources have to be used by more than one person, clean between uses. Use of Rapid-10 to clean classrooms/work areas between use by different contact groups.Pupils and staff strongly advised to wear face coverings in communal areas, where social distancing cannot be maintainedIdentified classrooms for use specific contact groups where possible.Screens used in R2L to separate contact groups. Cleaning of surfaces with disinfectant spray/wipes or Rapid-10 between pupil use. | 2 | 4 | 8 | L | Maintain 2m social distancing between groups of pupils and between pupils and staff where possible.Where social distancing is unreliable, staff who choose to do so supported to wear 3 layer face coverings in accordance with WG guidance. Remove unnecessary furniture and items from the classroom to maximise space.Resources shared between contact groups e.g. PE/Art/Science equipment to be cleaned between contact groups or rotated and left out of use for 48 hrs (72hrs for plastics) between different groups.Discourage pupils and staff from bringing in any items from home, apart from equipment, food and drink. Where items are brought from home they should only be handled by their owner otherwise they must be cleaned. Subject areas to write Risk Assessment for carrying out practical lessons, as necessary.Separate bins for tissue waste only in all classrooms have been provided and will be emptied on a regular basis. | Head TeacherAll StaffSubject Leaders | Ongoing | Daily |
| Cross infection of Covid-19 virus within school – lunch/break time | Staff, pupils, contractors and visitors at risk of covid-19 transmission from each other and surfaces they contact directly or indirectly | Pupils and staff bring their own food and drink. Pupils to eat in breakout areas or class if weather is inclement.All items and clutter not required have been removed from tables to enable them to be disinfected and visually clean before lunch/snack.Staff and pupils have been instructed that food /drinks/ bottles/cups/utensils must not be shared between pupils.Hand washing/sanitising has been programmed into the school daily routine and will take place at regular intervals during the day including in particular:* Before and after snacks/meals
* Use of the toilet.
* Use of breakout areas
* After handling objects that may have been handled by others.
* After physical contact with someone else.
* After blowing nose, coughing / sneezing and disposing of any tissue.

Staff will supervise identified pupils and those with additional needs with handwashing if required.The school site has been segregated into contact group breakout zones, to restrict contact between different groups.Weather dependent, pupils will go outdoors during break times. If the weather is inclement pupils will go to their form rooms. | 2 | 4 | 8 | L | Arrange for the staggering of lunch and break times to avoid mixing of different groups of pupils. | Head TeacherAll Staff | Daily | Ongoing |
| Cross infection of Covid-19 virus within school from colleagues – common rest areas/meeting rooms | Staff, pupils, contractors and visitors at risk of covid-19 transmission from each other and surfaces they contact directly or indirectly | Pupils and staff bring their own food and drink. Pupils to eat in breakout areas or form room if weather is inclement.Tables and chairs have been rearranged in staff room / break out areas to support social distancing. Additional area (hall) identified as a staff space.Staff encouraged to store personal items in personal storage space where possible.Staff encouraged staff to stay in the workplace during breaks, and if they do leave the site to socially distance. | 2 | 4 | 8 | L | Open windows/doors where possible and maintain good ventilation.Schedule breaks to enable safe use of any locker room/toilets/staff rooms can be used safely to avoid concurrent use. | Head TeacherAll Staff | Daily | Ongoing |
| Cross infection of Covid-19 virus within school – Undertaking Intimate care | Staff and pupils involved at risk of covid-19 transmission from each other and surfaces they contact directly/ indirectly during the care. | Standard PPE available e.g. gloves and apron to be used for hands-on care tasks including toileting and washing and supporting vulnerable pupils.The donning / doffing PPE poster has been displayed. <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster__.pdf> | 2 | 4 | 8 | L | Assess whether fluid resistant surgical mask and eye protection is required where a child-specific risk assessment identifies a risk of splashing to the eyes from spitting.Provide and instruct staff to wear an FFP3 mask (face fit required) if required and gown to conduct suction or other aerosol-generating procedure.Instruct staff required to wear PPE as part of their role on how to dispose of it safely including the requirement to double bag and keep for 72hr for items that may be contaminated. | Head TeacherAll Staff | Ongoing | Ongoing |
| First Aid | Persons suffering from an injury or ill health in need of first aid while at school including staff, pupil, visitors, contractors.Qualified first aiders may not be attending work as frequently.First aid qualifications may have expired during the shutdown period.No practical first aid training currently taking place.First aider and patient at risk of covid-19 transmission from each other and surfaces they contact directly or indirectly during the care. | Standard PPE available e.g. gloves and apron should be used for first aid tasks. The school first aiders will check the expiry date of sterile items within first aid kits and replace stock if necessary.The school first aiders will check the expiry dates of sterile eye wash bottles, and replace if necessary.The school first aiders will check the expiry date of AED pads and replace if necessary.The school first aiders will check the battery life indicator on the AED and arrange a replacement battery if indicating low.First aiders have been instructed to only administer first aid to a symptomatic individual if essential and to wear a fluid resistant surgical mask, gloves and apron.First aiders have been instructed that any used PPE should be double bagged and kept for 72 hrs prior to being disposed of with regular waste. First aiders have been instructed that a fluid resistant surgical mask and eye protection should be used where available if there is a risk of splashing of bodily fluids e.g. from spitting, vomiting, coughing.All staff have been instructed that the isolation room should be left for 72hrs where possible after being occupied by an individual symptomatic of covid-19 before cleaning, or made subject to an enhanced clean before further use.School first aid provision risk assessment has been reviewed.  | 3 | 2 | 6 | Low | Holders of a First Aid at Work (FAW) or Emergency First Aid at Work (EFAW) certificate that expires on or after 16 March 2020 and cannot access requalification training because of coronavirus, you may qualify for an extension. Contact CCBC’s Health and Safety Division’s training department for details of, and to book a place onto future planned first aid training courses – corporatehealth&safe@caerphilly.gov.uk Instruct first aiders that good hygiene practices should be followed after first aid has been administered, particularly washing their hands. | Head TeacherFirst Aiders | Immediately | Ongoing |
| Cleaning activities/ work, cross infection | Staff, pupils, contractors and visitors at risk of covid-19 transmission from each other and surfaces they contact directly or indirectly | All work surfaces, play equipment and high contact items e.g. door handles, bathrooms, railing, tables, push-pads, taps, hand sanitiser units to receive an enhanced clean at the end of every day and at agreed time during the day.Emergency cleaning team on standby from CCBC’s Building Cleaning team and able to respond in an hour for cleaning following a symptomatic individual/emergency situationSuitable biocidal/virucidal products available at school. Cleaning carried in accordance with CCBC/Mitie training and risk assessment using colour coded equipment, apron, gloves and eye protection where splashing risk.Cleaning products used for hand touched surfaces includes bactericidal and virucidal properties such as Screen.Gloves and aprons used when cleaning items contaminated by saliva or respiratory secretions as standard procedure.An isolation room has been designated for use by a symptomatic individual while awaiting collection from the school. Once emptied the room will be secured for at least 72 hours after being occupied by an individual symptomatic of covid-19 before routine cleaning and the back- up isolation room will be used if required.Cleaning of area/equipment/toilet used by the symptomatic person in accordance with cleaning risk assessment.All waste generated following an enhanced clean where an individual has become symptomatic to be double bagged and kept for 72hrs in accordance with official guidance.Visibly contaminated items to be disposed of if possible, or otherwise cleaned by cleaning staff in accordance with Cleaning risk assessment and using PPE (apron, gloves and surgical facemask).Rooms/areas to be cleaned between uses by different groups.Cleaning of areas/rooms/equipment used by different contact groups with Rapid-10/disinfectant spray/wipes as appropriate.Site team to regularly wipe down keyboards, mice etc. with anti-bac wipes.Cleaner and caretaker to ensure social distancing when undertaking their cleaning activities. | 2 | 4 | 8 | Low | Where outdoor play equipment cannot be cleaned between uses between different contact groups, equipment to be taken out of use.Cleaning arrangement to cover wraparound provision where school buildings/equipment is utilised. | Caerphilly CleaningSite TeamMitie | Daily | Ongoing |
| Pupil/Staff member falling ill during the day | Staff, pupils, contractors and visitors at risk of covid-19 transmission from each other and surfaces they contact directly or indirectly | Staff vigilant to changes to pupils’ behaviour and signals indicating illness. Staff are aware and mindful of individual pupil’s needs – for example it would not be appropriate for younger pupils to be alone without adult supervision.Donning/doffing PPE poster on display for all staff who may be required to wear PPE as part of their role. <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster__.pdf>All staff and pupils (where age-appropriate) to be made vigilant of the symptoms of COVID-19 and watch for those symptoms e.g. high temperature, loss of smell or taste and/or new continuous cough. Personal hygiene must be exercised at all times to ensure that the spread of the infection is controlled.If any person is displaying symptoms they must immediately leave school and return home to self-isolate according to the guidance produced by Public Health Wales, and or NHS direct.A symptomatic pupil will be taken into the identified isolation area with windows ideally opened for ventilation purposes. Staff will return home.Exercise social distancing from the symptomatic child wherever possible to prevent the spread of the infection.Any equipment that a symptomatic individual has been in contact with must be withdrawn from circulation and thoroughly cleaned and disinfected by Caerphilly Cleaning in accordance with cleaning risk assessment before being allowed back into circulation.Any bathrooms and other areas used by the symptomatic person should be closed ideally with physical barriers and signage and subject to an enhanced clean before being used by others.Staff who wear PPE as part of their role know how to dispose of it safely including the requirement to double bag and keep for 72hr for items that may be contaminated. | 2 | 4 | 8 | M | Pupils and staff displaying symptoms can be tested for covid-19 - information and guidance for staff and how to apply for a test can be found [from the Welsh Government website](https://gov.wales/apply-coronavirus-test) – [www.wales.gov.uk](http://www.wales.gov.uk) . Until test results are back those who have symptoms and their households must isolate in accordance with official guidance. In the event of a positive result contract tracing will take place.Instruct all staff that where a member of staff is unable to follow social distance guidance to supervise and/or comfort a symptomatic child that a clinical fluid-resistant mask or other mask offering at least FFP2 protection should be worn. Instruct all staff that any PPE used when supporting an individual symptomatic of covid-19 should be double bagged and kept for 72hrs before disposal. Staff should follow good hygiene practices and thoroughly wash their hands after any essential contact.Try to identify an alternative exit route from the premises in order to ensure all other primary routes are not potentially contaminated. | Head TeacherAll Staff | Daily | Ongoing |
| Alcohol-based hand sanitiser causes serious eye irritation if in direct contact with the eye (i.e. from rubbing eye area with hand with sanitiser applied) | Risk of eye irritation arising from hand-to-eye contact from a hand with hand gel applied.Likelihood is greater for young pupils. | Pupils are supervised, particularly when hand gel is applied and rubbed into hands.All staff have been instructed when supervising pupils that if sanitiser gets into the eyes to rinse with water for several minutes, remove contact lenses if applicable, and seek medical attention if eye irritation persists after several minutes of flushing. | 2 | 2 | 4 | L |  | Head teacherAll staff | Ongoing | Ongoing |
| Lack of understanding of Covid-19 risk control measures implemented. | All staff, visitors, pupils and contractors | Well publicised Government health messages of need to stay at home and isolate if symptomatic of Covid-19, regularly wash hands for at least 20 seconds or using anti-bacterial hand gel [with at least 60% alcohol content] and to maintain social distancing of at least 2m.Staff are provided with clear, consistent and regular communication to ensure understanding and consistency of new ways of working, and other risk-control measures identified in this risk assessment. | 2 | 1 | 2 | L |  | Corporate emails via Communications Unit to all users, or targeted at staff based at specific buildings. | At least 1 week prior to enabling staff to return to working at their usual place(s) of work. | Ongoing |
| Impact of pandemic and changing routines/school structure on well-being | All staff and visitors | Staff alert to pupils and colleagues exhibiting signs of distress.Staff offered a comfortable area to discuss issues and feelings with colleagues and school SLT. Support available for staff as needed.Pastoral care, Wellbeing and bereavement support for pupil’s available if required. Positive behaviours are reinforced around social distancing hygiene etc. without stigmatising errors.Staff are directed to Carefirst for support as necessary http://sc-aptdken1/KENTICO/Departments/HR/Health-Safety/Documents/Care-First-Leaflet.aspx Carry out staff and pupil wellbeing surveysSLT will be available to support staff with their wellbeing needs | 2 | 3 | 6 | L | Review behaviour procedures, including the R2L policy | Head TeacherAll Staff | Ongoing | Ongoing |
| Cross infection of Covid-19 virus during assembly at designated area following emergency evacuation of building. | Staff, pupils, visitors, contractors Risk unavoidable during evacuation of building itself, but short duration. Risk greater during assembly in large groups at designated assembly areas. | Assembly areas outdoors.Premises very unlikely to be fully occupied while Covid-19 virus remains a risk.  | 2 | 4 | 8 | L | Instruct staff and regular visitors of new arrangements.Seek advice if required from the Fire Safety Officer on suitability of proposed new emergency assembly points.Assembly areas to be reviewed, however pupils and staff will line up in their contact groups, ensuring social distancing as necessary.  | Head TeacherAll Staff | Ongoing | Ongoing |
| Fire safety arrangements may have changed in light of Covid-19 arrangements | Fire / smoke exposure arising from delay in evacuation of building arising from confusion of new arrangements. | Fire alarm checks carried out weekly as per normal arrangements. Areas of the school that are not required to be used within school activities have been isolated to prevent unauthorised access.All changes to evacuation procedures are communicated to all staff and pupils. A socially distanced practise fire evacuation will be conducted during the first 2 weeks back to school. All staff and pupils have been instructed of the actions they are to take upon discovering a fire or hearing the fire alarm, including exit(s) routes to take and location of the designated assembly area(s). Key staff identified to undertake fire marshal duties that will ensure all persons are evacuated and accounted for, including secondary staff to assume the role if the primary fire warden is absent. | 2 | 4 | 8 | Low | Consideration given to different pupils attending on different days and the need to ensure that all are familiar with fire safety arrangements. Fire Safety Officers able to advise schools on request. | Head TeacherCaretakersAll Staff | Ongoing | Ongoing |
| Flammability of alcohol-based hand sanitiser | Fire risk from storage of hand sanitiser causing serious damage to building(s) and injury/ill health of persons exposed to heat or smoke.Risk of burns to hands from misuse of hand gel applied to hands.Arson risk from deliberate ignition of hand gel. | Minimum quantities issued from central supply based on individual site requirements.Health and Safety Bulletin issued regarding the associated fire risks and actions required to minimise risk.Arson risk considered. Sanitiser has been stored in caretakers locked stores with no sunlight.All staff, pupils and individuals have been instructed to avoid excessive use of hand sanitiser, and to rub the sanitiser into the hands until dry – this ensures both effective hand-disinfection and minimises the risk of fire.Regular checks are carried out at designated hand sanitiser stations to ensure the sanitiser remains in situ, is not exposed to sunlight and the cap is fully closed when not in use. | 2 | 4 | 8 | Low | Ensure all hand sanitisers are stored out of direct sunlight, (taking into consideration different times of the day), and away from heat or ignition source (including light switches and fittings, naked flames, hot surfaces and spark or heat-generating processes etc.). Ensure appropriate measures are taken to prevent arson from deliberate misuse and ignition of the product, and vigilant to misuse or theft of sanitiser. | Head TeacherAll Staff | Immediately | Ongoing |
| **Approved date: 1/9/20** | **Head Teacher: Jane Wilkie** | **Signature:** |

