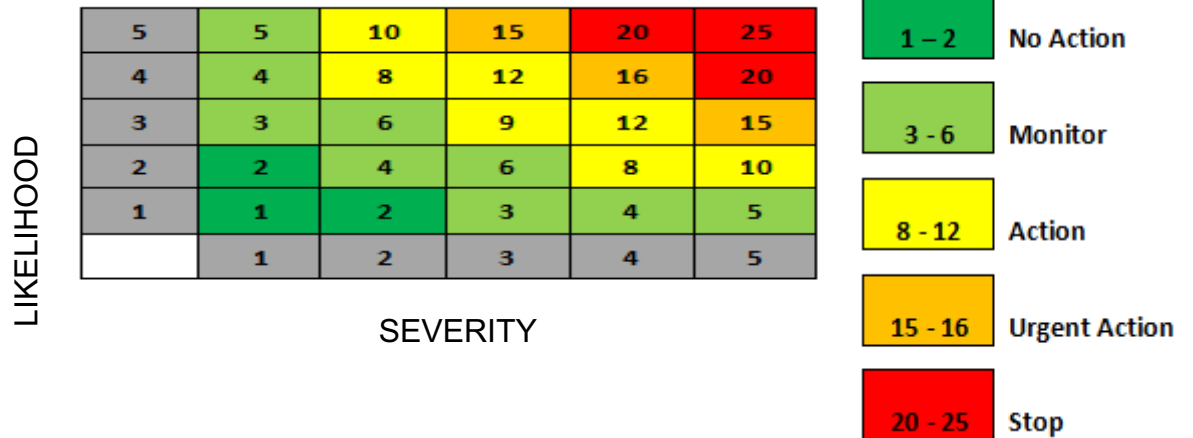




# Risk Assessment

<b>Work Activity/ Hazard:</b>	Education & Childcare settings (Covid-19) Part 1 & Part 2	<b>Directorate</b>	East Rainton Primary School	<b>Section:</b>	Education & Childcare settings
<b>Date of Assessment:</b>	13th July 2020	<b>Date to be Reviewed:</b>	28th September 2020		

<b>Likelihood</b> 1 – Very Unlikely 2 – Unlikely 3 – Fairly Likely 4 – Likely 5 – Very Likely	<b>Severity</b> 1 – Insignificant 2 – Minor 3 – Moderate 4 – Major 5 – Catastrophic
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What are the hazards?	Who might be harmed and how?	What precautions or existing control measures are presently taken.	Likelihood	Severity	Risk Rating L x S	If High or Medium Risk, what additional precautions or control measures need to be taken to reduce risk to as low as	Likelihood	Severity	Residual Risk L x S
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**Full School Opening: COVID-19 Autumn Term 2020** (based on government guidance) <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

What are the hazards?	Who might be harmed and how?	What precautions or existing control measures are presently taken.	Likelihood	Severity	Risk Rating L x S	If High or Medium Risk, what additional precautions or control measures need to be taken to reduce risk to as low as	Likelihood	Severity	Residual Risk L x S
Spread of COVID 19	Employees, contractors, visitors, members of the public, family members  Contracting Coronavirus	<p>An information poster highlighting the symptoms of COVID19 is placed throughout the premises. Ongoing communications (posters, emails, inductions, briefing) has been provided to all employees and/or regular visitors which includes:</p> <ul style="list-style-type: none"> <li>• Risks and symptoms of COVID19</li> <li>• Advice regarding self-isolation of those showing signs or symptoms</li> <li>• Self-isolation for anyone who have recently travelled to the high-risk countries</li> <li>• Handwashing guidance</li> <li>• Ongoing updates monitored by manager and cascaded to staff.</li> </ul> <p>Upon entry to buildings staff must wash hands with soap and water or hand sanitiser and do this regularly during the day. <b>NB: Hand washing with soap and water for 20 seconds is the</b></p>	2	5	10	<p>Before going to work you must report to your manager if you are experiencing any of the following symptoms and do not go to work:</p> <ul style="list-style-type: none"> <li>• A high temperature</li> <li>• A new continuous cough</li> <li>• Loss of taste or smell</li> </ul> <p>All staff to be advised that they must inform their manager if they or anyone in their household have been advised to self isolate, before entering the workplace.</p> <p>Staff are advised to limit the use of photocopiers and use hand sanitizer before use. If not available immediately wash hands after use.</p> <p>Staff should refrain from all non-essential physical contact with colleagues, visitors and service users. Non-essential visits to premises should be assessed. Is there another way of working for example Telephone, video conference, emails etc.</p>	1	5	5

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		<p><b>most effective way of cleaning hands.</b></p> <p>NB: When using alcohol-based hand sanitiser ensure your hands have fully dried off prior to contact with any potential sources of ignition, included static electricity created by touching metal objects.</p> <p>Where risk assessment has identified the need for personal protective equipment (PPE), all employees provided with PPE as per their role must ensure it is worn correctly, adequately maintained, suitably removed and disposed of (where required).</p> <p>Activities which could increase the likelihood of coming into contact with another person's bodily fluids should be individually assessed to see if the contact can be eliminated, reduced, isolated.</p>				<p>Staff to ensure the social distancing is maintained wherever possible and lead by example. All staff must take reasonable care of their own health and safety.</p> <p>Staff must lead by example, ensuring social distancing is always complied to by both the managers and employees.</p> <p>First Aiders will be issued with the current advice (see updated school policy)</p> <p>Use a consistent pairing where possible system if people must work in close proximity, for example, during two-person working, for activities that cannot be redesigned.</p>			

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		<p>Asking has anyone in the household/premises displayed signs or symptoms of:</p> <ul style="list-style-type: none"> <li>• Fever</li> <li>• New continuous cough</li> <li>• Loss of taste or smell</li> </ul> <p>Staff to be advised to cover their mouth and nose when coughing or sneezing.</p> <p>Anyone who thinks they may have symptoms of Covid-19 should check this using the NHS111 online symptom checker <a href="https://111.nhs.uk/covid-19/">https://111.nhs.uk/covid-19/</a> which will provide advice about what to do.</p> <p>For those who develop symptoms, they should go home and inform their manager/supervisor.</p> <p>Consideration will be given to a possible clean down/disinfection of rooms or equipment.</p> <p>Where there are confirmed cases of a member of staff contracting Covid-19 this may require</p>							

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		<p>reporting under the RIDDOR Regulations and must be captured on the IR1 system. For further advice and guidance contact your Health and Safety Team.</p> <p>Active engagement with NHS Test &amp; Trace. Details to be recorded of persons entering the school building to be recording at the entrance. (include email address and/or phone number.</p> <p>Encourage natural ventilation by opening windows and doors. NB. Fire Doors must not be wedged or propped open manually. Approved automatic closing devices can be fitted to fire doors where necessary.</p> <p>Staff are able to work between pupil groups in order to provide a broad curriculum which benefits pupils future however, must be prioritized based on educational needs. Supply, Peripatetic and Temporary staff are able to move between schools – minimising contact with pupils and other staff</p>				<p>Music lessons with peripatetic teachers will take place in the D.Room</p>			

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Eating and Safe use of welfare facilities.	Employees, family members  Contracting Coronavirus	Welfare facilities including adequate handwashing and soap/sanitiser provided for all staff and visitors.  Clean your hands often. Wash your hands with soap and water or, if not available, use an alcohol-based hand sanitizer. Always clean your hands before and after eating, or drinking.  Whenever possible stagger break times to reduce the number of people using the facilities at any one time and maintain a social distance between yourself and others avoid all contact.	2	5	10	Each member of staff must clean down tables after you have finished and remove all uneaten food and drink and dispose of in bin or rubbish bag.  Regularly and thoroughly clean your hands before and after using the toilet facilities.  One way system in the staff room to prevent close contact between staff. 2 staff seated in the staffroom at any one time.	1	5	5
PPE	Employees, contractors, visitors, members of the public, family members  Contracting Coronavirus	Current government guidance suggests that Schools & educational/childcare settings should not require staff, pupils, children or learners to wear face coverings or face masks. They are not required in schools as pupils and staff are mixing in consistent groups, social distancing is applied where possible and because misuse may inadvertently increase the	1	5	5	Re-usable PPE should be thoroughly cleaned with an appropriate disinfectant after use. Most PPE is provided on a personal basis, but may be shared by employees, for example where it is only required for limited periods. Employees should ensure such equipment is properly cleaned and, where required, decontaminated to ensure there are no health risks to the next person using it.	1	5	5

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		<p>risk of transmission.</p> <p><b>It is important to recognise that PPE is only one element of safe and effective infection prevention and control and you should always ensure the following practices:</b></p> <ul style="list-style-type: none"> <li>• Robust hand hygiene.</li> <li>• Do not touch your eyes, nose or mouth if your hands are not clean.</li> <li>• Good respiratory hygiene.</li> <li>• Environmental control (e.g., cleaning of frequently touched surfaces).</li> <li>• Information.</li> <li>• Training.</li> </ul> <p>Staff will receive sufficient information and instruction on the use of PPE including <a href="#">how to put on (Donning)</a>, <a href="#">remove (Doffing)</a>, <a href="#">how to fit surgical masks</a>, store, dispose of as well as any limitations of the PPE. (inset day)</p>				<p>Single use PPE should be disposed of so that it cannot be used again.</p> <p>Encourage increased natural ventilation in enclosed spaces by opening windows.</p> <p>Please remember that you still need to wear any PPE that was identified in your risk assessments prior to the Covid-19 outbreak as this will have been identified to protect you from other foreseeable hazards.</p> <p>Staff who have been identified as needing PPE must use it in accordance with information, instruction and training. ( dining room staff and for intimate care and first aid)</p> <p>Staff working in the dining room will wear face visors due to the nature of the task.</p>			
Handling cash.	Employees, contractors, visitors,	The risks from handling cash are no greater than those created by	1	5	5	Office staff to wear gloves when	1	2	2

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	members of the public, family members  Contracting Coronavirus	touching other common surfaces, such as doorknobs, worktops and handrails etc.  Whenever possible wear gloves when handling cash.  Regularly visually check gloves to ensure they are not developing holes/splits.				handling cash.  Do not touch your face whilst wearing gloves.  Always thoroughly wash your hand after removing gloves.  Ensure you follow the guidance for removing gloves.  Clean surface where cash has been counted.			
Substances Hazardous to Health which could include hand sanitizers and cleaning products	Employees, contractors, visitors, members of the public, family members  Contracting Coronavirus	When purchasing/using substances a hierarchy of control is implemented which considers; <ul style="list-style-type: none"> <li>• Elimination</li> <li>• Substitution</li> <li>• Engineering Controls</li> <li>• Administrative Controls</li> <li>• Personal Protective Equipment</li> </ul> Each substance will have an individual COSHH Assessment which identifies Hazards and control measures for employees	1	3	3				



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		<p>to follow.</p> <p>Alongside the COSHH Assessment will be the Safety Data Sheet to provide additional information. These assessments to be shared with staff.</p> <p>Good hygiene practices – do not eat or drink whilst using substances.</p> <p>Employees must inform their manager of any health condition which they consider may be being caused or made worse by their work.</p> <p>Do not mix chemicals.</p> <p>Managers to monitor employee compliance periodically to ensure that controls are being adhered to.</p> <p>Within Council premises cleaning is undertaken by Cleaning Services.</p>							
Lack of Communication	Employees, contractors, visitors,	Ensure that staff receive specific premises information and	1	1	1	Staff meeting Tuesday 1st September			

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	members of the public, family members  Contracting Coronavirus	instruction for any premises which they will potentially be working in.  Ensure that staff receive information and instruction relevant to their job role captured in this risk assessment.  Ensure that staff are aware of the contents of the COVID-19 Code of Practice which outlines roles and responsibilities of managers, employees and premises controllers.				before school opens.			
Spread of Infection	Employees, children/learners, contractors, visitors, members of the public, family members  Contracting Coronavirus	Promote frequent hand cleaning and good hygiene practices including respiratory hygiene "catch it, bin it, kill it", not touching faces, nose, mouth, lidded bins.  Washing hands before and after eating.  Encourage young children to practice good and regular hygiene habits possibly via games. Provide lidded bins and empty contents at regular	2	3	6	Children to be based in their own classrooms with the same staff as much as possible  Hand washing stations situated across the school near to main entrances. Also within classrooms.  All classroom to have their own box containing tissues, wipes, hand sanitiser, anti-bac spray cloths, masks, gloves, aprons, first aid kit. Plastic bag for disposal of any PPE used. Plastic bags to dispose of tissues.	1	2	2

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		<p>intervals.</p> <p>Regular and increased cleaning – cleaning of frequently touched surfaces with soapy water/appropriate detergent.</p> <p>Sufficient handwashing facilities available. Where there is no facilities nearby, hand sanitisers to be provided.</p> <p>Minimise contact and mixing of pupils and staff as much as possible e.g. altering the environment layout, changing timetables, stagger break times for staff, etc.</p>				<p>Each classroom has its own bin with a lid</p> <p>All desk to be cleaned at break time, lunchtime and at the end of the day. By the member of staff working in the classroom</p> <p>To clean an ipad after use before returning to the storage box. Keep class ipads in the classroom where possible.</p> <p>Special wipes have been purchased that will provide 28 days protection.</p> <p>Break time will be staggered between Key stage 1 and 2.</p> <p>Key stage 1 10:15-10:30</p> <p>Key stage 2 10:30-10:45</p> <p>Depending upon the weather Key stage 1 will remain on the playground and key stage 2 will use the field and MUGA. Field to be split into 2 areas for KS 1 and KS2</p>			

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		<p>Current government guidance suggests that Schools &amp; other educational / childcare settings should not require staff, children or learners to wear face coverings or face masks. Unless providing intimate care or the child is displaying symptoms of covid-19 until collected. (Children / young people may not be able to handle/wear them as directed, increasing risk of transmission)</p> <p>Additional control measures should be in place i.e. limiting mixing/contact of groups, social distancing where possible.</p> <p>Ventilation by opening windows and propping non-fire doors – Please note fire doors must not be propped, only by use of an approved closing device</p>				<p>Lunchtime will be staggered in 4 groups</p> <p>11.45-12:10 EYFS</p> <p>12:15 -12:30 Year 1 and Year 2,</p> <p>12:35-12:50 Year 3 and Year 4</p> <p>12:55- 1:15 Year 5 and 6.</p> <p>Meals will be served to the children and staff will clear away plates.</p> <p>Tables will be cleaned between sittings and door handling cleaned. Children will sit in year groups and space between children. Staff working in the dining room will need to wear gloves, aprons and visors. (see guidance sheet for dining room organisation.)</p> <p><a href="https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</a></p> <p>No children can move on to packed lunches from school meals.</p>			

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		<p>Where a child displays symptoms of the virus ensure they are isolated away from other children and staff. Staff giving care until they are collected should follow PPE guidance.</p> <p>Parents contact and instructed to collect their child from the main reception area. The child should be tested. Until parents arrive the child will be isolated in the main reception area which would then be closed to access by other members of staff or children. Access to the toilet during this time will be for the child only. Once the child has gone home the area will be cleaned by staff.</p> <p>Staff are able to work across groups/bubbles in order to deliver the timetable/curriculum – maintaining 2m (1m plus) distance as above. Staff must wipe their workspace and equipment using disinfectant wipes before leaving the classroom to ensure cleanliness</p>				No assemblies until further notice, no children (except EYFS) to be grouped on the carpet. All children's desks forward facing desks if possible.			

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		<p>of the area for the incoming teacher.</p> <p>Extracurricular provision e.g. breakfast &amp; after school clubs can resume provided a separate risk assessment is completed.</p> <p>External coaches, clubs and organisations for curricular and extracurricular activities can resume. A separate risk assessments and safe working procedures are developed and agreed in line with government guidance and local precautions.</p>							
Early Years & Primary aged children – lack of understanding	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Early Years &amp; Primary aged children cannot be expected to remain socially distant from staff and other children.</p> <p>Monitor use of toilets – avoid over crowding</p> <p>Display the posters / signs which are suitable for reception, years 1 and 6. <a href="#">e-bug Information &amp; posters about Coronavirus</a></p>	3	2	6	<p>Staff will encourage social distancing as much as possible by teaching children about personal space.</p> <p>Toilets in EYFS only allow 1 child at any one time. Hand washing will be supervised.</p> <p>All other toilets 3 children are allowed at any one time.</p> <p>Paper towels are provided.</p>	2	2	4

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Contact due to personal / intimate care	Employees, Children/Learners, family members  Contracting Coronavirus	Staff must wear the normal personal protective equipment they need for giving intimate/personal care  If a child/learner becomes unwell with symptoms of coronavirus while in the setting and needs personal care until they can return home, staff member must wear suitable PPE i.e. surgical mask, apron and gloves.				Children who need to be changed will be taken to the access toilet to allow more space and an area that can be cleaned easily.  By consistent staff where possible with gloves, aprons, and visors.			
Transit in and around school premises	Employees, children/learners, contractors, visitors, members of the public, family members  Contracting Coronavirus	Reduce movement around schools where possible  *No assembly groups  *Stagger break times / lunch times  Pick up times – 1 parent/guardian only to minimise adult to adult contact and avoid gatherings at entrance points  *No parent to be allowed in the	3	3	9	School register will be placed outside the classroom and collected from the same place.  Year 3 and 4 to leave by downstairs door and walk round the building.  After school club children to stay in their own classrooms until collected for club.	2	2	4

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		school building unless absolutely necessary and agreed by Head Teacher with special arrangements communicated							
After school clubs where year group will mix	Employees, children, visitors	After school club activities will be split into 2 groups, Reception and key stage 1 and key stage 2.  Staff will be the same for each group.	3	3	9	No group will be bigger than 15 children. Children will not be allowed to change groups. Staff will be the same for each group. All guidance followed during the school day will continue during after school clubs.	2	2	4
Cross-contamination of resources, toys and equipment	Employees, children/learners, contractors, visitors, members of the public, family members  Contracting Coronavirus	Each child / learner to have their own resources and equipment e.g. pencil, pen, ruler  Reduce or avoid where possible use of shared between classes; any resources to be used by another class must be cleaned.  Take home resources to be limited as much as possible  Water bottles must not be shared – each child to have their own	2	2	2	<u>Reading books and homework packs to be timetabled to allow for non plastic items to be left for 48hours.</u>  <u>Children must bring their own PE kit</u>	1	2	2



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		personal bottle.							
Lack of communication	Employees, children/learners, contractors, visitors, members of the public, family members  Contracting Coronavirus	Talk to staff about plans (transport, drop off and collection times, lunch, safety measures, training needs.  Communicate all plans to all parents and young people (transport, drop off and collection times, lunch arrangements, etc) ,  Communicate with visitors and contractors ahead of opening – signage to be displayed.  Discuss cleaning regimes with staff during inset day.	1	1	1	Risk assessment draft to be discussed with staff. Final copy will be displayed in the staff room.  Alterations to the risk assessment will be made when needed and staff will be informed.	1	1	1
Poor mental wellbeing of staff and Pupils	Staff, Pupils, Parent & family members  Stress, anxiety, panic, depression	Promote attendance at school for both staff and pupils  Identify individuals who are reluctant or anxious or at risk of disengagement. Support mechanisms are in place for all levels of employees, pupils/families and supporting							

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		<p>governance roles.</p> <p>Communicate clear information on risks and controls measures in place – safe procedures, arrangements etc.</p> <p>Communicate clear expectations for all staff, pupils and parents. Work with external agencies and Social Workers where relevant</p>							
Outbreaks and lack of Emergency Planning	Employees, children/learners, contractors, visitors, members of the public, family members	<p>Contingency Plan in place to allow swift action to be taken in event of a confirmed Covid19 case or an outbreak – key contacts, reporting, record keeping, etc.</p> <p>Gather and record key information relating to the case immediately</p> <p>Public Health England, Health Protection Team at be called swiftly in the event of a case of Covid-19, they will do a rapid risk assessment and advise of action to take. Contact tel: 0300 303</p>							

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		<p>8596 (ext.1) or for out of hours 0191 269 7714)</p> <p>Local Emergency Plan in place to allow swift action to be taken – key contacts, action to take in event of a confirmed Covid19 case or an outbreak</p> <p>Understanding of NHS Test &amp; Trace Process and local arrangements in place for record keeping of premises visitors for the last 21 days.</p>							

**To be completed by the Individual undertaking the risk assessment:**

**Name:**

**Job Title:**

**Signature:**

**Date:**

**To be completed by the Senior Manager:**

I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.

**Name:**

**Job Title:**

**Signature:**

**Date:**